

1 Size of Mailbox

- 1.1 Each Web Builder Pro Technologies Ltd mailbox has a storage quota. This is in place to protect Your account and others from potentially large volumes of email sent to a single address that could materially affect the email system server.
- 1.2 Additional storage can be purchased through Your control panel or contacting Our support team at support@wbpt.co.uk.
- 1.3 It is the mailbox owner's responsibility to ensure that his/her mailbox does not reach its allocated level.
- 1.4 WBPT cannot be responsible for email lost due to full mailboxes. You can check Your mailbox size from Your control panel.

2 Service Availability

- 2.1 Web Builder Pro Technologies Ltd monitor the server as a whole but does not monitor individual mailboxes. The Exchange server uses SMTP, a "store-and-forward" email protocol, to deliver outbound messages. This protocol does not guarantee immediate delivery of email messages.
- 2.2 If there is no successful delivery attempt within 10 minutes, the message will be returned to the sender with the error message.

3 Security

- 3.1 Web Builder Pro Technologies Ltd makes every reasonable effort to ensure mailbox security at all times. We do this through a combination of various network security policies, load balancing and redundant systems.
- 3.2 We make every reasonable effort to ensure the integrity of data on Web Builder Pro Technologies Ltd's systems. On the rare occasions where there may be a problem with specific mailbox data, it is the mailbox owner's responsibility to notify Web Builder Pro Technologies Ltd.
- 3.3 We cannot guarantee to restore data and we accept no liability for the loss of any such data.

4 Server Storage Capacity

- 4.1 Each Exchange account is allotted an aggregated storage capacity initially equal to the total storage capacity of each mailbox. This storage capacity is shared among all mailboxes and public folders within Your account; the quota cannot be exceeded.
- 4.2 For an additional fee, You may increase Your account storage capacity at any time from within the control panel.

5 Mailbox and Public Folder Storage Capacity

- 5.1 In addition to the aggregate account storage capacity, each mailbox and public folder also has its own storage limit.
- 5.2 When the storage capacity is reached on an individual mailbox or folder, the Exchange servers shall stop sending or receiving messages.
- 5.3 Web Builder Pro Technologies Ltd is not responsible for Service unavailability or data loss caused by any mailbox or folder exceeding its storage capacity. To prevent such occurrences, You can manage mailbox and public folder storage limits at any time from within the control panel.

6 Anti-Virus Checking

- 6.1 Web Builder Pro Technologies Ltd installs anti-virus software on its email servers for all Advanced and Exchange mailboxes. This software is configured to check messages coming into the email server.
- 6.2 If a virus is detected, the message is deleted. No notification is sent to either recipient or sender of the message.
- 6.3 Messages sent between mailboxes on the Web Builder Pro Technologies Ltd platform are not checked.

7 Use of Email Account

If Web Builder Pro Technologies Ltd identify a mailbox or domain that is causing problems; we will either remove the offending mailboxes or change their settings to resolve the issue. In extreme cases, we will disable email or suspend all Services to the domain as appropriate.

8 Email Retrieval and Time-Scale

Web Builder Pro Technologies Ltd's policy on maintaining stable data-transfer levels includes a deletion process for email as follows:

- (i) all mail in IMAP "Trash" folders will be deleted automatically after 7 days. Such mail is checked daily;
 - (ii) if a mailbox is not accessed for 60 days, either by POP or IMAP, all mail over 90 days old will be deleted automatically. This process will be repeated daily until the mailbox is accessed again;
 - (iii) Root mailboxes that are not accessed for 90 days will have their quota reduced to 1MB automatically (with any existing mail over this new quota deleted). If the Root mailbox is accessed again, its quota will be increased back to the original allocation (Root mailboxes being Standard mailboxes).
- Note that after 90 days, the Root mailbox will have already undergone a clean up after 60 days of inactivity. Web Builder Pro Technologies Ltd does not accept any responsibility whatsoever for any deleted mail.

9 By signing up for any of our services you agree to be bound by all Web Builder Pro Technologies Ltd terms and conditions.