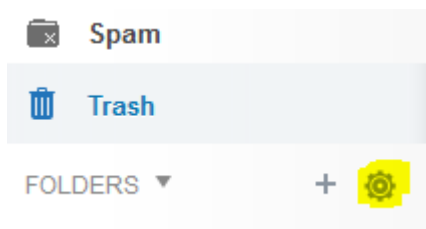


Mailbox is Full

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 |

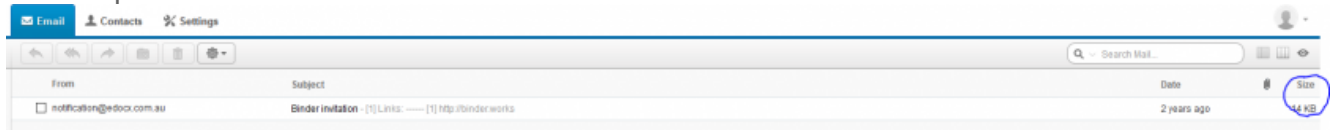
Deleting Emails from Server

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



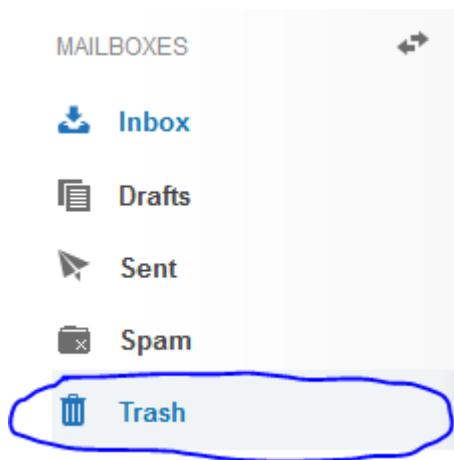
2. Click on the delete button in the top button menu



- 3.

-

Go to **Trash**



4.

Click on the **Empty** button



Revision #1

Created Wed, Aug 21, 2019 3:19 AM by [Zachary Cash](#)

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