

How to reduce your mailbox size using the Microsoft Outlook

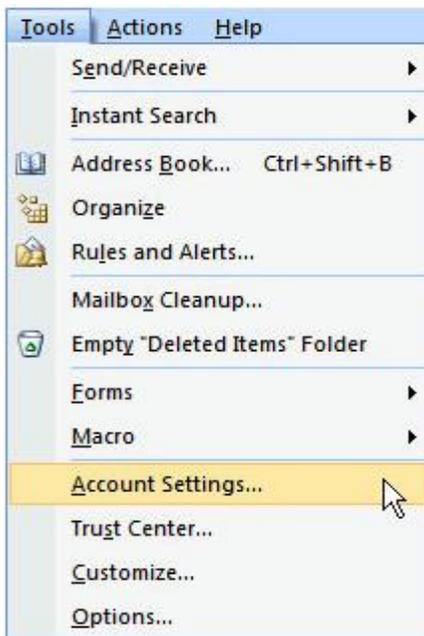
If you are using Microsoft Office you can configure it to delete the email automatically after several days due to your needs.

We will show you how to configure this setting in the most popular Microsoft Office versions.

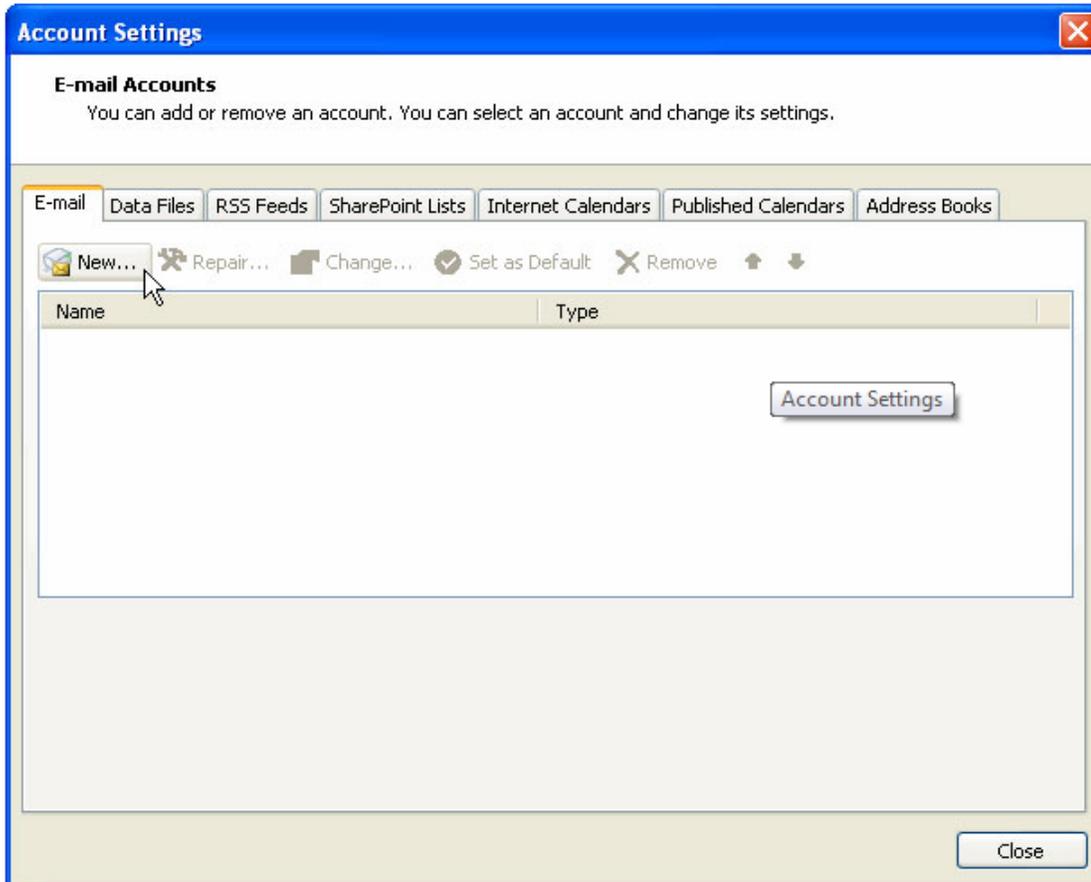
Note: this option doesn't mean that you will lose the old email but it will be deleted from the server while you are keeping the copy that you have in your computer.

Microsoft Office 2007.

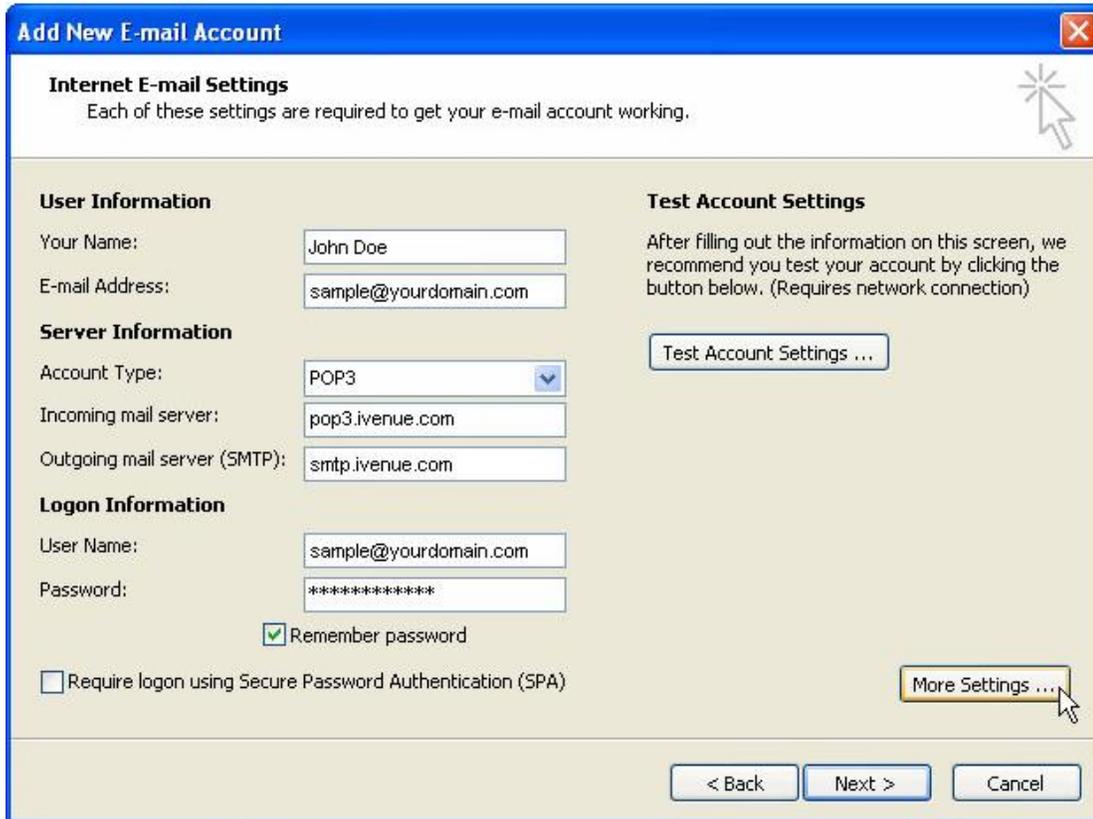
Tools → Account Settings



Then Choose or create your email account



The click on more settings to show the advanced options for your email box



Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: John Doe
E-mail Address: sample@yourdomain.com

Server Information
Account Type: POP3
Incoming mail server: pop3.ivenue.com
Outgoing mail server (SMTP): smtp.ivenue.com

Logon Information
User Name: sample@yourdomain.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

