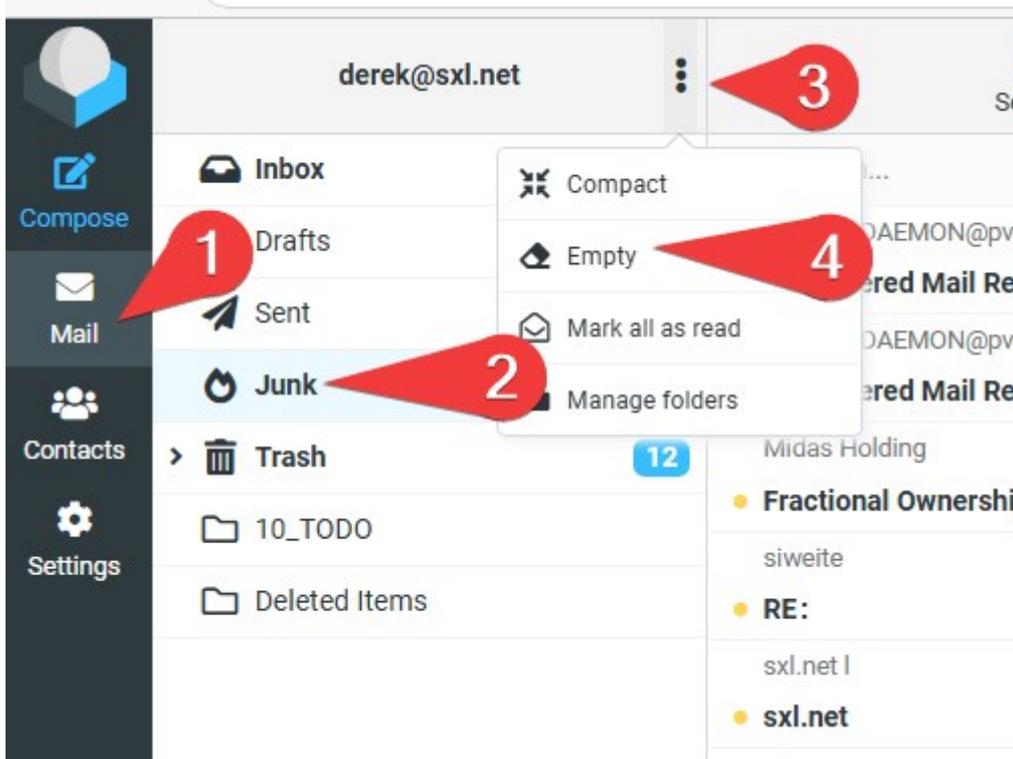# How to free up spaces on server mailboxes

- 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)

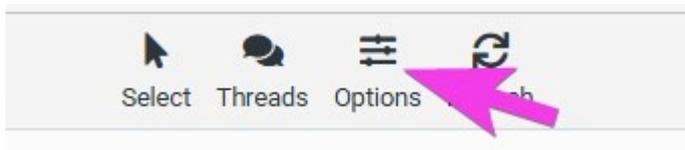Select the Junk mailbox, click the mailbox menu on top, select Empty
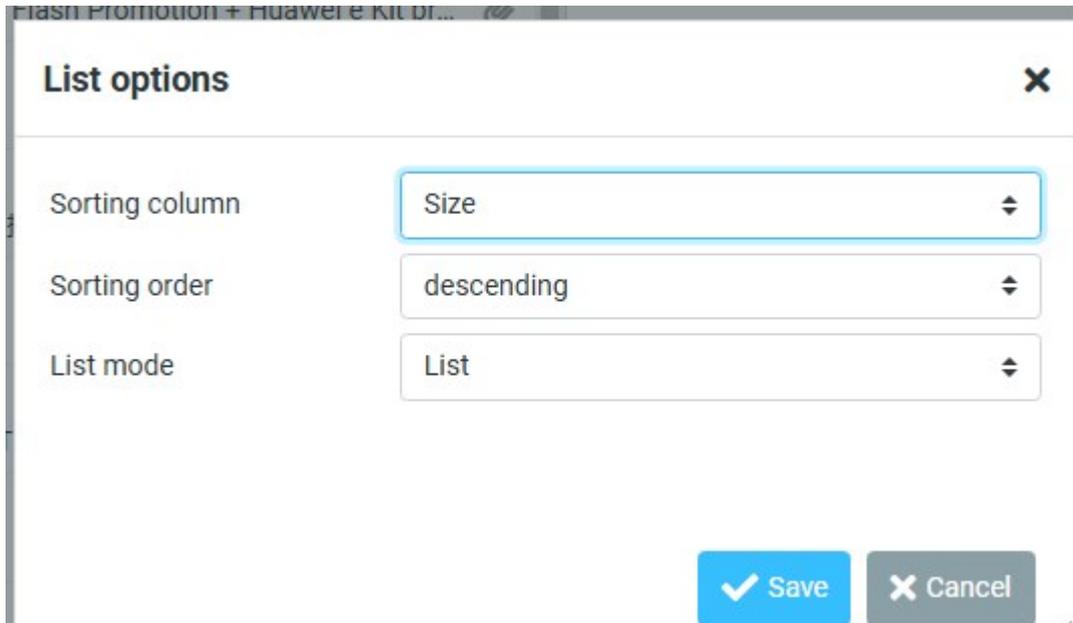

