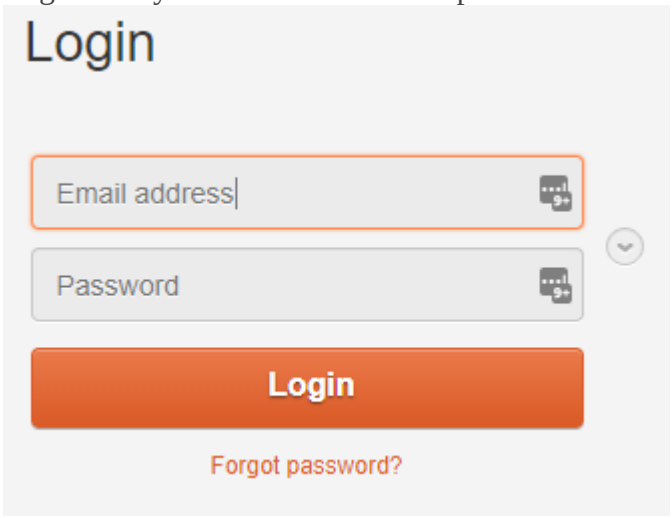
Standard Email Accounts

- 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 -

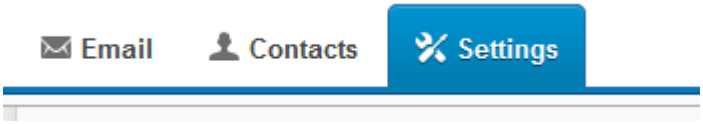
Standard account

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



3.

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

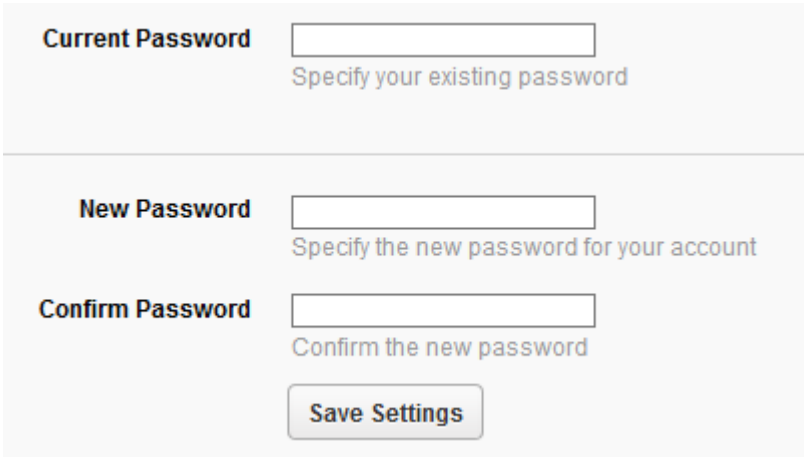


4.

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

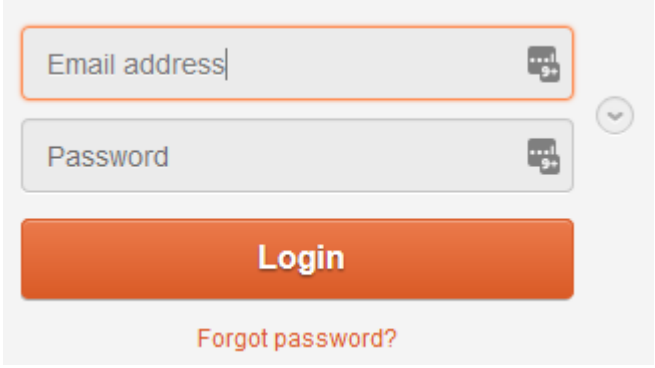


6.

Click on **Save Settings**

Checking your Quota

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



2.



3. Your quota will be displayed below

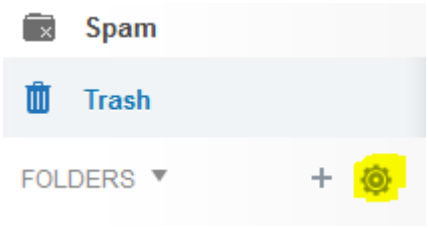


Mailbox is Full

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.