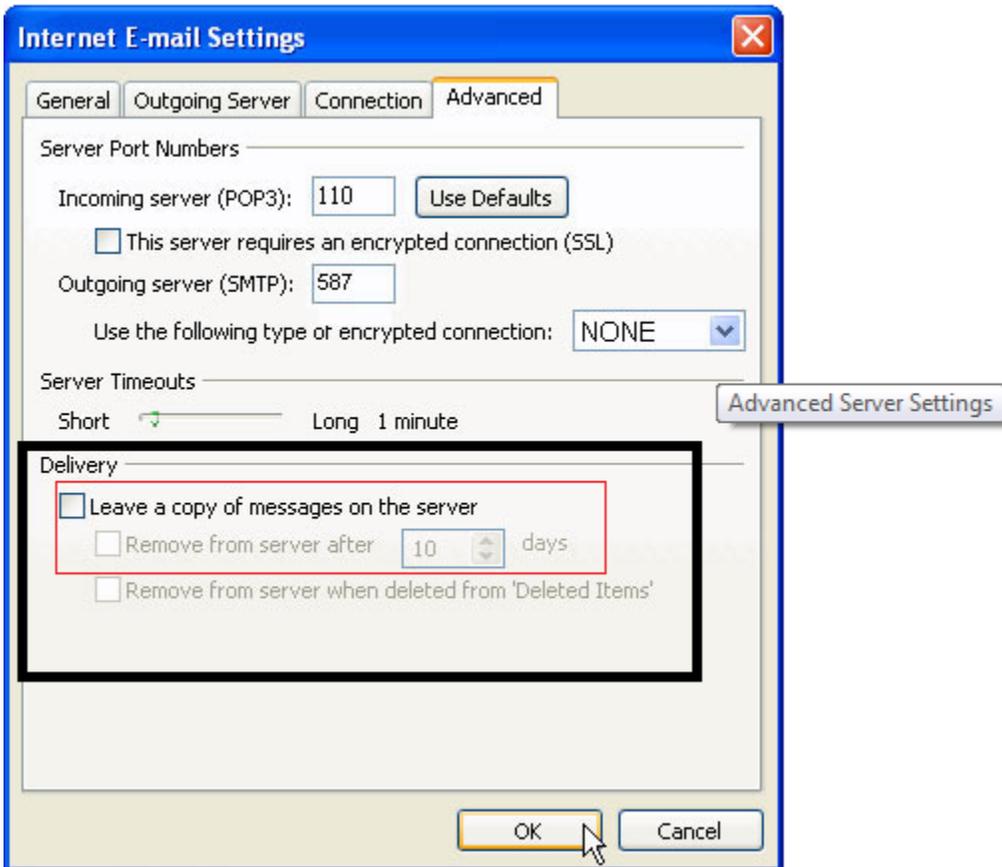
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel



Then select the advanced tab and mark on **Leave a copy of messages on the server** then mark on **Remove from server after and then** specify the no. of days



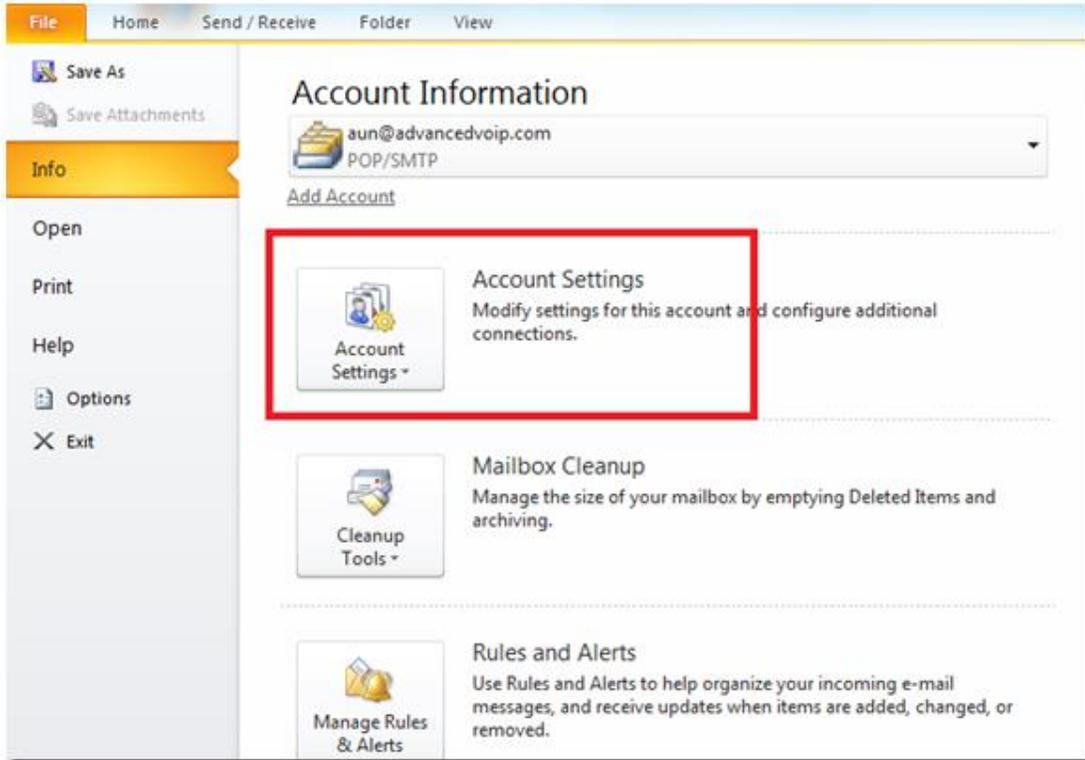
Very important:

It is recommended to check both the “Remove from server when deleted from deleted items” and the “Remove From Server After” and enter 5 days, this means outlook will keep the old messages on server and delete them (From server after 5 days). Don’t worry you can keep the emails as you like on your outlook, this does not mean outlook will delete old message (it will only remove them from server after downloading it to your outlook). If this option is not checked , then may be this is why you are having problems with your mailbox space, since you are keeping old emails forever on the server even if you delete them from your outlook inbox.

