

Gmail Sending Limits

To keep their systems healthy and accounts safe, Google has the following 24-hour sending limits for individual accounts -- the 24-hour period is a rolling period:

- 2,000 messages per day (Note: limits include vacation responder messages)
- 10,000 messages forwarded per day (not included in the daily sending limit)
- 2,000 recipients (500 external recipients - external recipients are people outside the appstate.edu domain) per message in the TO, CC, and BCC fields.
 - Note: Google Groups (Google Groups has replaced listserv) counts as a single recipient, but a group created in your contact list counts as the number of people in the list
 - If you use POP or IMAP (e.g., Thunderbird, Outlook, Apple Mail), then the limit is 99 recipients per message
- 3,000 external recipients per day
- 3,000 unique recipients per day (individual addresses count once/day -- 2,000 external recipients)

Consequences of reaching a sending limit:

If you exceed the Google email sending limits, you may see an error message such as:

- You have reached a limit for sending email
- You have reached a Gmail sending limit
- You have exceeded the maximum number of recipients

After reaching one of these limits, users can't send new messages for up to 24 hours (they can still access their account and receive incoming emails.) The Help Desk should be able to reset the account.

For more information on individual account limits or recommendations for sending bulk mail, see the Google support page outlining [Gmail sending limits in Google Workspace](#)

If you have any questions, feel free to submit a request at support.appstate.edu/help, or call the Help Desk at 828-262-6266.

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