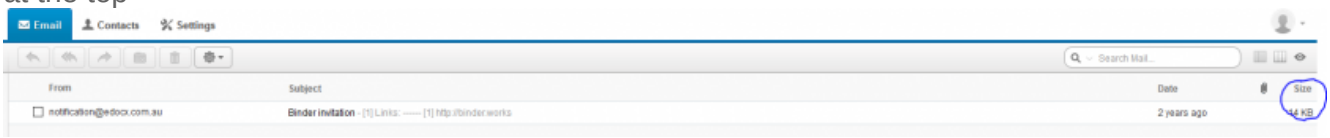
Folder Name	Unread/Total	Quota(KB)
Accounts	0/0	0kb
Binder	0/1	14kb
BlackDesert	0/2	10kb
CBA	4/16	138kb
Clef	0/1	1kb
GoCard	1/4	330kb

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

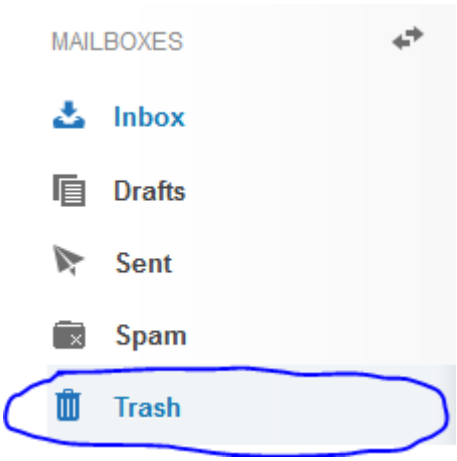
      

2. Click on the delete button in the top button menu

    
3.

    Go to **Trash**

    -



4.

Click on the **Empty** button



Remove copies from the server in Outlook

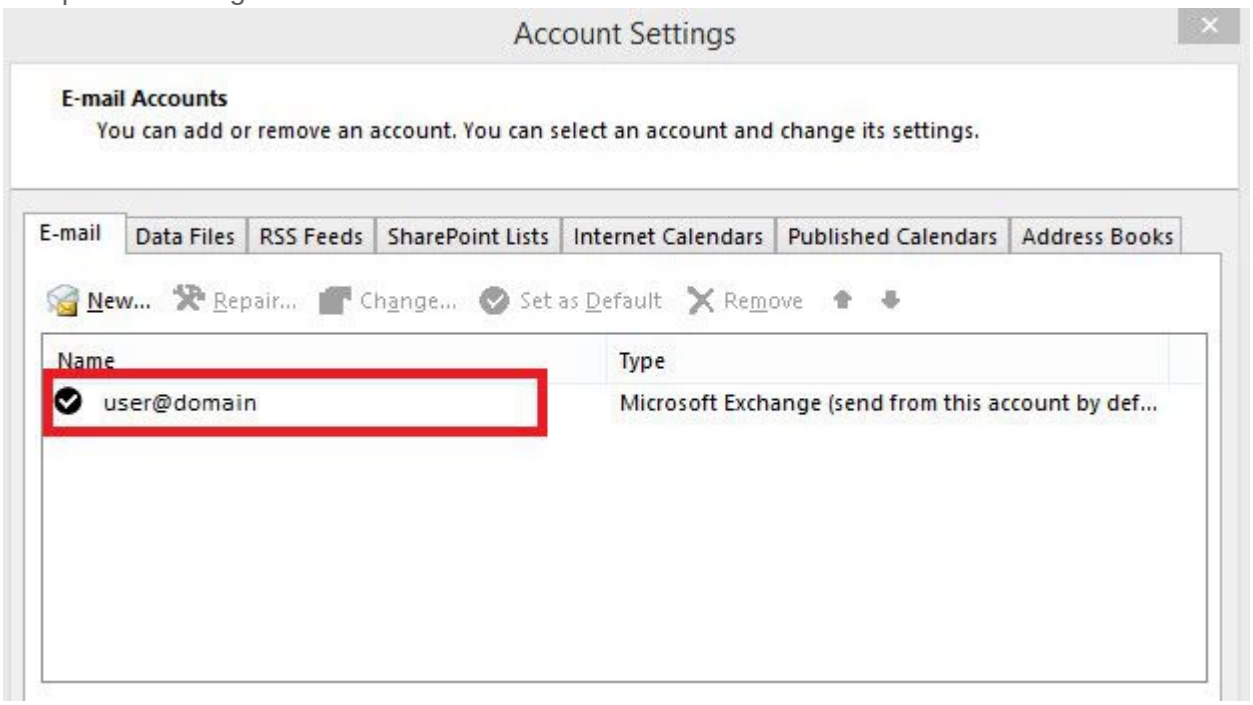
1.