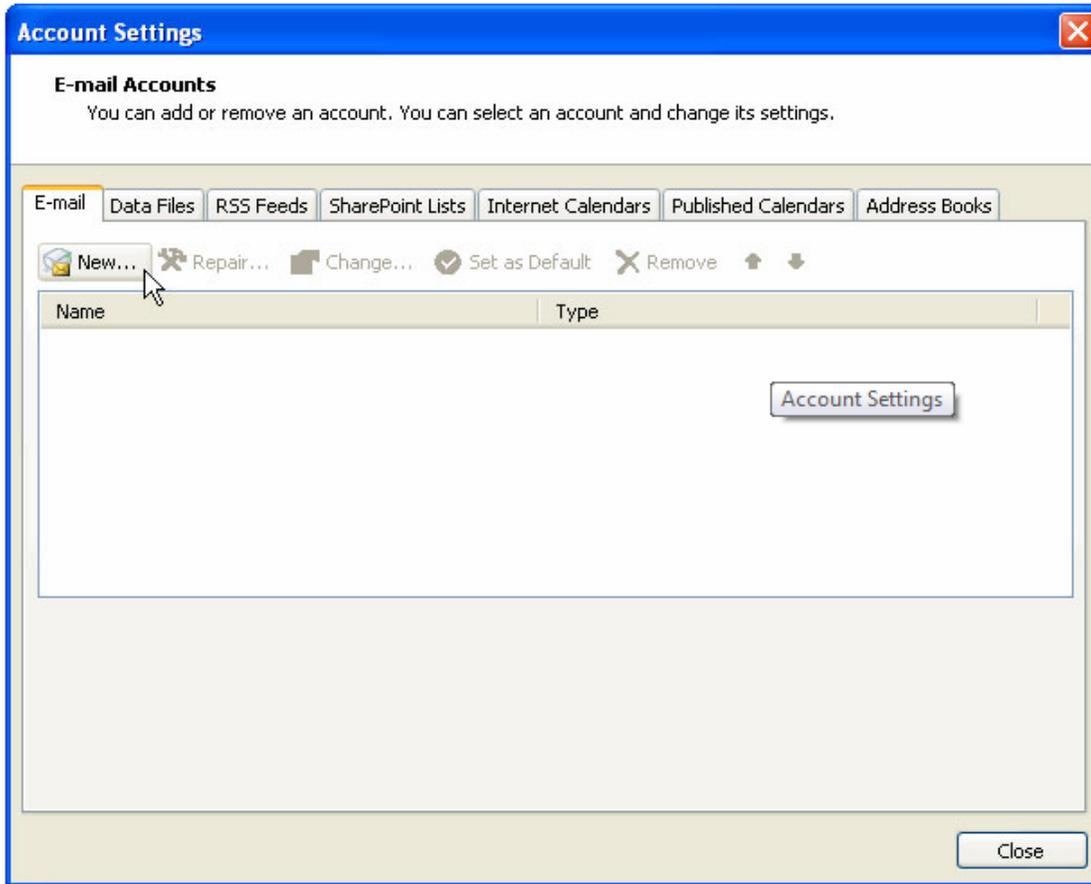


Microsoft Office 2010

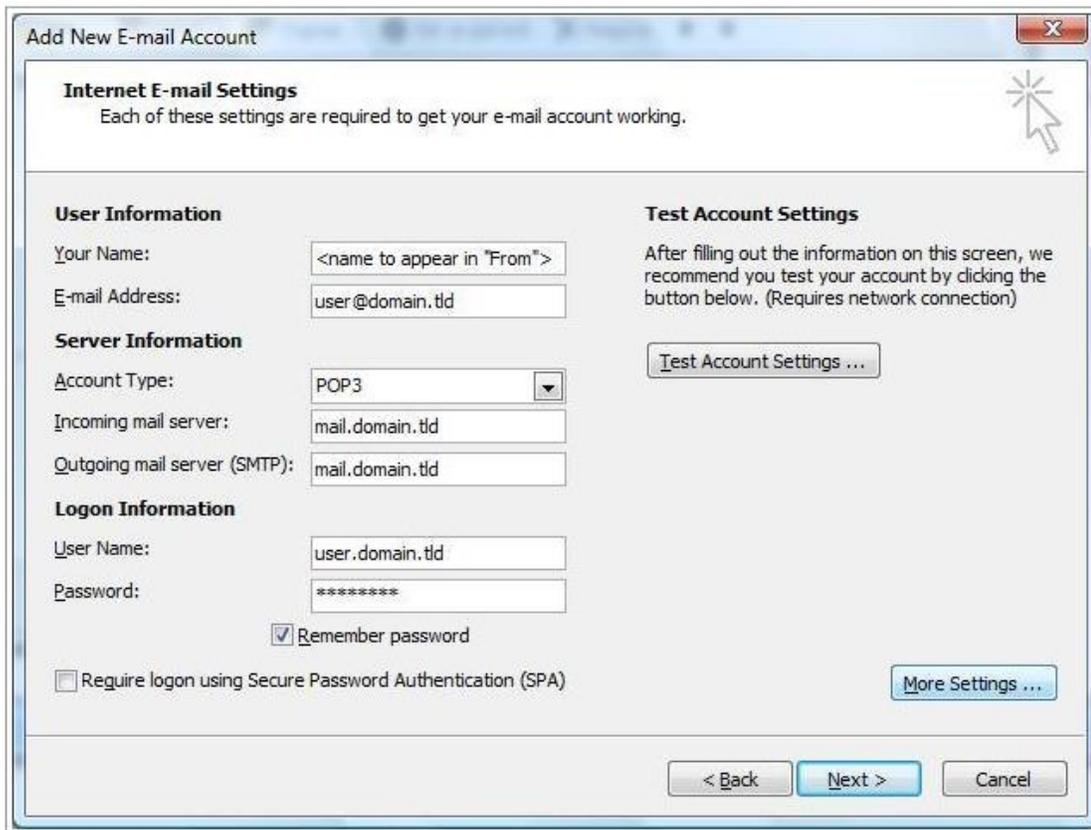
Select File → info → Account Settings



Choose or create your email account



Then click on more settings to show the advanced options for your email box



Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: <name to appear in "From">
E-mail Address: user@domain.tld

Server Information

Account Type: POP3
Incoming mail server: mail.domain.tld
Outgoing mail server (SMTP): mail.domain.tld

Logon Information

User Name: user.domain.tld
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

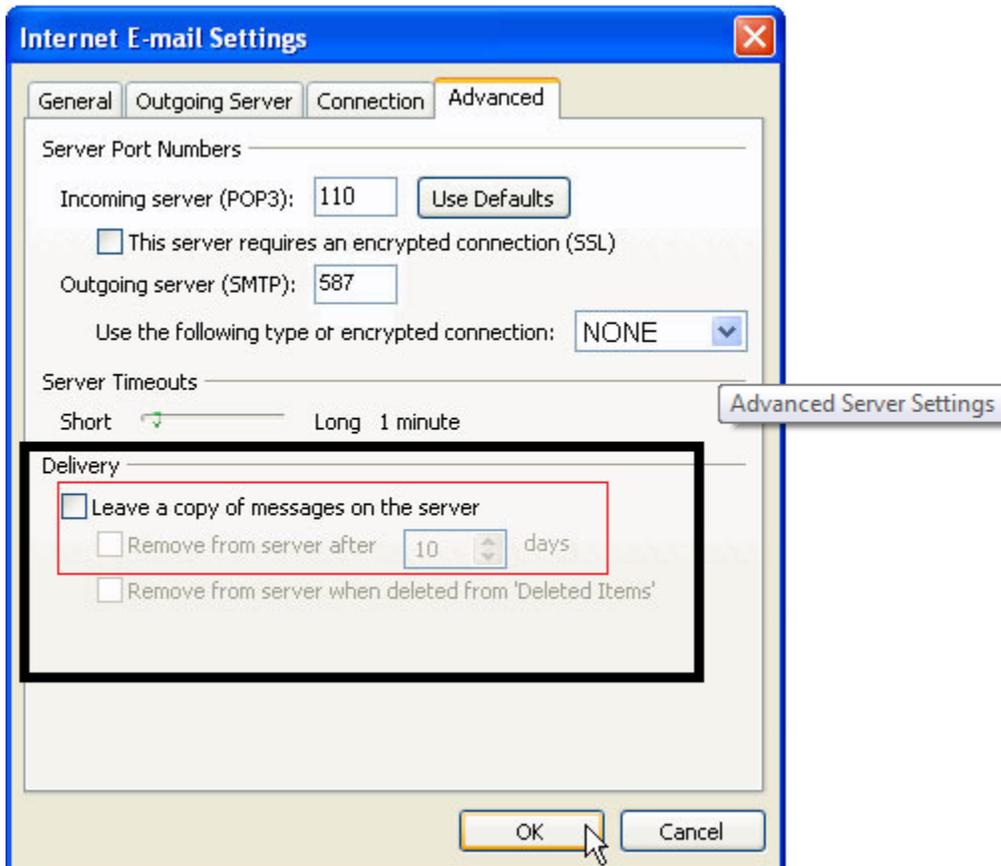
Test Account Settings ...

More Settings ...

