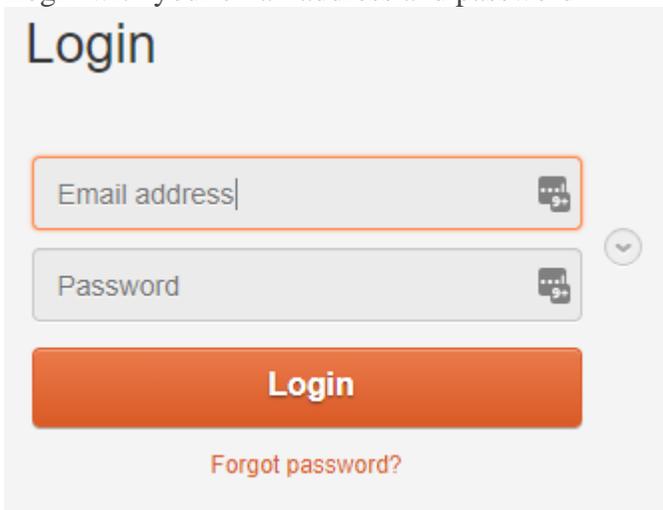


# Standard Email Accounts

- [Change my password -Standard account](#)
- [Checking your Quota](#)
- [Mailbox is Full](#)
- [Remove copies from the server in Outlook](#)
- [Out of Office replies](#)

# Change my password - Standard account

1. Go to <https://email.barweb.com.au/mail> in your web browser of choice
2. Login with your email address and password



The screenshot shows a login form with the following elements:

- Login** (Title)
- (Email address field)
- (Password field)
- (Login button)
- [Forgot password?](#) (Link)

- 3.

Click on **Setting** along the top tab bar



4.

Click on **Change Password** on the left side navigation

5.

Enter your **Current Password** then type in a **New Password** and confirm the new password

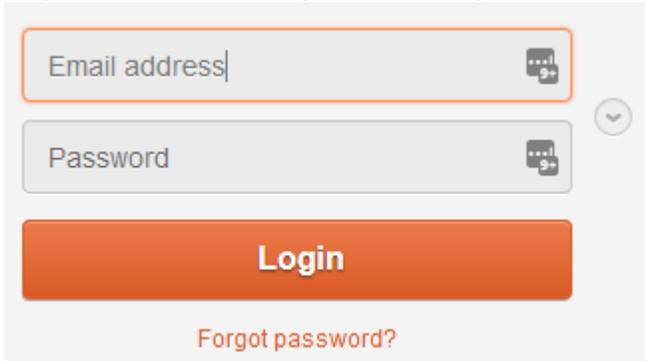
<b>Current Password</b>	<input type="text"/>
	Specify your existing password
<hr/>	
<b>New Password</b>	<input type="text"/>
	Specify the new password for your account
<b>Confirm Password</b>	<input type="text"/>
	Confirm the new password
	<input type="button" value="Save Settings"/>

6.

Click on **Save Settings**

# Checking your Quota

1. Login to Webmail using the following address - <https://email.barweb.com.au/mail>



A screenshot of a webmail login interface. It features two input fields: 'Email address' and 'Password', both with a '9+' icon on the right. Below the fields is a large orange 'Login' button. At the bottom, there is a link that says 'Forgot password?'. A small dropdown arrow is visible to the right of the password field.

- 2.



Email

Contacts

Settings

Folders x

3. Your quota will be displayed below

Quota

20%

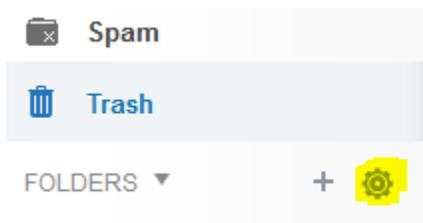
208 of 1024 MB used.

# Mailbox is Full

If you have multiple mail folders configured within your Email Account, within the folder settings overview each folder size is displayed, to access the folder settings follow these steps.

1.

