

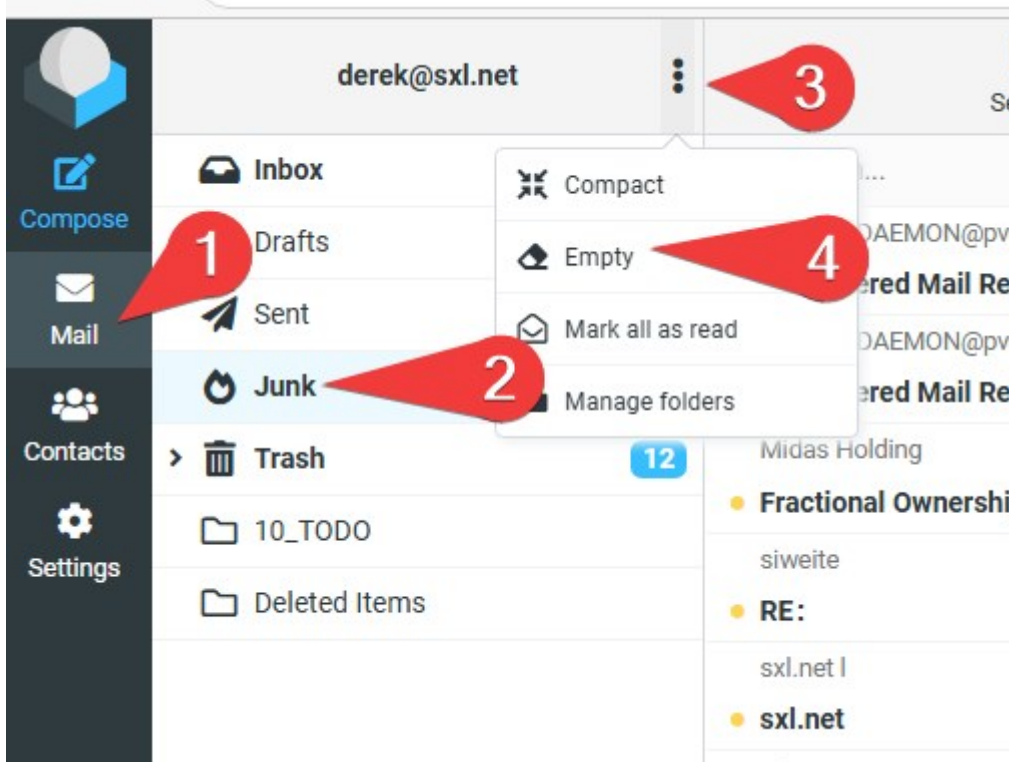
## How to free up spaces on server mailboxes

- delete a few large message rather than delete a lot of small mails

### Clean up Junk and Trash

First, login to webmail (see [How to open WebMail on computer](#))