< Back Next > Cancel



Then select the advanced tab and mark on **Leave a copy of messages on the server** then mark on **Remove from server after and then** specify the no. of days



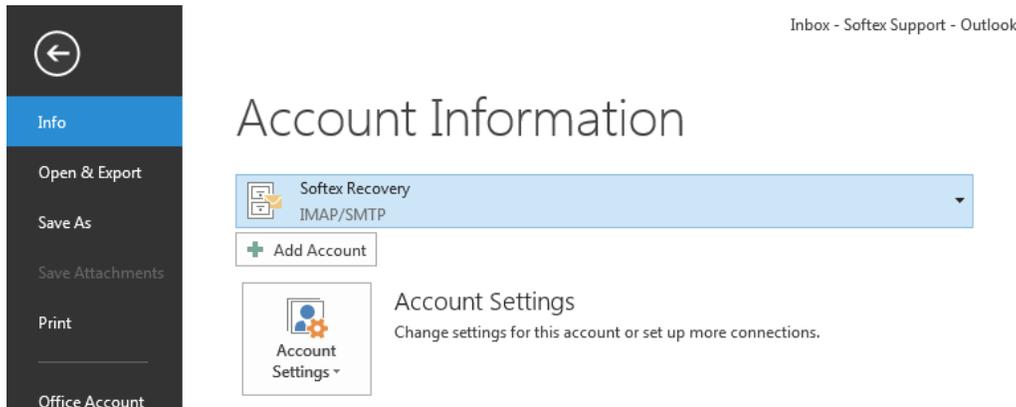
Very important:

It is recommended to check both the “Remove from server when deleted from deleted items” and the “Remove From Server After” and enter 5 days, this means outlook will keep the old messages on server and delete them (From server after 5 days). Don’t worry you can keep the emails as you like on your outlook, this does not mean outlook will delete old message (it will only remove them from server after downloading it to your outlook). If this option is not checked , then may be this is why you are having problems with your mailbox space, since you are keeping old emails forever on the server even if you delete them from your outlook inbox.



Microsoft Office 2013

Select File → info → Account Settings



Inbox - Softex Support - Outlook

Account Information

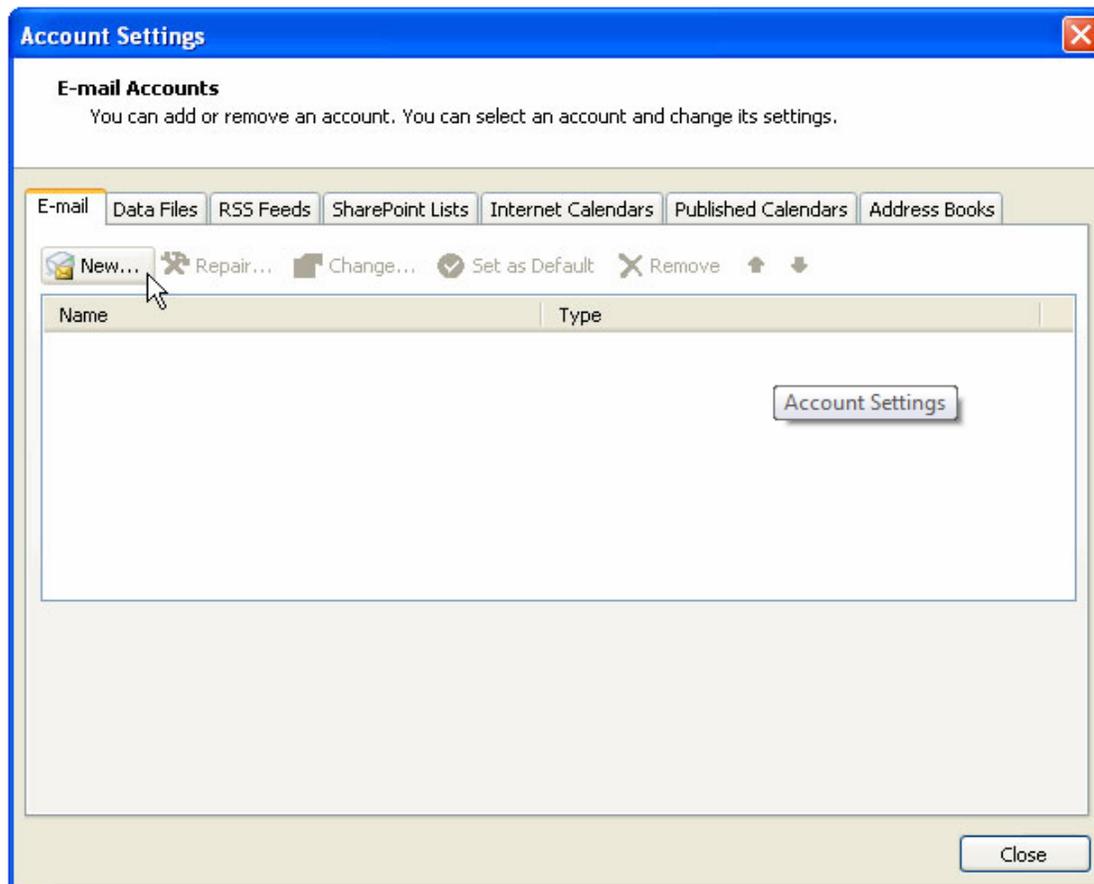
Softex Recovery
IMAP/SMTP

+ Add Account

 **Account Settings**
Change settings for this account or set up more connections.

Office Account

Choose or create your email account



Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... | Repair... | Change... | Set as Default | Remove | ↑ | ↓

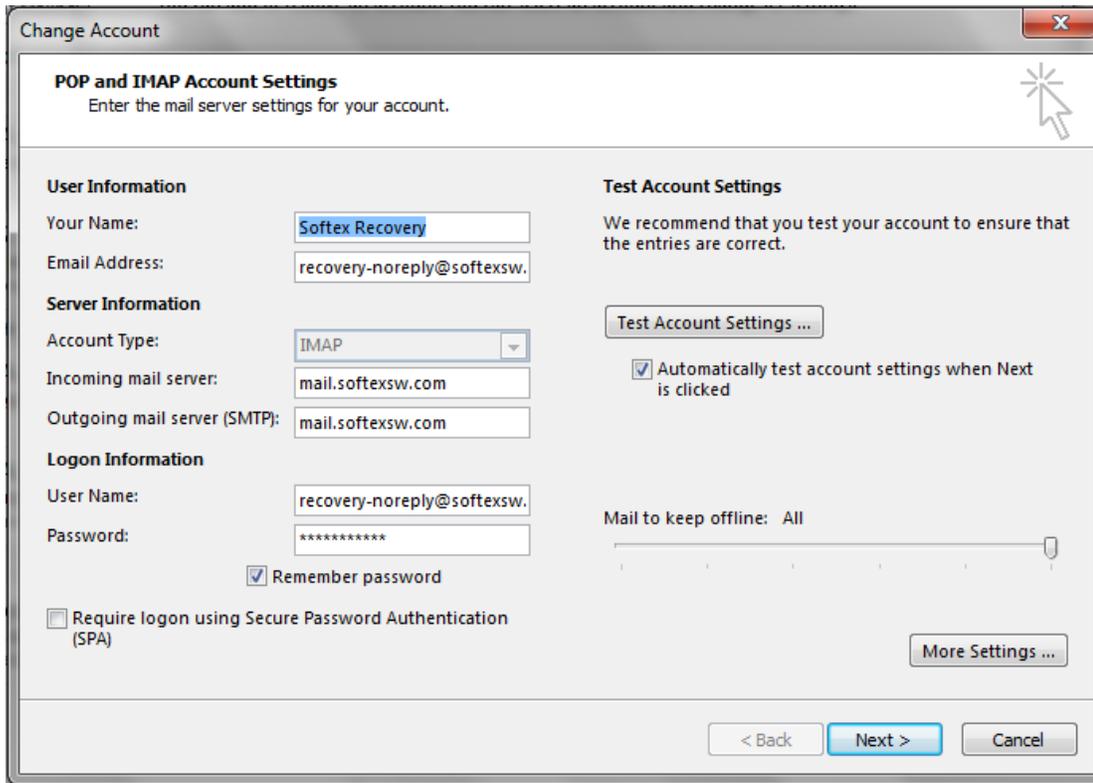
Name	Type
------	------

Account Settings

Close



The click on more settings to show the advanced options for your email box



Change Account [Close]

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name:
Email Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.

