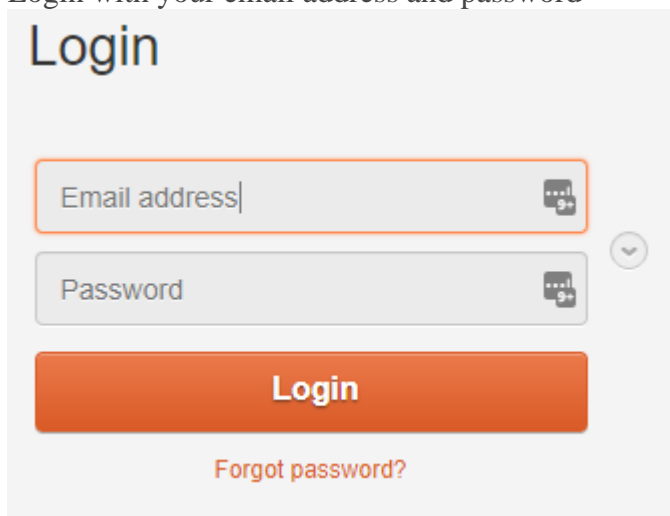


Standard Email Accounts

- [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

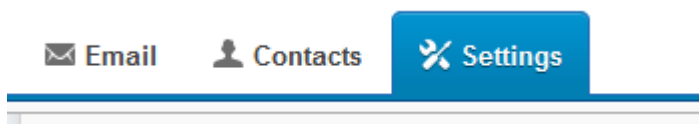
1. Go to <https://email.barweb.com.au/mail> in your web browser of choice
2. Login with your email address and password



The image shows a login form titled "Login". It contains two input fields: "Email address" and "Password". Both fields have a small icon of a speech bubble with a plus sign next to them. Below the "Password" field is a small downward arrow icon. Below the input fields is a large orange button labeled "Login". Below the "Login" button is a link labeled "Forgot password?" in orange text.

- 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

Current Password	<input type="password"/>
	Specify your existing password

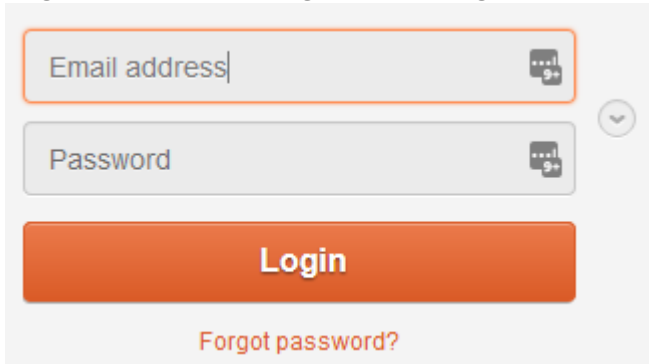
New Password	<input type="password"/>
	Specify the new password for your account
Confirm Password	<input type="password"/>
	Confirm the new password
	<input type="button" value="Save Settings"/>

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 placeholder text and a small icon of three dots and a plus sign. Below the fields is a large orange 'Login' button. At the bottom, there is a link that says 'Forgot password?' in orange text. A small circular dropdown arrow is located to the right of the password field.


Email address

Password


Login


Forgot password?

- 2.

 Email

 Contacts

 Settings

Folders 

3. Your quota will be displayed below

Quota

20%

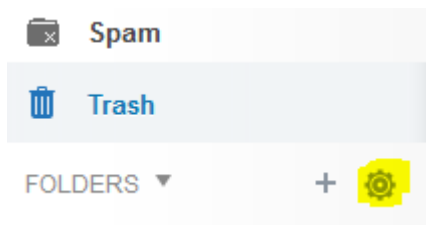
208 of 1024 MB used.

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

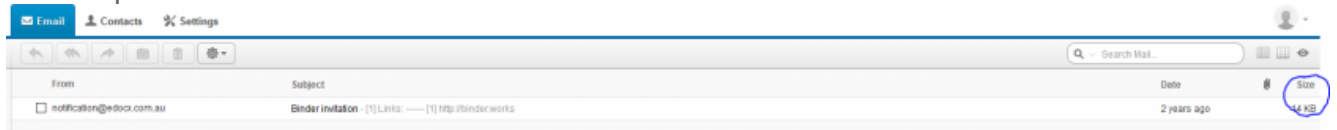
Deleting Emails from Server

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



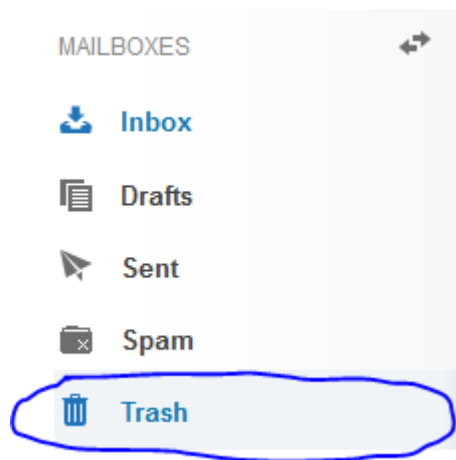
2. Click on the delete button in the top button menu



- 3.