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

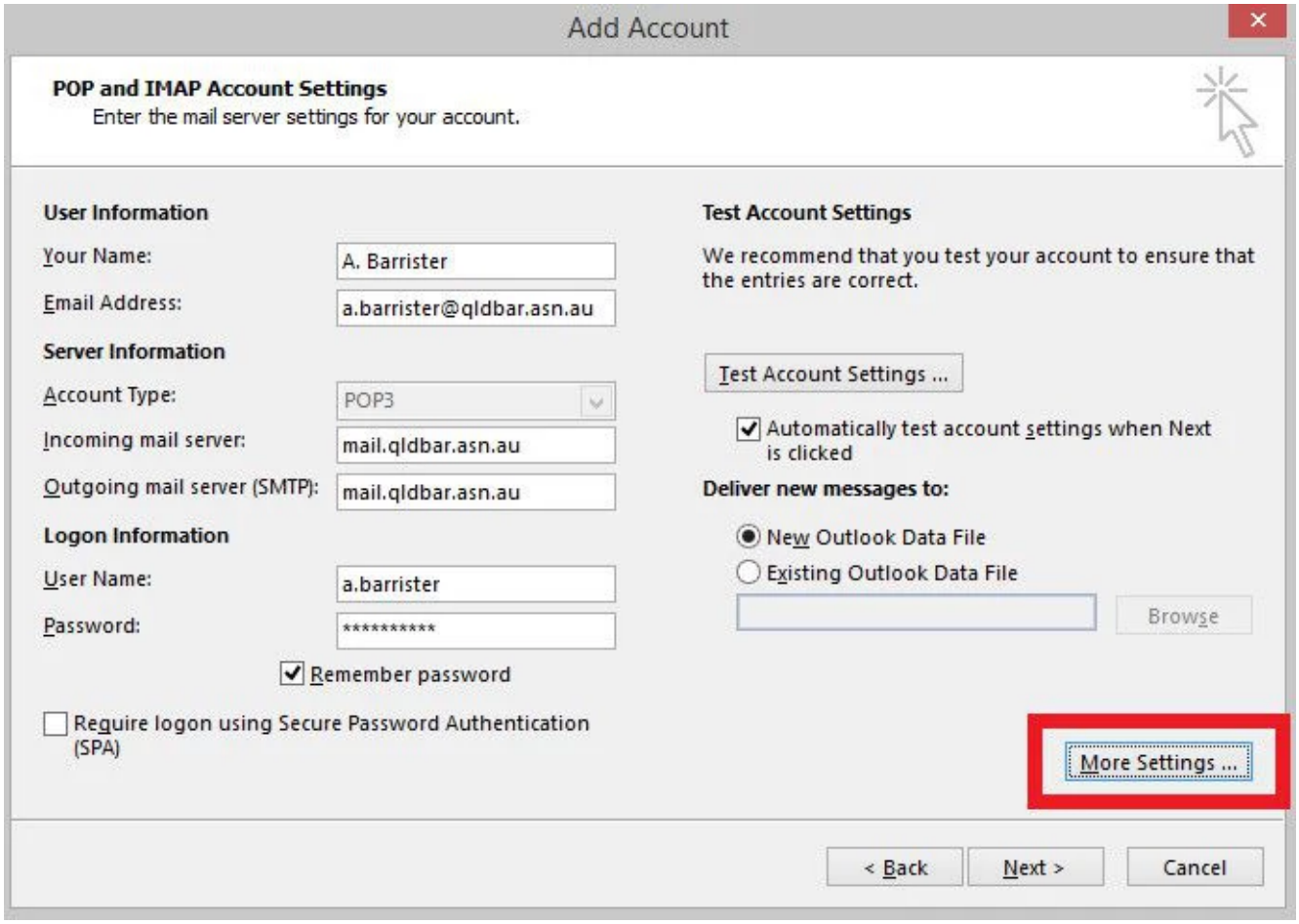
2.