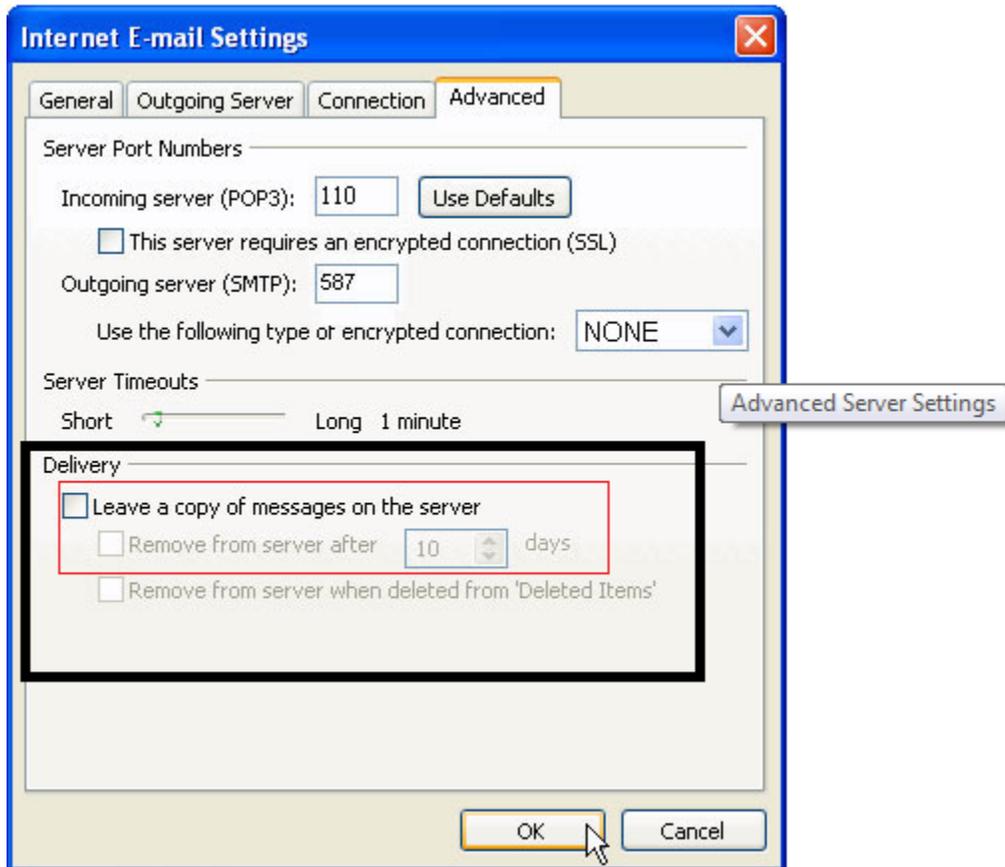
 Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back Next > Cancel



Then select the advanced tab and mark on **Leave a copy of messages on the server** then mark on **Remove from server after and then** specify the no. of days



Very important:

It is recommended to check both the “Remove from server when deleted from deleted items” and the “Remove From Server After” and enter 5 days, this means outlook will keep the old messages on server and delete them (From server after 5 days). Don't worry you can keep the emails as you like on your outlook, this does not mean outlook will delete old message (it will only remove them from server after downloading it to your outlook). If this option is not checked , then may be this is why you are having problems with your mailbox space, since you are keeping old emails forever on the server even if you delete them from your outlook inbox.



How to reduce your mailbox size using Softex Webmail

You have three different way to access your email using your internet browser and also may be you can reduce its space using the browser to delete Trash messages and old send emails from the server.

Using Softex Webmail

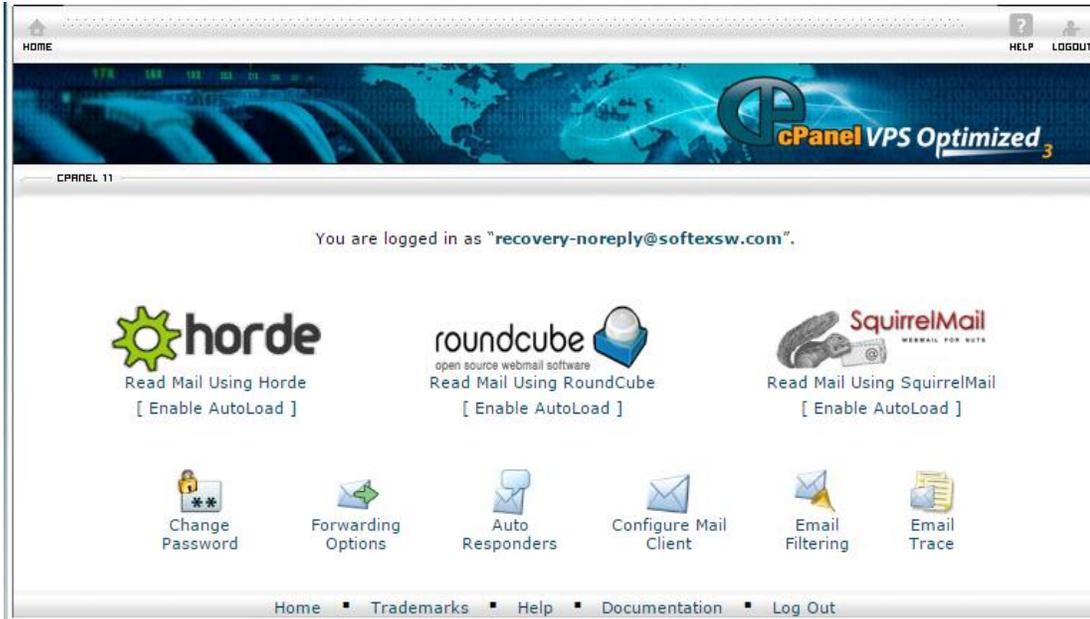
First you should write in the URL webmail.yourdomainname.com , you should replace the Red part with your domain name , once you have the login page, please enter your email box name and your password as per the below.



The screenshot shows the Softex Webmail login interface. At the top, the word "Webmail" is displayed in a large, bold, orange font. Below this, there are two input fields: "Email Address" and "Password". The "Email Address" field contains the placeholder text "youremail@yourdomain.com". The "Password" field contains a series of dots, indicating that the password is hidden. Below the input fields is an orange "Log in" button. At the bottom of the page, there is a horizontal menu with various language options: English, العربية, čeština, dansk, Deutsch, Ελληνικά, español, español latinoamericano, and ...



Softex Server will provide you with three different mail web portals systems so that you can choose the one you like (Horde, round cube, Squirrel Mail)