Go to **Trash**

-



4.

Click on the **Empty** button



Remove copies from the server in Outlook

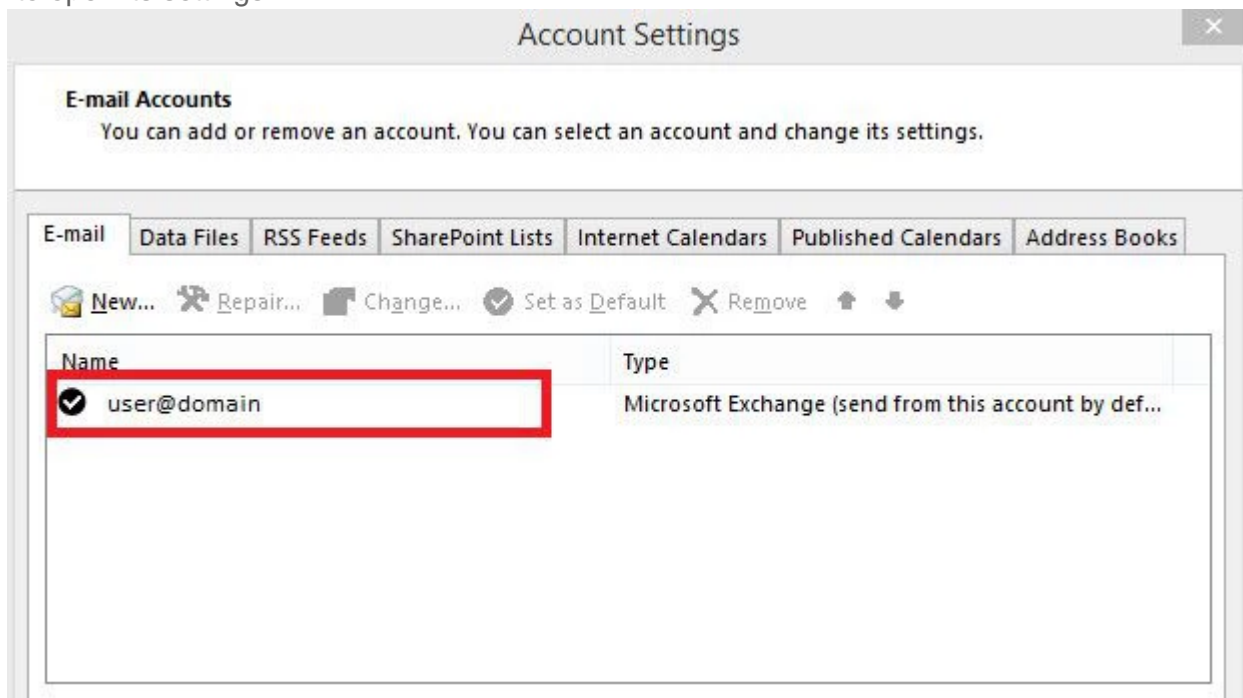
1.

