

Dear User,

Please find attached a report of files stored on our departmental file server that appear to be personal music, video or pictures. The UF HSC Acceptable Use guidelines ([link to department site where guidelines exist](#)) prohibit the storage of such files on shared IT resources such as our departmental file server.

Please remove the files as soon as possible (alternatively, the files will be removed in 5 business days if no action is taken) to preserve the integrity and availability of our shared IT resources.

Thank you for your cooperation.

Name of IT staff member sending the email
Title, Role



Server Utilization
Report.xls ...