Free space in a full mailbox

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

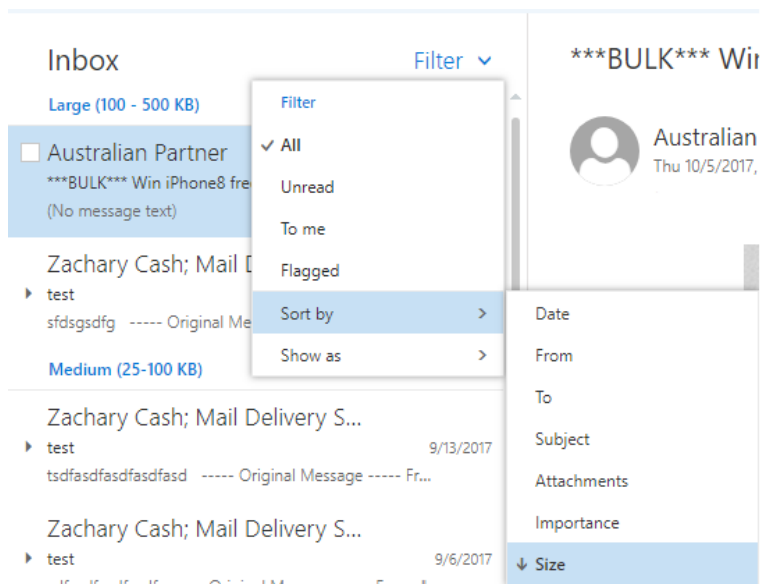1. Log into Webmail by entering in your email account details here https://hex.barweb.com.au/owa

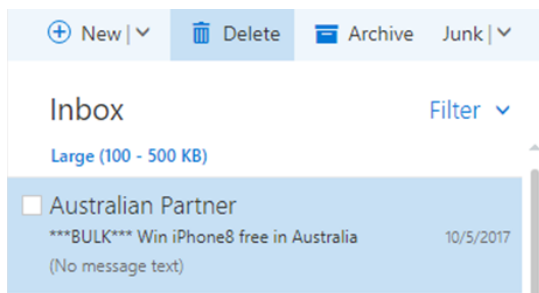- Select the check box besides each email you wish to delete.

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.
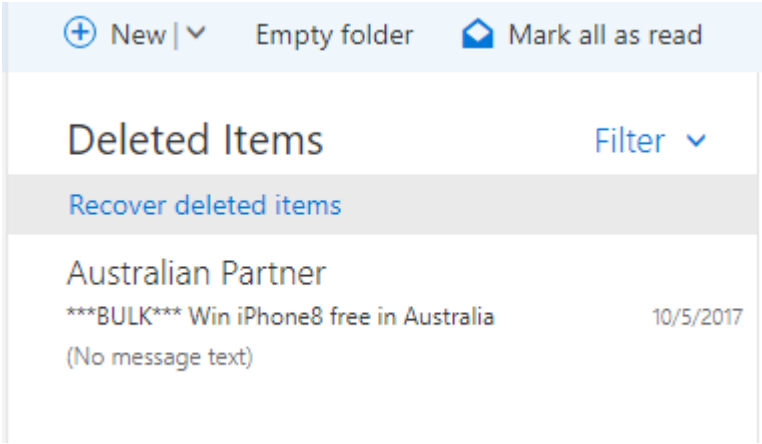

3.

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.

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