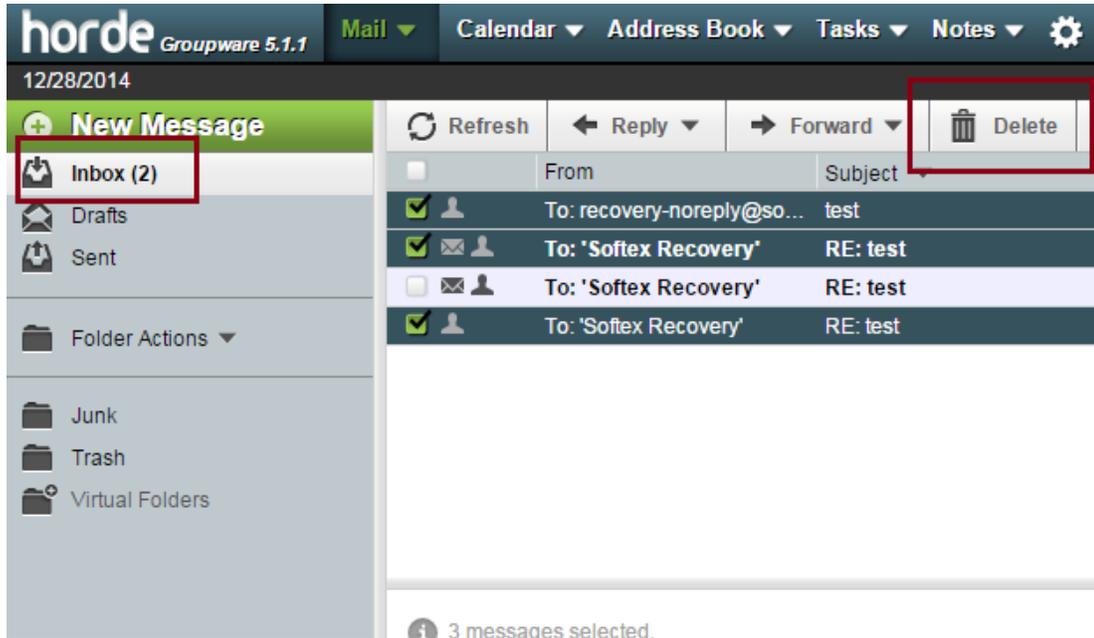


You can use any of them to access the emails stored on the server and clean some space.



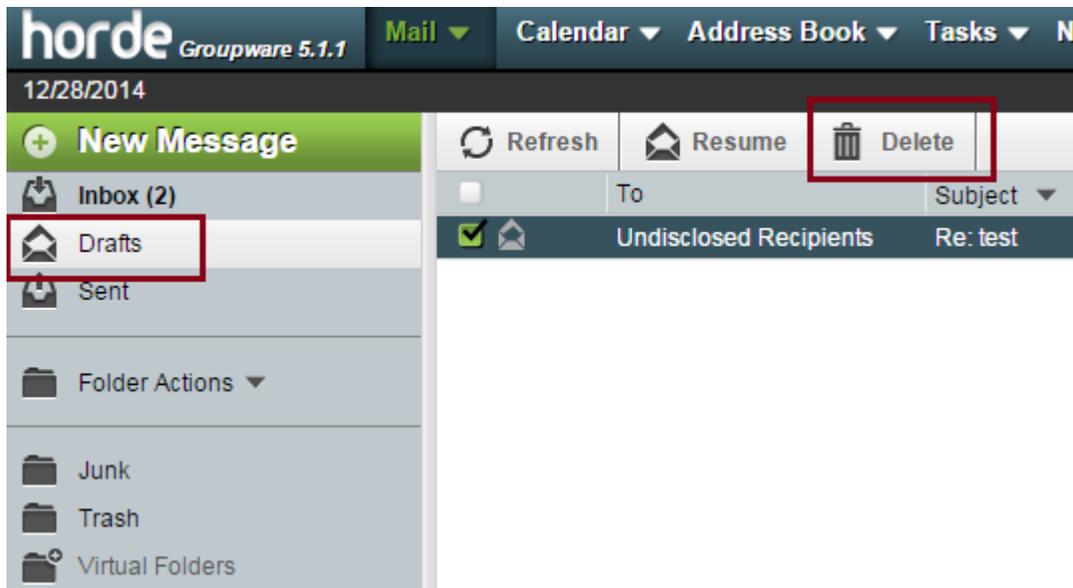
Empty space using Horde Webmail Client:

To reduce your mail box size you can select the old or the unnecessary email from your Inbox, Draft, Sent, Junk and Trash



The screenshot shows the Horde Groupware 5.1.1 interface. The top navigation bar includes 'Mail', 'Calendar', 'Address Book', 'Tasks', and 'Notes'. The left sidebar shows folders: 'Inbox (2)', 'Drafts', 'Sent', 'Folder Actions', 'Junk', 'Trash', and 'Virtual Folders'. The main content area displays a list of messages with columns for 'From' and 'Subject'. The 'Delete' button in the top right of the message list is highlighted with a red box. Below the message list, it indicates '3 messages selected'.

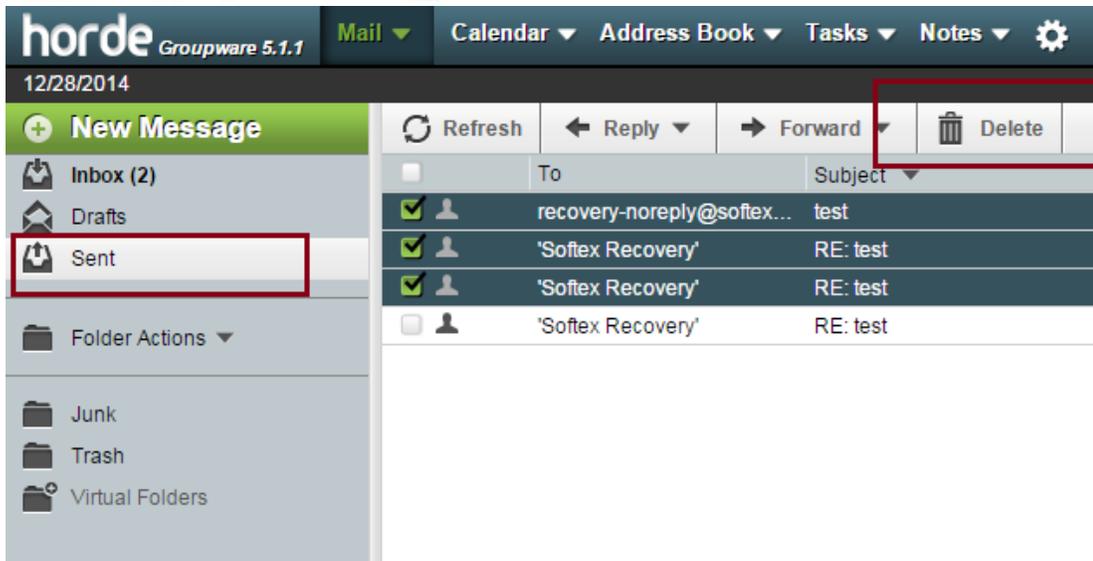
	From	Subject
<input checked="" type="checkbox"/>	To: recovery-noreply@so...	test
<input checked="" type="checkbox"/>	To: 'Softex Recovery'	RE: test
<input type="checkbox"/>	To: 'Softex Recovery'	RE: test
<input checked="" type="checkbox"/>	To: 'Softex Recovery'	RE: test



The screenshot shows the Horde Groupware 5.1.1 interface. The top navigation bar includes 'Mail', 'Calendar', 'Address Book', 'Tasks', and 'Notes'. The left sidebar shows folders: 'Inbox (2)', 'Drafts', 'Sent', 'Folder Actions', 'Junk', 'Trash', and 'Virtual Folders'. The main content area displays a list of messages with columns for 'To' and 'Subject'. The 'Delete' button in the top right of the message list is highlighted with a red box. Below the message list, it indicates '3 messages selected'.

