

Subject: [VTC] 重要通知: VTC 校友電郵及 OneDrive 服務的最新安排 /
Important Notice: New Arrangement for VTC Alumni Email and OneDrive
Services (13 December 2023)

Dear VTC Alumni,

We would like to inform our Alumni users about a significant change recently announced by Microsoft regarding the pricing and quota policy of the Email and OneDrive services which would affect our services to Alumni. At present, Microsoft has been providing these services free of charge, enabling VTC to make available such free services to you. However, we are recently advised by Microsoft that such free services policy will undergo a crucial revision in the near future, affecting the education sector amongst others worldwide including Hong Kong. Consequentially, we have to introduce major changes to our provision of Email and OneDrive services to our Alumni. Below please find the updated arrangement:

Email Service

Effective from **1st February 2024 (Thursday)**, the storage capacity on mailbox for individual alumni will be adjusted from **50GB** to **5GB**. If your current storage usage exceeds this new limit and you do not clean up your mailbox after 1st February 2024, you will no longer be able to send or receive new emails. We would therefore strongly encourage you to check your current storage capacity on your alumni account and clean up your mailbox before 1st February 2024,

OneDrive Service

Effective from **1st February 2024 (Thursday)**, the storage capacity on OneDrive for individual alumni will be adjusted from **1TB** to **100GB**. If your current storage usage exceeds this new limit and you do not clean up your files by 1st February 2024, you will no longer be able to upload, edit, or sync new files on OneDrive. Your existing files will remain accessible but will become read-only.

In addition, effective from **1st December 2024 (Sunday)**, the **OneDrive service will be discontinued**. To prevent data loss, please download your files from OneDrive and store them separately well before this date.

We understand that these modifications may have an impact on your current usage and storage needs. We regret the inconvenience caused. In order to assist you in preparing for this change, we recommend you take the following steps:

1. Check your current storage usage on Mailbox/ OneDrive and assess how much space you need to free up. Instructions on how to do this can be found (Mailbox [here](#), OneDrive [here](#)).
2. Delete any unnecessary or duplicate files that are no longer needed.
3. Transfer any important files that exceed your new storage quota to a personal OneDrive account or another cloud storage service. You may sign up for a free personal OneDrive account with 5GB of storage [here or](#) utilize other cloud storage services (e.g. Google Drive, Dropbox, or iCloud).
4. Download any files that you wish to retain onto your personal devices. Instructions on how to do this can be found [here](#).

If you have any general inquiries, please contact the Alumni Relations Office at alumni@vtc.edu.hk.

For technical-related issues, please reach out to the ITSD Helpdesk at itsd-helpdesk@vtc.edu.hk.

Thank you for your attention.

Information Technology Services Division
Vocational Training Council

2023 年 12 月 13 日

親愛的 VTC 校友：

我們特函通知校友用戶一項由微軟最近公佈的重大變更；以致我們需改變向校友提供的相關服務，該變更將涉及電子郵件和 OneDrive 服務的價格和配額政策。現時微軟免費提供這些服務，令我們可免費提供服務予校友。然而，我們很遺憾地通知你，這項政策將會面臨重大修訂，影響全球包括香港的教育機構。故我們必須對我們提供 VTC 校友的電郵及 OneDrive 服務作出調整。現特此通知你有關的最新安排：

電郵服務

由 2024 年 2 月 1 日（星期四）起，校友的電郵信箱儲存容量將由 50GB 調整為 5GB，如果你目前的儲存使用量超過 5GB 且在 2024 年 2 月 1 日之前未有清理信箱，你將無法傳送及接收新電郵。我們強烈建議你在該日期前檢視你的校友電郵信箱儲存容量及清理信箱。

OneDrive 服務

由 2024 年 2 月 1 日起（星期四），校友的 OneDrive 儲存容量將由 1TB 調整為 100GB。如果你目前的儲存使用量超過 100GB 且在 2024 年 2 月 1 日之前未有清理文件，你將無法在 OneDrive 上傳、編輯或同步新文件。你現有的文件將變為只可讀取。

此外，由 2024 年 12 月 1 日（星期日）開始，將不會提供 OneDrive 服務。為避免資料損失，請務必在此日期前下載你在 OneDrive 的文件並另行儲存。

我們理解這些修改可能對你目前的使用和存儲需求產生影響，對此我們深感抱歉。為了幫助你做好準備應對這一變化，我們建議你按照以下步驟進行操作：

1. 檢查你在郵箱/OneDrive 上的當前存儲使用量，並評估需要釋放多少空間。有關如何執行此操作的說明，請參閱（郵箱[連結](#)，OneDrive [連結](#)）。
2. 刪除任何不必要或重複的文件，這些文件已不再需要。
3. 將超出新存儲配額的重要文件轉移到個人 OneDrive 帳戶或其他雲存儲服務。你可以在[此處](#)註冊一個免費的個人 OneDrive 帳戶，提供 5GB 的存儲空間。你也可以使用其他雲存儲服務，如 Google Drive、Dropbox 或 iCloud。
4. 下載你希望保留在個人設備上的任何文件。有關如何執行此操作的說明，請參閱此處的[指示](#)。

如果你有任何一般性問題，請聯繫校友事務辦公室，電子郵件地址為 alumni@vtc.edu.hk。如果涉及技術問題，請聯繫 ITSD 服務台，電子郵件地址為 itsd-helpdesk@vtc.edu.hk。

感謝你的關注。

資訊科技服務科

職業訓練局