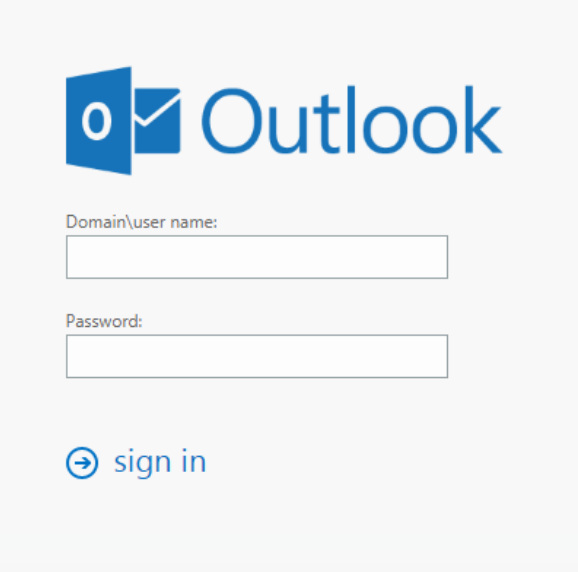
Free space in a full mailbox

Ensure that you have adequate backups of your emails, as once they are deleted from Webmail they

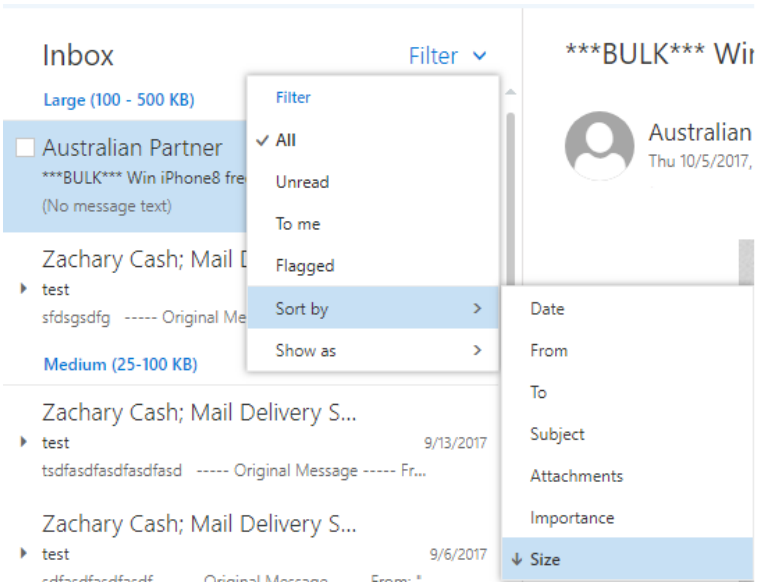
> helpdesk@barweb.com.au

1. Log into Webmail by entering in your email account details here https://hex.barweb.com.au/owa



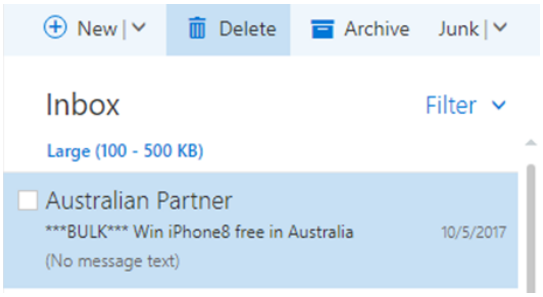
- Select the check box besides each email you wish to delete.

> Click the drop down triangle next to **Filter** above your emails, then select **Sort by**, then
>
> **Size** to sort your inbox by emails that consume the most space to emails that consume the
>
> least.



2.

Click the **Delete** button at the top of the page after selecting the emails to be deleted.

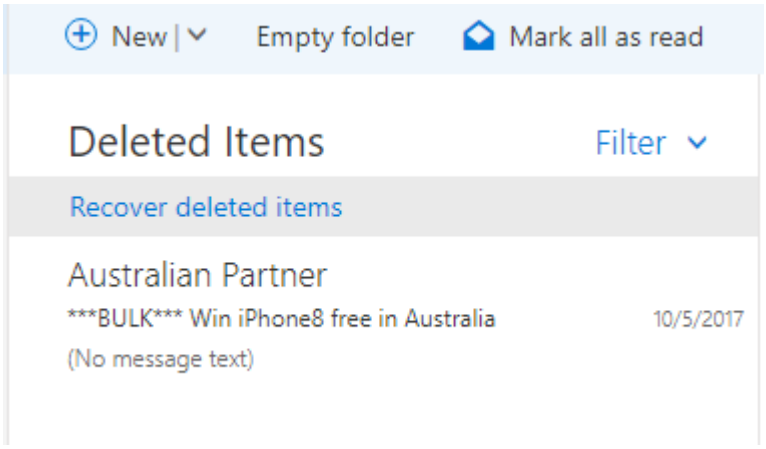


3.

Click **Deleted Items** on the left of the screen.

4.

click **Delete** to remove only selected emails, then click **Yes** on the prompt that appears.



> Emails emptied from Trash are deleted permanently.

Revision #1
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