   Locate your account and **double-click**

to open its settings.



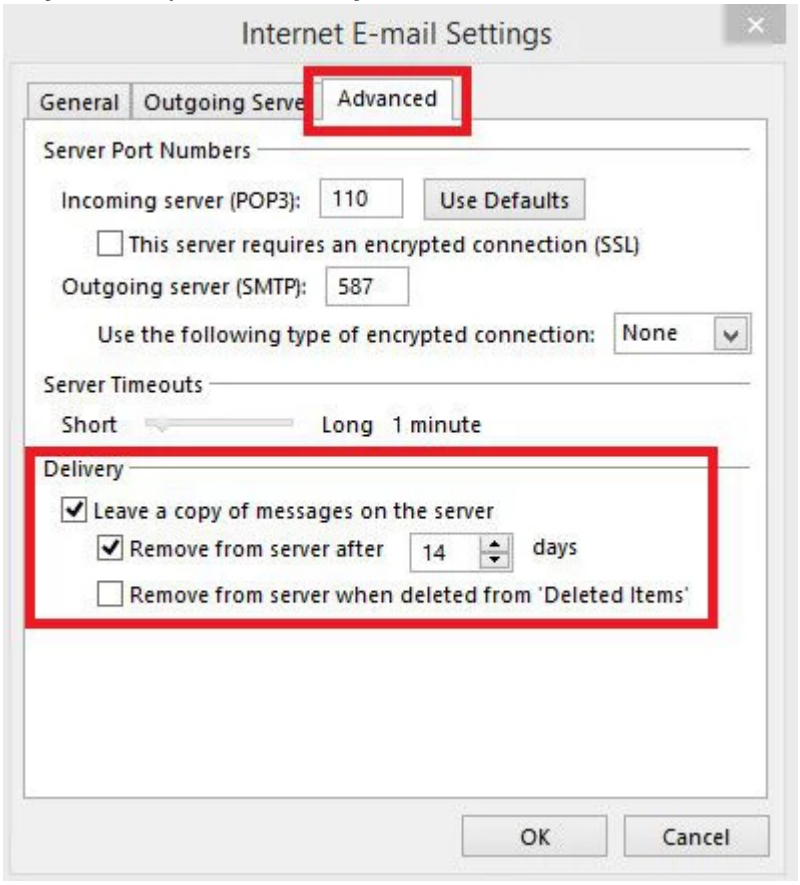
3.



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**.

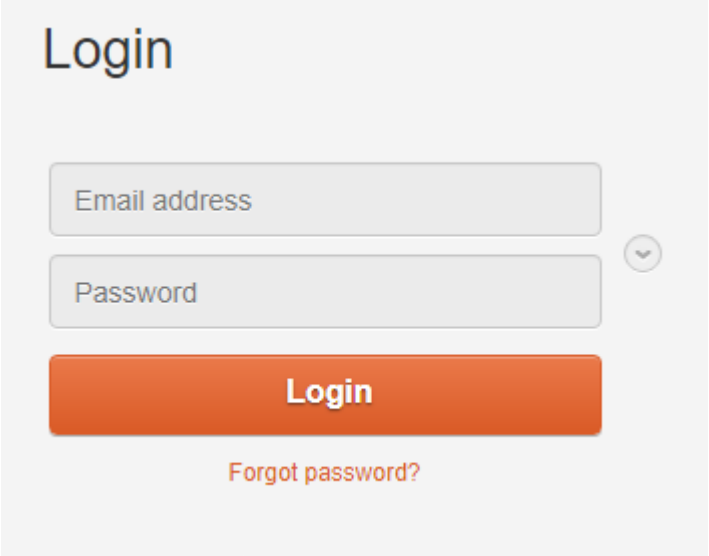
6.