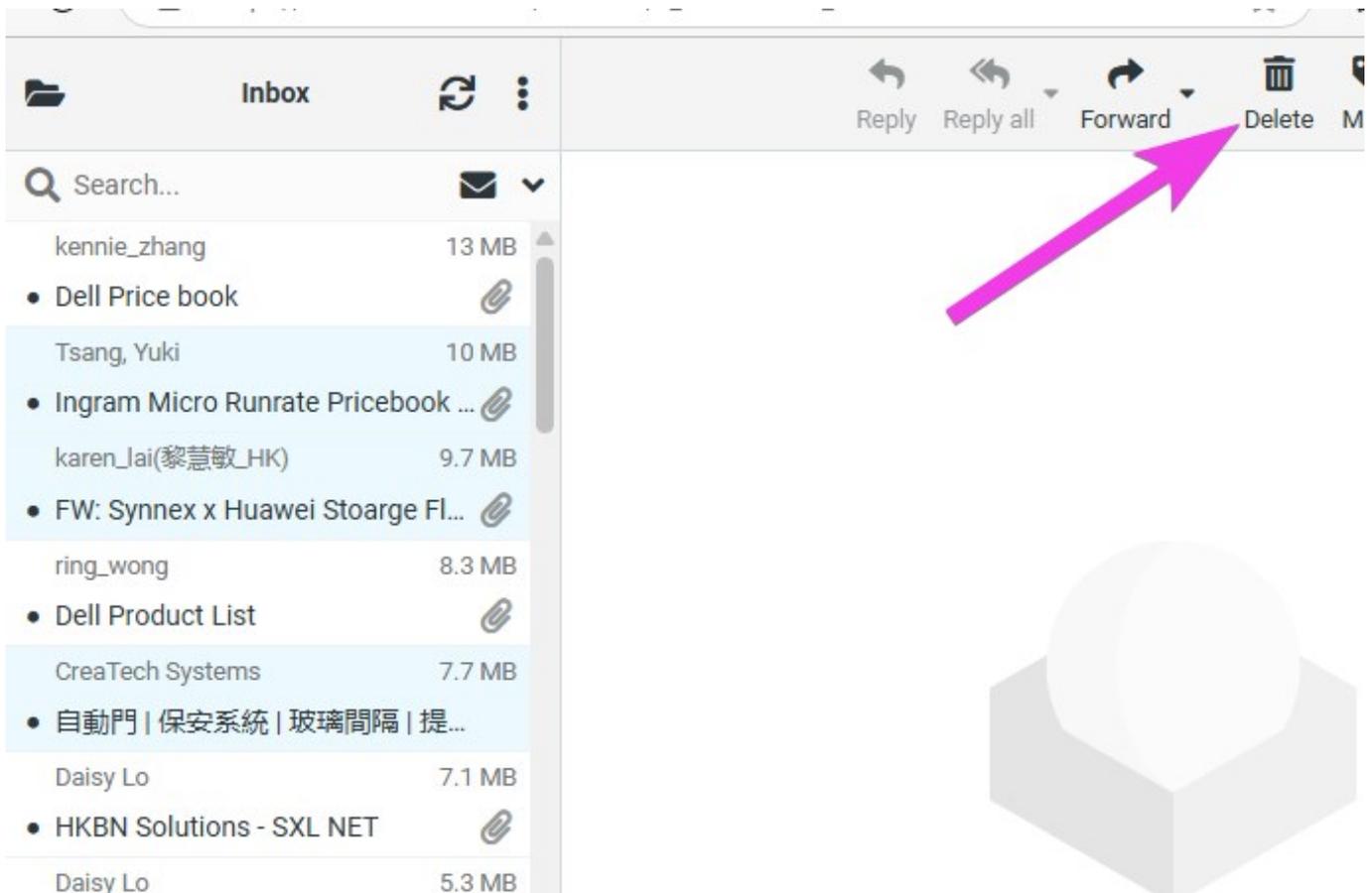Do it again for the Trash mailbox

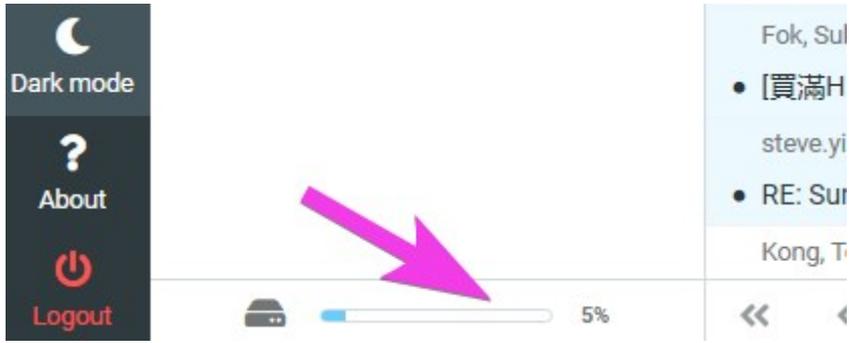## Clean up Inbox and Sent

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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