Click on the **Folder Settings** Icon

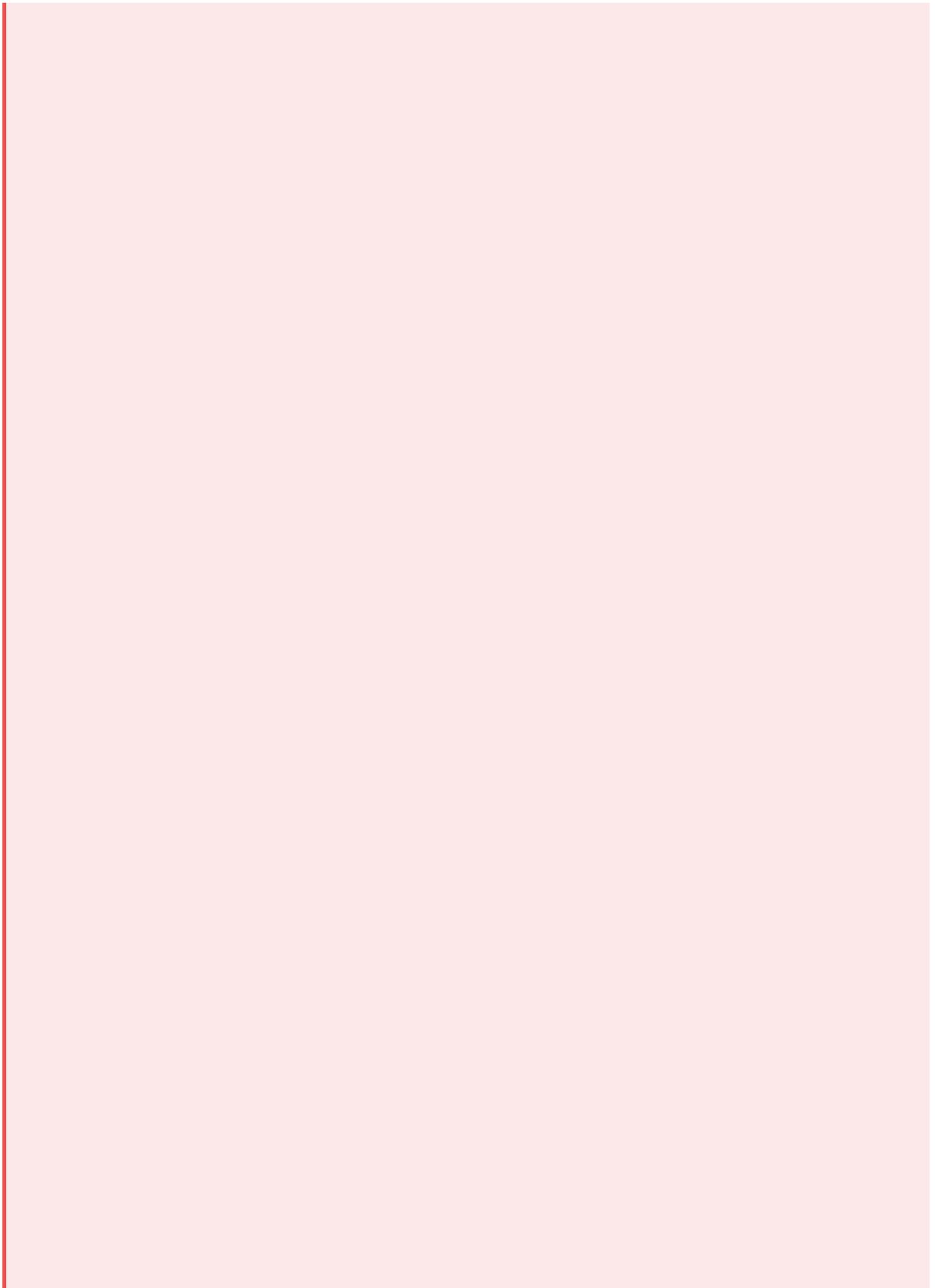


2.



Folder Name	Unread/Total	Quota(KB)
Accounts	0/0	0kb
Binder	0/1	14kb
BlackDesert	0/2	10kb
CBA	4/16	138kb
Clef	0/1	1kb
GoCard	1/4	330kb

## Deleting Emails from Server

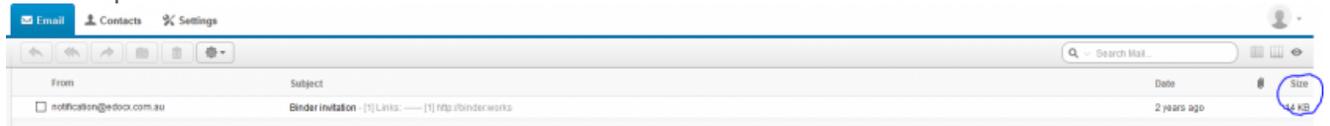


1. Select the Checkbox next to each email you wish to delete

- 

Click on **Size** to sort your inbox by email size, this will put the emails that consume the most space

at the top



2. Click on the delete button in the top button menu

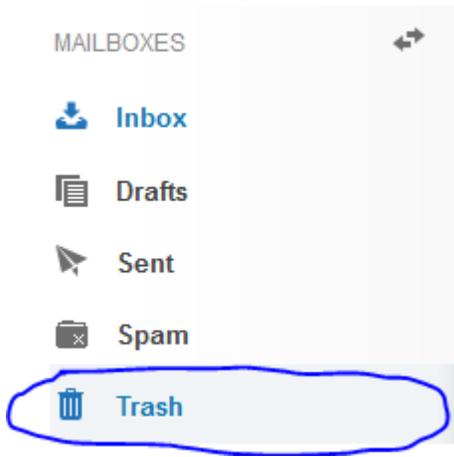


3.