	To	Subject
<input checked="" type="checkbox"/>	Undisclosed Recipients	Re: test





horde Groupware 5.1.1 Mail Calendar Address Book Tasks Notes

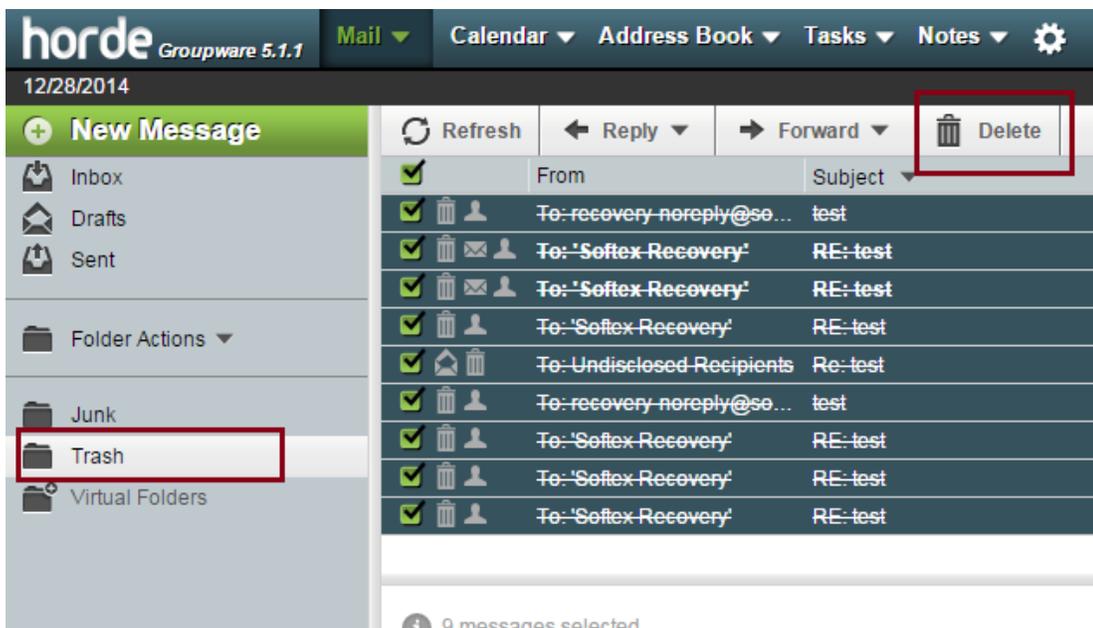
12/28/2014

New Message Refresh Reply Forward Delete

Inbox (2)
Drafts
Sent
Folder Actions
Junk
Trash
Virtual Folders

	To	Subject
<input checked="" type="checkbox"/>	recovery-noreply@softex...	test
<input checked="" type="checkbox"/>	'Softex Recovery'	RE: test
<input checked="" type="checkbox"/>	'Softex Recovery'	RE: test
<input type="checkbox"/>	'Softex Recovery'	RE: test

Note: after deleting the old and the unnecessary email from (Inbox, Draft, Sent, Junk) your mail box still the same size because the email you have delete are in the (Trash Folder) so you have to empty the Trash folder



horde Groupware 5.1.1 Mail Calendar Address Book Tasks Notes

12/28/2014

New Message Refresh Reply Forward Delete

Inbox
Drafts
Sent
Folder Actions
Junk
Trash
Virtual Folders

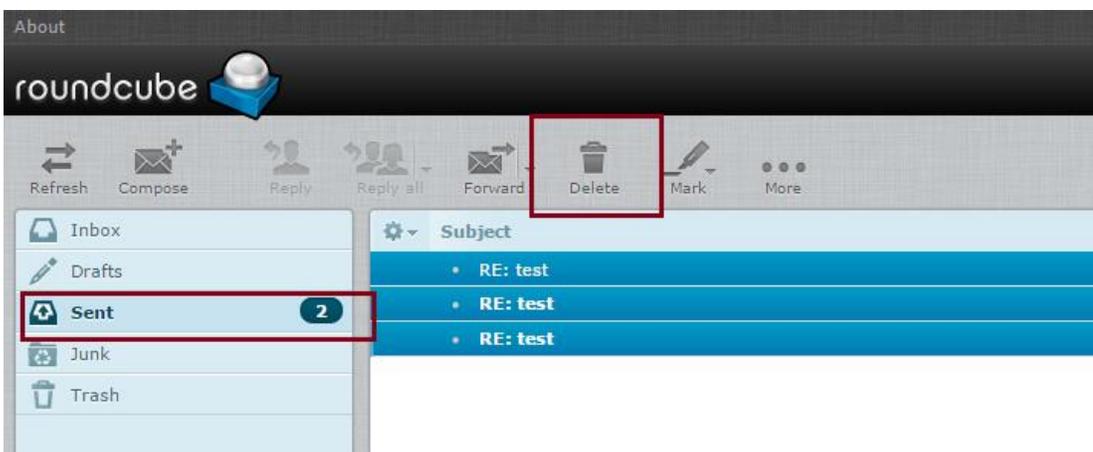
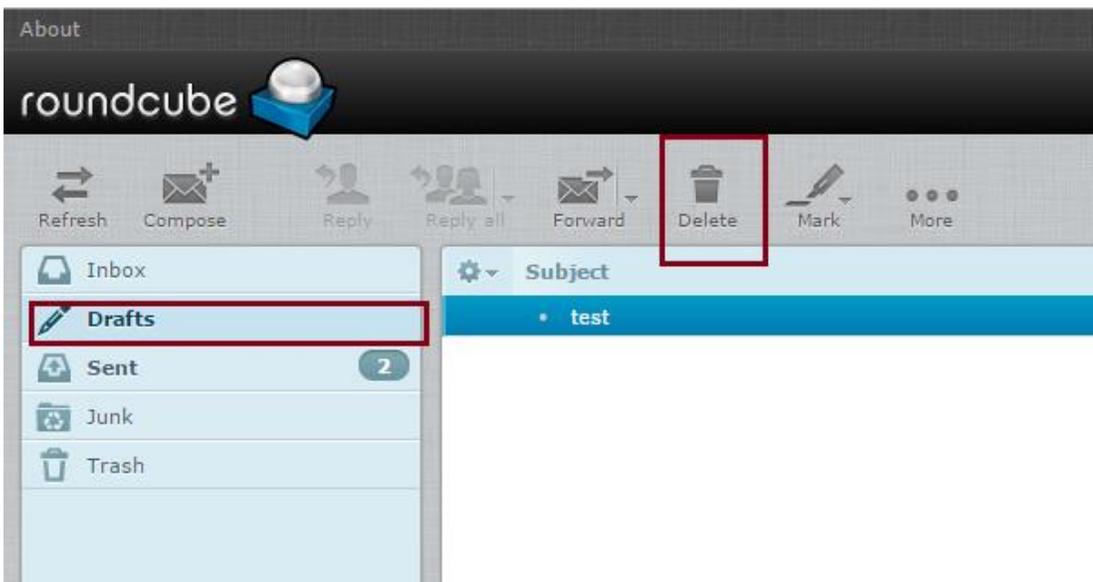
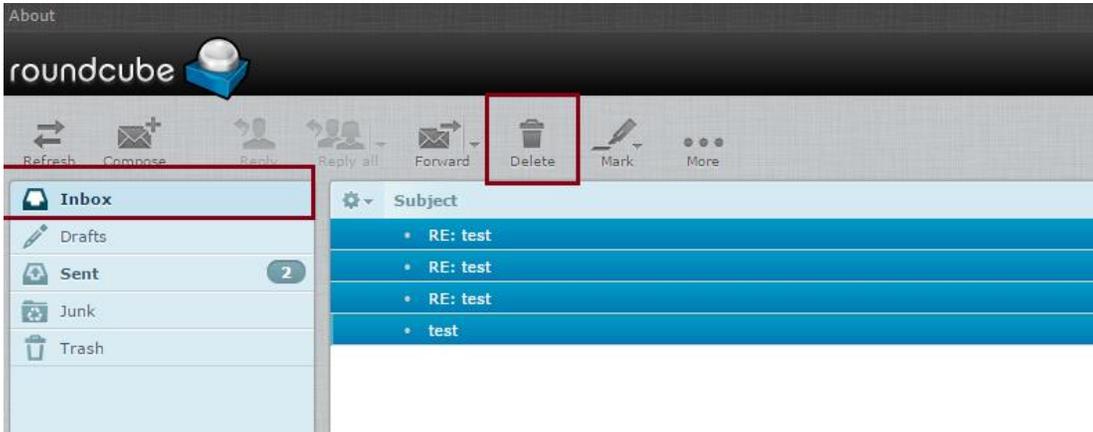
	From	Subject
<input checked="" type="checkbox"/>	To: recovery-noreply@se...	test
<input checked="" type="checkbox"/>	To: 'Softex Recovery'	RE: test
<input checked="" type="checkbox"/>	To: 'Softex Recovery'	RE: test
<input checked="" type="checkbox"/>	To: 'Softex Recovery'	RE: test
<input checked="" type="checkbox"/>	To: Undisclosed-Recipients	Re: test
<input checked="" type="checkbox"/>	To: recovery-noreply@se...	test
<input checked="" type="checkbox"/>	To: 'Softex Recovery'	RE: test
<input checked="" type="checkbox"/>	To: 'Softex Recovery'	RE: test
<input checked="" type="checkbox"/>	To: 'Softex Recovery'	RE: test