Select the Junk mailbox, click the mailbox menu on top, select Empty

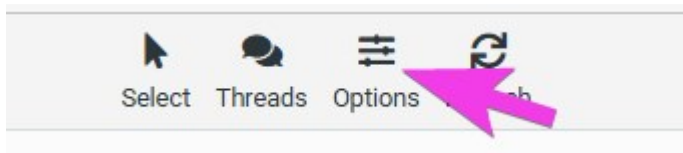


Do it again for the Trash mailbox

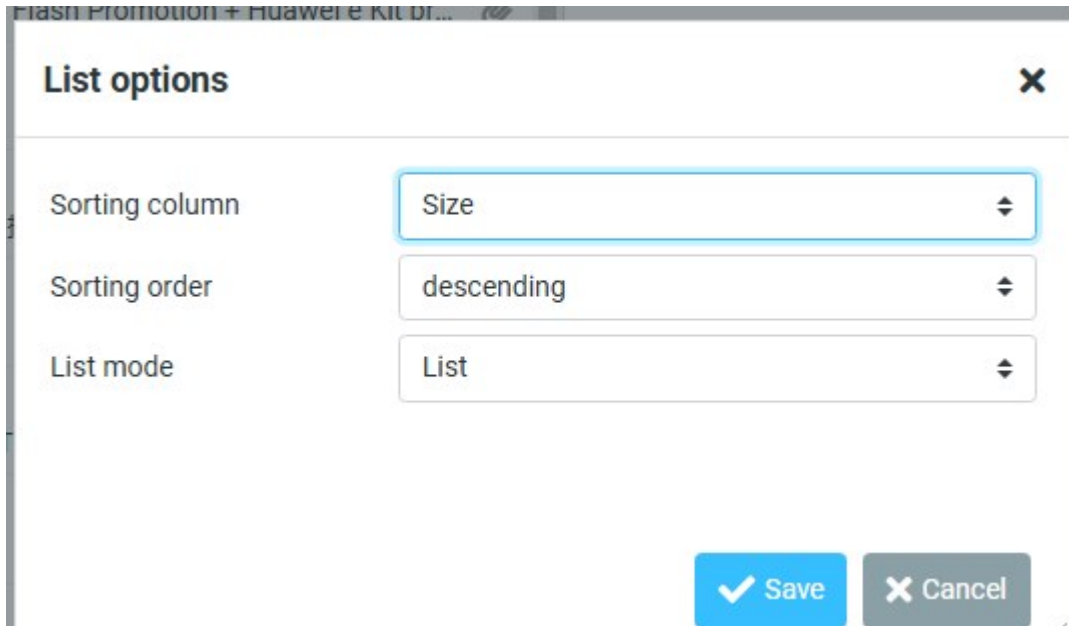
### Clean up Inbox and Sent

Select Inbox

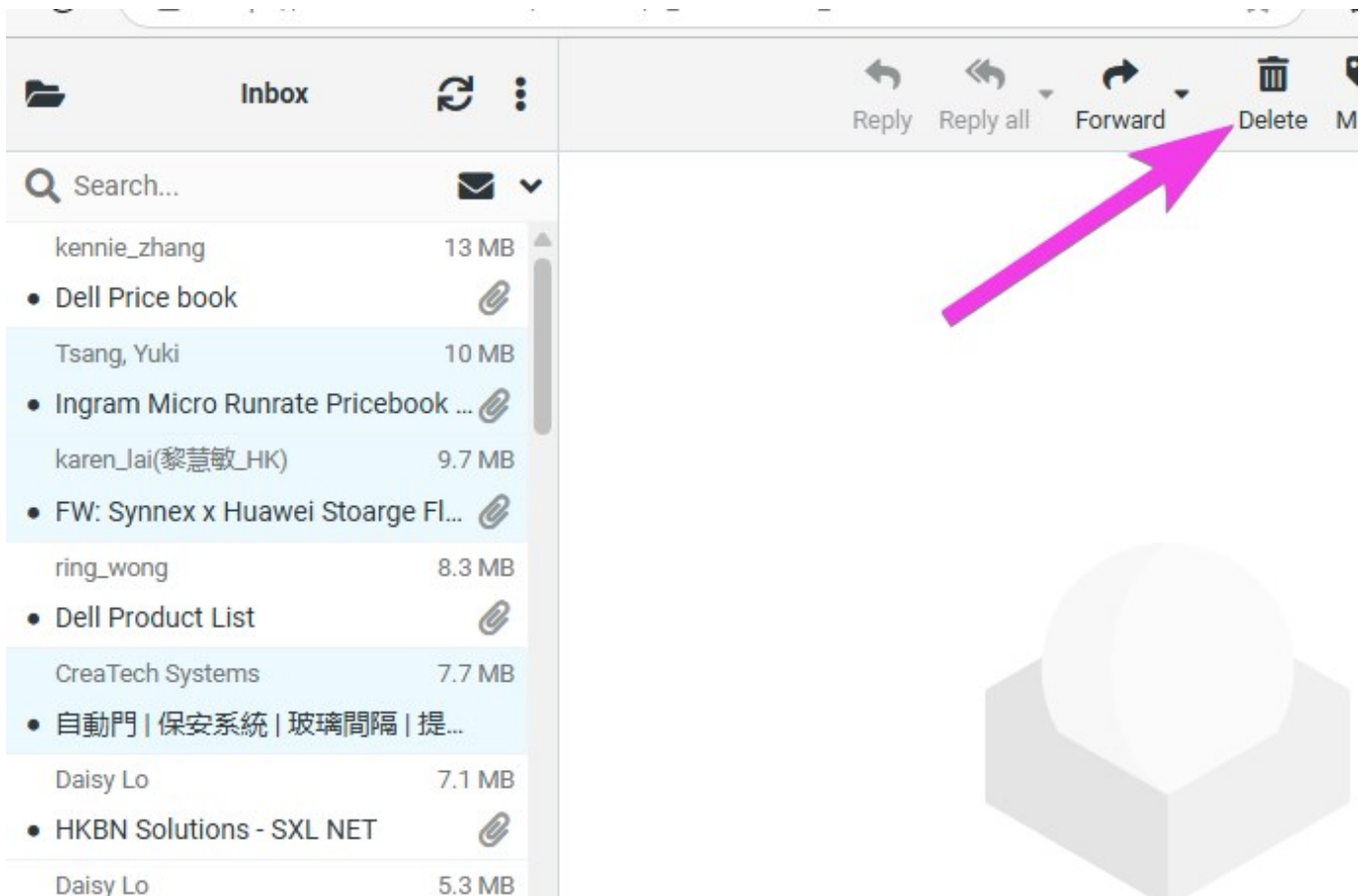
- Click Options on top



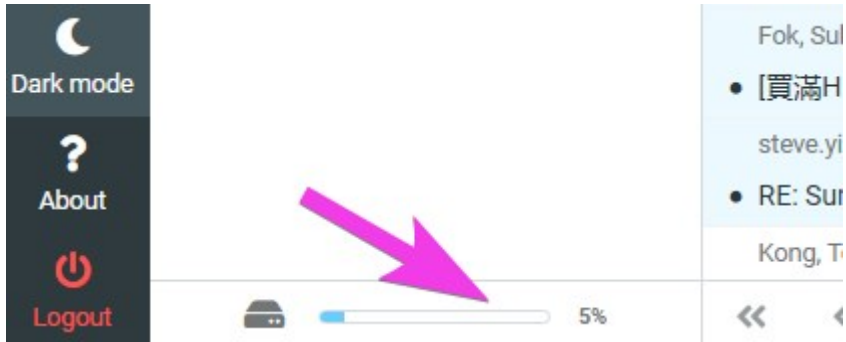
- Sort by Size, Decending



- While holding the **Shift** or **Ctrl**, select some biggest messages you want to delete
- click the Delete button



- Do the same for Sent folder
- After deleted messages, empty the Trash folder
- After few minutes (not immediately), notice the free space changed



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