Go to **Trash**

-





4.

Click on the **Empty** button



# Remove copies from the server in Outlook

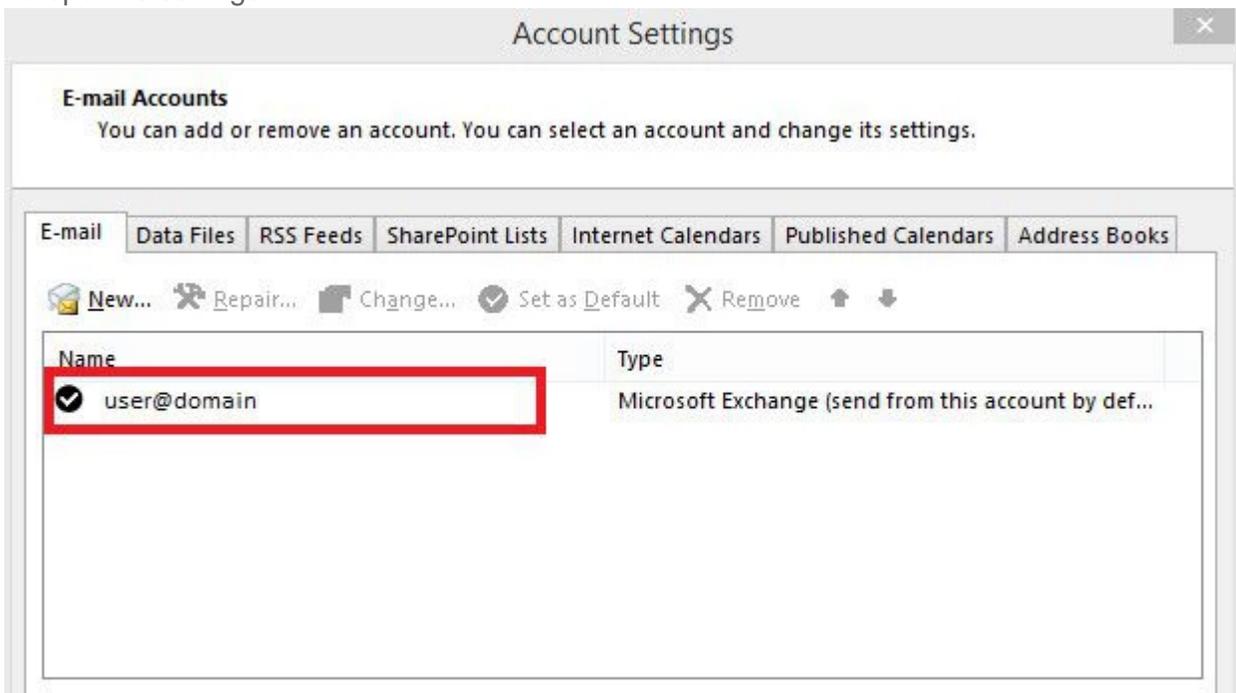
1.

Click on **File > Account Settings > Account Settings...**

2.

Locate your account and **double-click**

to open its settings.



3.



**Add Account** ✕

---

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

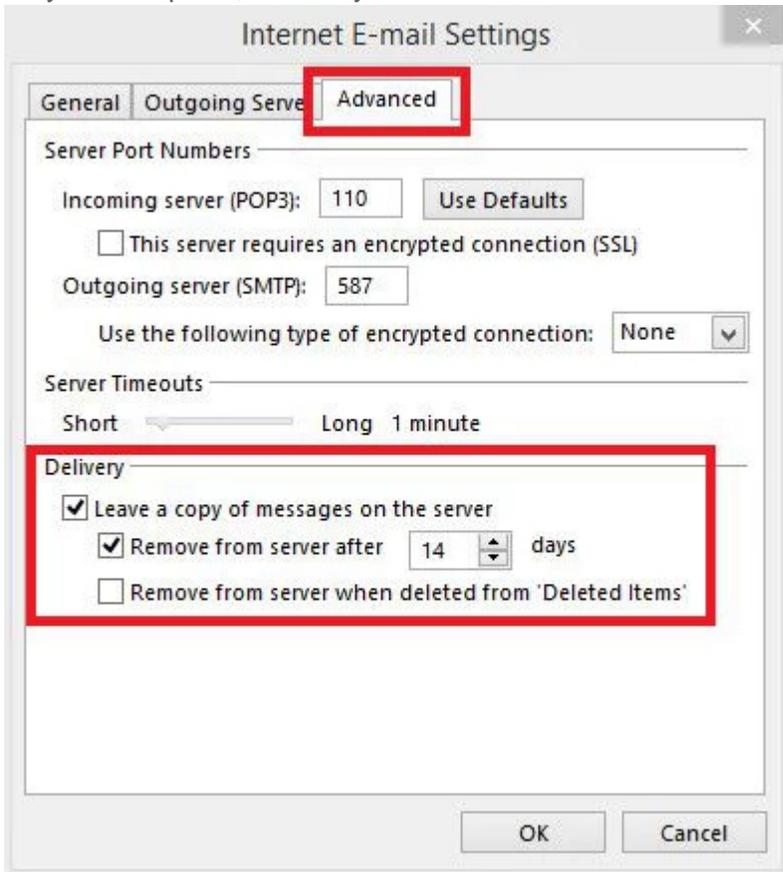
Existing Outlook Data File

4.