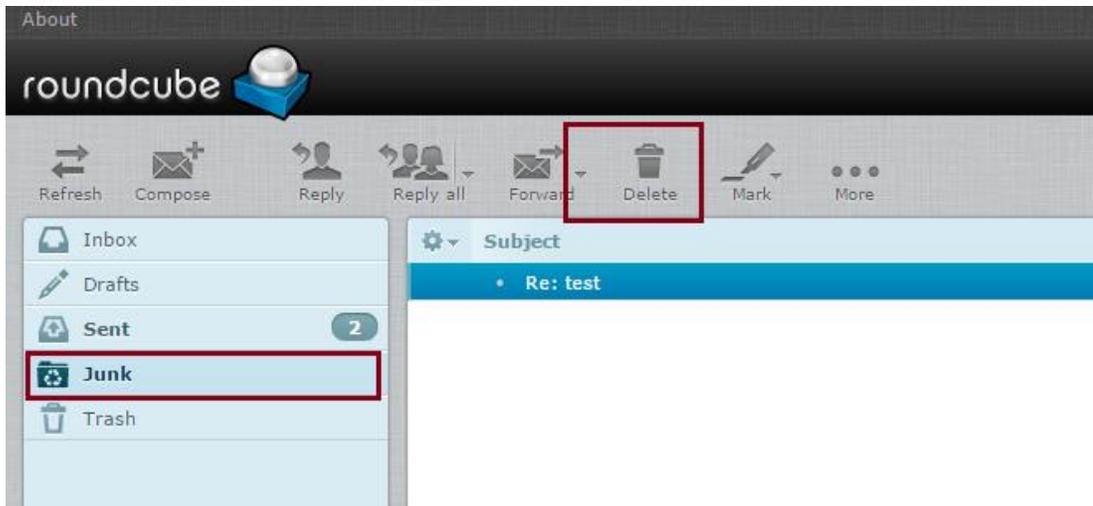
9 messages selected



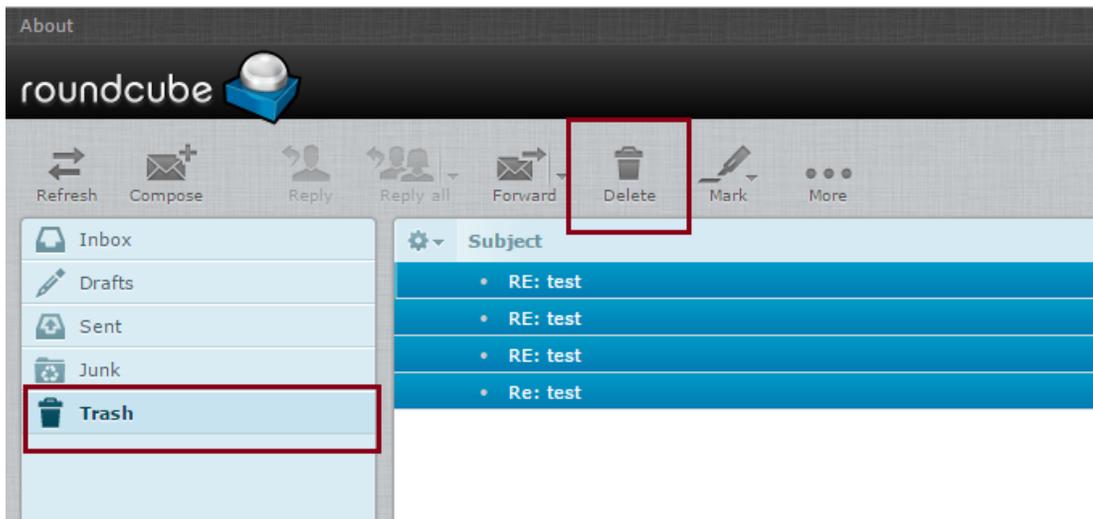
Empty space using Round Cube Webmail Client:

To reduce your mail box size you can select the old or the unnecessary email from your Inbox, Draft, Sent, Junk and Trash





Note: after deleting the old and the unnecessary email from (Inbox, Draft, Sent, Junk) your mail box still the same size because the email you have delete are in the (Trash Folder) so you have to empty the Trash folder



Empty space using Squirrel Mail Webmail Client:

To reduce your mail box size you can select the old or the unnecessary email from your Inbox, Draft, Sent, Junk and Trash

Folders
 Last Refresh: Sun, 5:03 am
 [Check Mail]

INBOX
 Drafts
 Sent
 Trash [Purge]
 Junk

Current Folder: **INBOX**
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#)

[Thread View]

Flag Unflag Read Unread Forward Delete

All	From	Received		Subject
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input type="checkbox"/>	Softex Recovery	4:29 am	D	test

Folders
 Last Refresh: Sun, 5:03 am
 [Check Mail]

INBOX
Drafts
 Sent
 Trash [Purge]
 Junk

Current Folder: **INBOX**
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#)

[Thread View]

Flag Unflag Read Unread Forward Delete

All	From	Received		Subject
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input type="checkbox"/>	Softex Recovery	4:29 am	D	test

Folders
 Last Refresh: Sun, 5:03 am
 [Check Mail]

INBOX
 Drafts
Sent
 Trash [Purge]
 Junk

Current Folder: **INBOX**
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#)

[Thread View]

Flag Unflag Read Unread Forward Delete

All	From	Received		Subject
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input type="checkbox"/>	Softex Recovery	4:29 am	D	test

Folders
 Last Refresh: Sun, 5:03 am
 [Check Mail]

INBOX
 Drafts
 Sent
 Trash [Purge]
Junk

Current Folder: **INBOX**
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#)

[Thread View]

Flag Unflag Read Unread Forward Delete

All	From	Received		Subject
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input checked="" type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input type="checkbox"/>	Softex Recovery	4:29 am	D	test

Note: after deleting the old and the unnecessary email from (Inbox, Draft, Sent, Junk) your mail box still the same size because the email you have delete are in the (Trash Folder) so you have to empty or purge the Trash folder



Folders
Last Refresh:
Sun, 5:03 am
[Check Mail]

INBOX
Drafts
Sent
Trash [Purge]
Junk

Current Folder: **Trash**
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#)

[Thread View]

Flag Unflag Read Unread Forward **Delete**

All	From	Received		+ Subject
<input type="checkbox"/>	Softex Recovery	4:31 am	D	test
<input type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input type="checkbox"/>	Softex Recovery	4:30 am	D	RE: test
<input type="checkbox"/>	Softex Recovery	4:29 am	D	test
<input type="checkbox"/>	Softex Recovery	4:31 am	D	RE: test
<input type="checkbox"/>	Softex Recovery	4:31 am	D	RE: test
<input type="checkbox"/>	Softex Recovery	4:31 am	D	RE: test
<input type="checkbox"/>	recovery-noreply@softexsw.com	4:32 am	D	Re: test

In case you have done all of the above steps and you still have problems with the space of your email box, please contact Softex Support team and they will help you identify whether you are missing any step or even help you upgrade your hosting plan to add more space to your email box if needed.

Contact your account manager if you need assistance or contact Softex on: support@softexsw.com

For more articles about Softex Web Hosting solutions, please visit official website www.softexsw.com

