

How to reduce your mailbox size using the Microsoft Outlook

If you are your 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 delete from the server while you are keeping the copy that you have in your computer.

Microsoft Office 2007.

Tools \rightarrow Account Settings

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	Ac	count Settings	
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Then Choose or create your email account

Account Settings				X
E-mail Accounts You can add or remove ar	account. You can	select an account and	d change its settings.	
E-mail Data Files RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
New 🛠 Repair 💼	Change 📀 S	5et as Default 🗙 R	emove 🕈 🖶	
Name		Туре		
			Accoun	t Settings
				×1
				Close





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 ar	e required to get your e-mail accour	nt working.
User Information		Test Account Settings
Your Name:	John Doe	After filling out the information on this screen, we
E-mail Address:	sample@yourdomain.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	pop3.ivenue.com	
Outgoing mail server (SMTP):	smtp.ivenue.com	
Logon Information		
User Name:	sample@yourdomain.com	
Password:	****	
F F	Remember password	
Require logon using Secure	Password Authentication (SPA)	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

Internet E-mail Settings	
General Outgoing Server Connection Advanced	
Server Port Numbers	
Incoming server (POP3): 110 Use Defaults	
This server requires an encrypted connection (SSL)	
Outgoing server (SMTP): 587	
Use the following type of encrypted connection: NONE	<u>~</u>
Server Timeouts	Advanced Server Setting
Short V Long 1 minute	
Leave a copy of messages on the server	
Remove from server after 10 🗢 days	100
Remove from server when deleted from 'Deleted Items'	
	cel

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 \rightarrow info \rightarrow Account Settings







Choose or create your email account

oun	t Settings					
E-ma Y	ail Account 'ou can add o	: s or remove an	account. You can	select an account and	d change its settings.	
mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
🚰 Ne	ew 🎗 R	lepair	Change 📀 S	5et as Default 🗙 R	iemove 🕈 🖶	
Name	e W			Туре		





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

Each of these settings a	re required to get your e-mail accour	nt working.
User Information		Test Account Settings
(our Name:	<name "from"="" appear="" in="" to=""></name>	After filling out the information on this screen, we
E-mail Address:	user@domain.tld	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
ncoming mail server:	mail.domain.tld	
Outgoing mail server (SMTP):	mail.domain.tld	
Logon Information		
Jser Name:	user.domain.tld	
Password:	******	
	Remember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings





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Internet E-mail Settings		
General Outgoing Server Connection Advanced		
Server Port Numbers	_	
Incoming server (POP3): 110 Use Defaults		
This server requires an encrypted connection (SSL)	1000	
Outgoing server (SMTP): 587		
Use the following type of encrypted connection: NONE	~	
Server Timeouts		and Conver Cattings
Short 🗘 Long 1 minute	Advar	iced server settings
Delivery	_	
Leave a copy of messages on the server		
Remove from server when deleted from 'Deleted Items'		

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Select File \rightarrow info \rightarrow Account Settings

¢	Inbox - Softex Support - Out	ook
Info	Account Information	
Open & Export	Softex Recovery	
Save As	IMAP/SMTP Add Account	
Save Attachments Print	Account Settings Account Settings ~	
Office Account		

Choose or create your email account

Accoun	t Settings	(
E-m Y	ail Account 'ou can add (: s or remove an	account. You can	select an acc	ount and	l change its settir	ngs.		
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Ca	alendars	Published Caler	ndars	Address Books	
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									Close





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

Change Account		
POP and IMAP Account Se Enter the mail server setti	ttings ings for your account.	×~
User Information		Test Account Settings
Your Name:	Softex Recovery	We recommend that you test your account to ensure that
Email Address:	recovery-noreply@softexsw.	the entries are conect.
Server Information		Test Assount Settings
Account Type:	IMAP 📼	Test Account Settings
Incoming mail server:	mail.softexsw.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.softexsw.com	
Logon Information		
User Name:	recovery-noreply@softexsw.	Mailte loop office. All
Password:	*****	
🔽 R	emember password	1 I I I I I I
Require logon using Secu (SPA)	re Password Authentication	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

Internet E-mail Settings		
General Outgoing Server Connection Advanced		
Server Port Numbers	_	
Incoming server (POP3): 110 Use Defaults		
This server requires an encrypted connection (SSL)	100	
Outgoing server (SMTP): 587		
Use the following type of encrypted connection: NONE	~	
Server Timeouts	Advan	ced Server Settings
Short V Long I minute		
Leave a copy of messages on the server		
Remove from server after 10 🚭 days	2.523	
Remove from server when deleted from 'Deleted Items'		
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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.

Email Address	
youremail@yourdomain.com	
Password	





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







h	orde Groupware 5.1.1	Mail	•	Calenda	nr ▼ Address B	ook 🔻	Tasks 🔻	Notes 🔻 🋱
12/2	28/2014							
Ð	New Message		S	Refresh	🗲 Reply 🔻	🔶 Fo	rward 🔻	Delete
	Inbox (2)				То		Subject	•
	Drafts			1	recovery-noreply@	softex	test	
(1)	Sent			¥	'Softex Recovery'		RE: test	:
				¥	'Softex Recovery'		RE: test	
î	Folder Actions 💌			1	'Softex Recovery'		RE: test	
		_						
	Junk							
	Trash							
Ê	Virtual Folders							

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 🔻	Calenda	ar ▼ Address B	ook 🔻	Tasks 🔻	Notes 🔻	Ö
12/28/2014							
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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





18 Wali st., Kobry Elkobba, Cairo, Egypt (00202) 24529717 - 24513434-24513438 www.softexsw.com - www.softexsw.net



^{About}	
Refresh Compose 21	Reply all Forward Delete Mark More
Inbox	¢ → Subject
Drafts	Re: test
Sent 2	
🔯 Junk	
📅 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

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Last Refresh:	Compose Addresses Folders (Options Search Help		
Sun, 5:03 am				
Check Manj	[Thread View]			
INBOX	Flag Unflag Read Unread Fo	orward		Delete
Drafts	All From	Received	+! Subject]
Trash (Purge)	Softex Recovery	4:30 am	D <u>RE: test</u>	
Junk	Softex Recovery	4:30 am	D <u>RE: test</u>	
	Softex Recovery	4:30 am	D <u>RE: test</u>	
	Softex Recovery	4:29 am	D <u>test</u>	
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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]	Current Folder: Trash Compose Addresses Folders Options Search Help [Inread View] Elan Utifian Read Unread Forward							
Drafts	All From	Received	+	Subject 🗆				
Trash (Purgel)	Softex Recovery	4:31 am	D	test				
lunk	Softex Recovery	4:30 am	D	RE: test				
_	Softex Recovery	4:30 am	D	RE: test				
	Softex Recovery	4:30 am	D	RE: test				
	Softex Recovery	4:29 am	D	test				
	Softex Recovery	4:31 am	D	RE: test				
	Softex Recovery	4:31 am	D	RE: test				
	Softex Recovery	4:31 am	D	RE: test				
	recovery-noreply@softexsw.com	4:32 am	D	<u>Re: test</u>				

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