In the **Advanced** tab, under **Delivery**, make sure the settings are as follows. This will maintain a

copy on the server for **14 days**

after it has been retrieved by your Outlook program. A copy of all emails will remain stored locally on your computer, until fully deleted within Outlook.



5.

Click **OK**.

6.

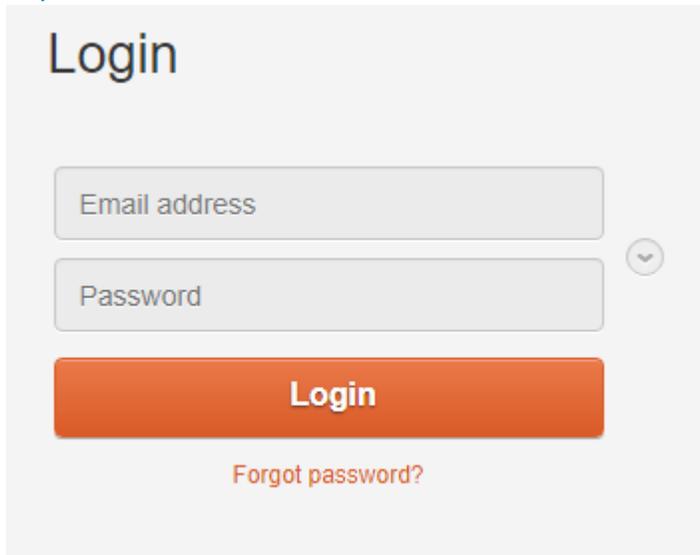
Click **Next**. A test will be run to confirm your settings are correct. Once the test is complete, click

, then click **Finish** on the following screen.

# Out of Office replies

1. Log in to the Webmail client with your email account details at the following address:

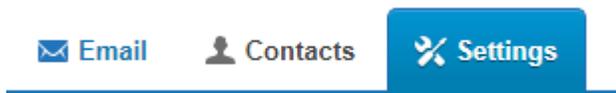
<https://email.barweb.com.au/mail/>



The screenshot shows a login form with the title "Login". It contains two input fields: "Email address" and "Password". To the right of the "Password" field is a small circular icon with a downward arrow. Below the input fields is a large orange button labeled "Login". Underneath the button is a link that says "Forgot password?" in a smaller, reddish font.

- 2.

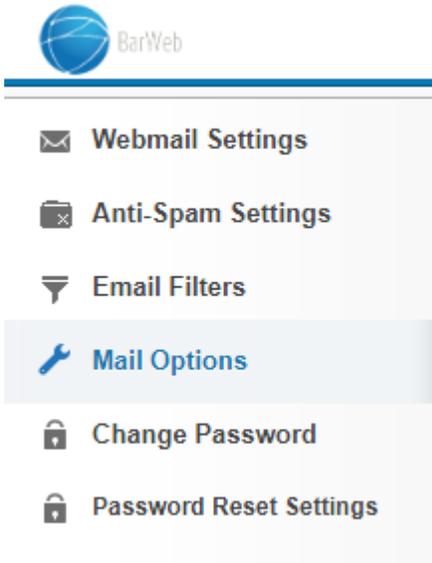
Click the **Settings** tab at the top of the page.



- 3.

Click on **Mail Options**

in the left-hand sidebar.



4.

Turn **Enable Autoreply** on and enter your autoreply message in the text field below.

A screenshot of the Autoreply settings form. The form is on a light gray background. At the top, there is a section for 'Enable Autoreply' with a toggle switch set to 'ON' and the text 'Check to enable sending the Autoreply'. Below this is a text input field for 'Autoreply subject' with the placeholder text 'Define the subject for your auto-reply message'. Underneath is a large text area for 'Autoreply message' with the placeholder text 'Optionally define an auto-reply / vacation message for your email account'. Below the text area are two rows for 'Start' and 'End' times, each with a date input field and a time dropdown menu (set to '00'). Below these are two more text input fields for 'Autoreply sender email' with the placeholder text 'Enter an email address if you want to send the reply message from a specified address'. At the bottom of the form is a 'Save Settings' button.

5.

Click **Save Settings** at the bottom of the page.

6.