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

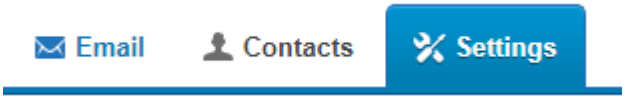
, then click **Finish** on the following screen.

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/

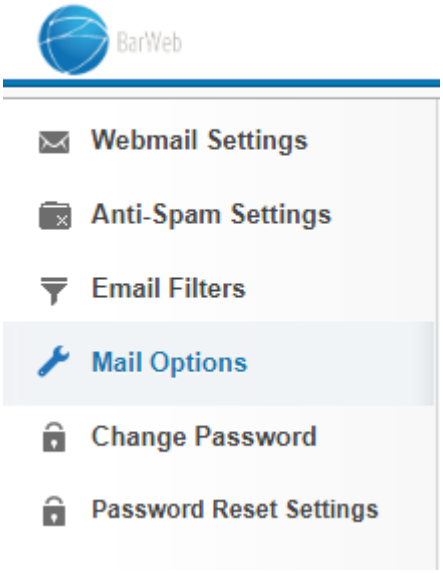


2. Click the **Settings** tab at the top of the page.



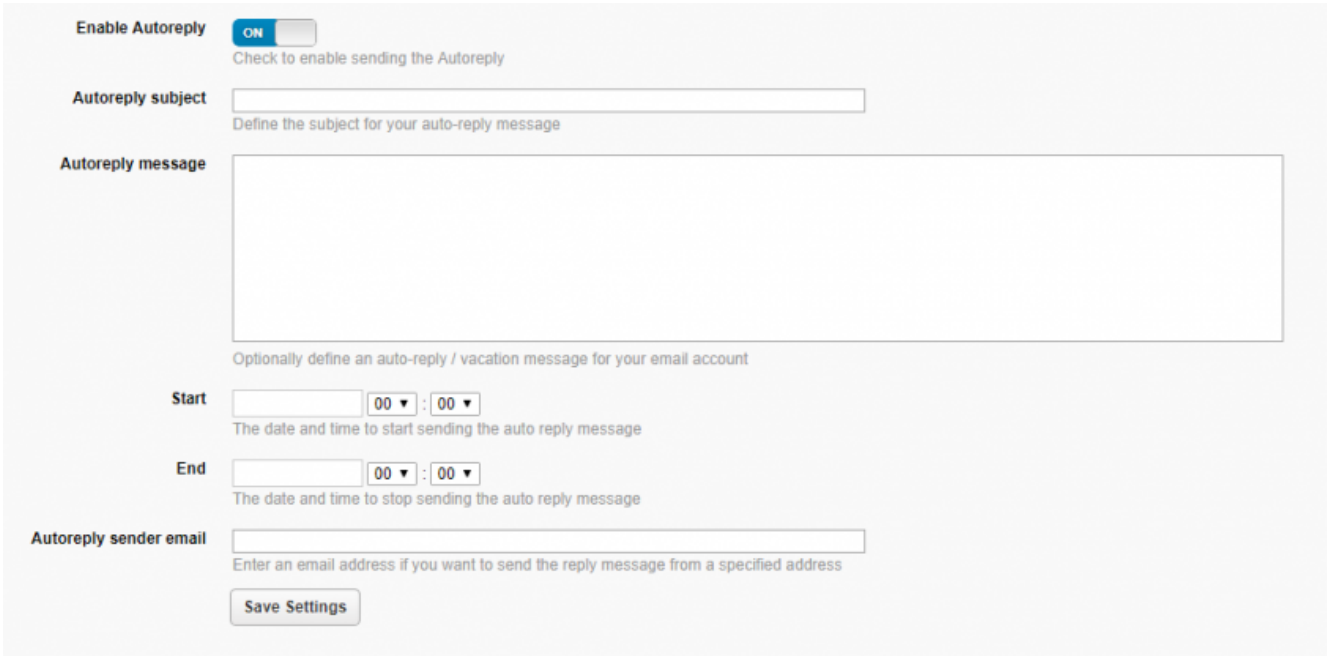
3. Click on **Mail Options**

in the left-hand sidebar.



4.

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



5.

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

6.