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

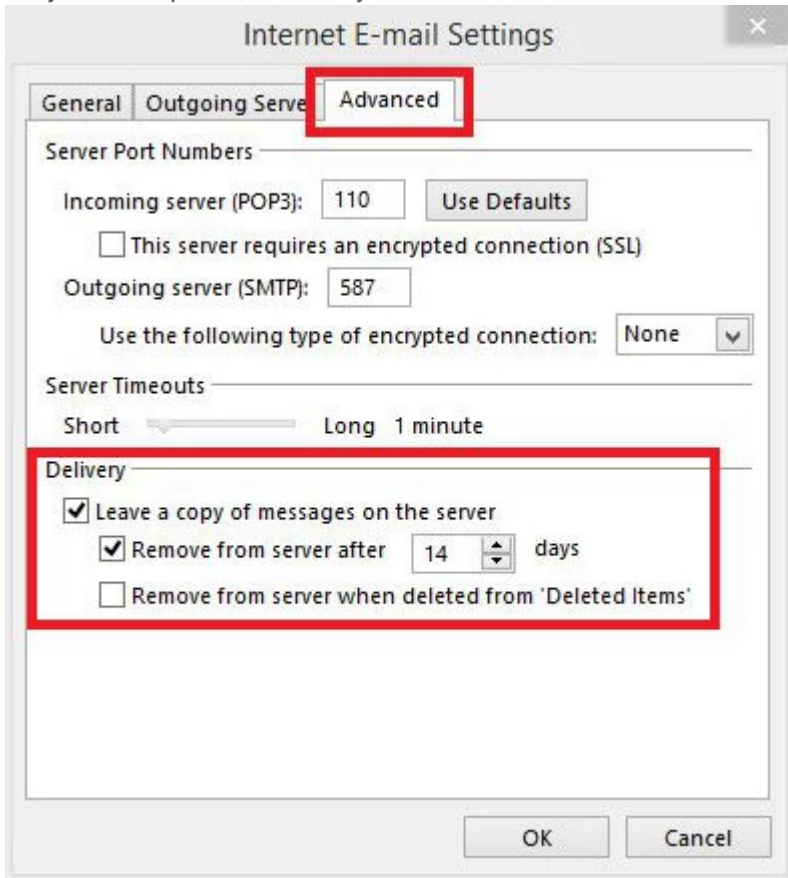
☐ Existing Outlook Data File

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.

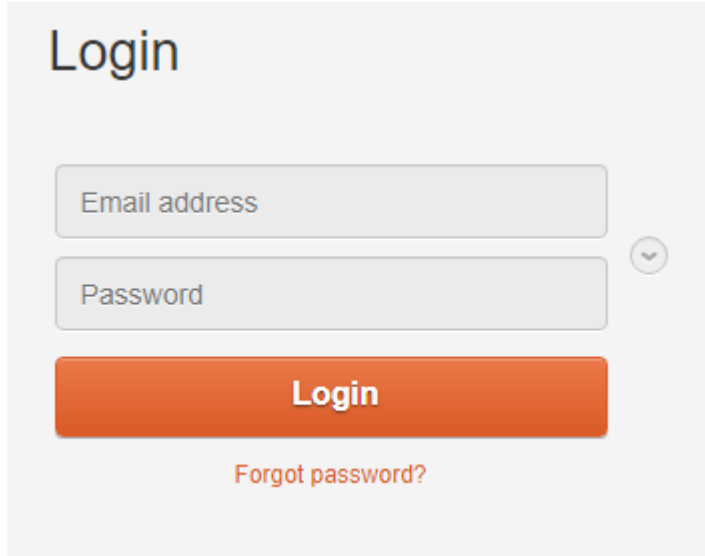
Click **Next**. A test will be run to confirm your settings are correct. Once the test is complete, click

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

Out of Office replies

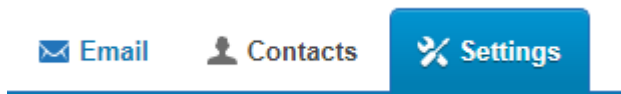
1. Log in to the Webmail client with your email account details at the following address:

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

A screenshot of a webmail login interface. It features a light gray background with the word "Login" in a large, dark font at the top left. Below the title are two input fields: "Email address" and "Password", both with light gray borders and rounded corners. To the right of the "Password" field is a small circular icon with a downward arrow. Below the input fields is a prominent orange button with the word "Login" in white text. At the bottom of the form, the text "Forgot password?" is displayed in a smaller, reddish-brown font.

- 2.

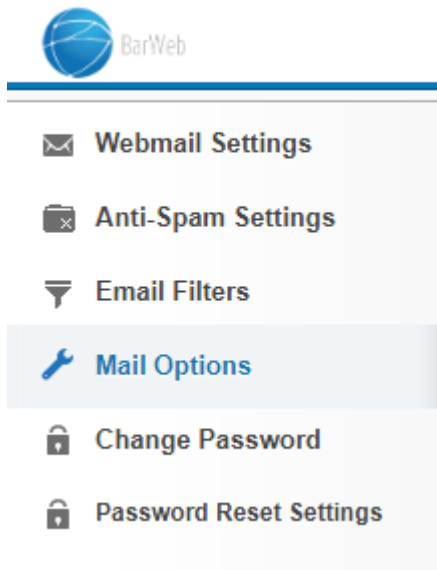
Click the **Settings** tab at the top of the page.



- 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.

Enable Autoreply ☒ ON
Check to enable sending the Autoreply

Autoreply subject
Define the subject for your auto-reply message

Autoreply message
Optionally define an auto-reply / vacation message for your email account

Start 00 ▾ : 00 ▾
The date and time to start sending the auto reply message

End 00 ▾ : 00 ▾
The date and time to stop sending the auto reply message

Autoreply sender email
Enter an email address if you want to send the reply message from a specified address

5.

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

6.