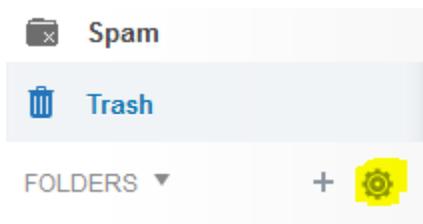


# Mailbox is Full

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

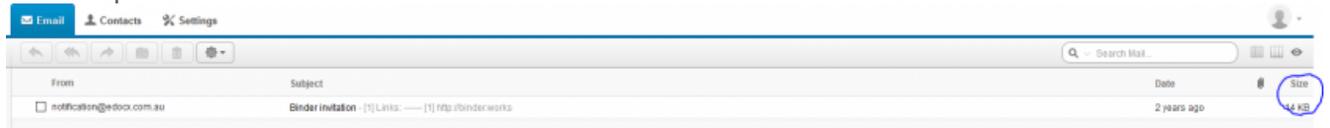


1. Select the Checkbox next to each email you wish to delete

- 

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

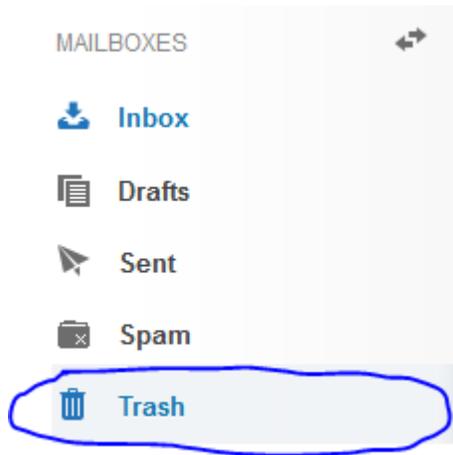


3.

Go to **Trash**

-





4.

Click on the **Empty** button



---

Revision #1

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

Updated Wed, Aug 21, 2019 3:23 AM by [Zachary Cash](#)