

How to Clean Up the Server if you exceed your Email Quota

Below are some instructions that explain how you can go and clean up your emails and delete them off the server. I encourage you to just periodically check this incase it is getting backed up again – however, if we can successfully change the settings you shouldn't have any issues 😊

1. To tidy up your server for now, go to:
www.yourdomain.com.au/webmail
2. A little pop up box will appear asking you to enter a username and password:

Username: **your full email address**
Password: **your password for your email address**

3. Click on **'Squirrel Mail'**.
4. On the Left hand side you will see **'INBOX'** – click on this.
Your inbox will take a little while to load as it is so full... once it does just go through and delete the emails that you don't want anymore.
5. Then simply click on **'Sign Out'** in the top right hand corner.
6. All Done!

If you have any issues or require your password, please contact us at Bizboost – info@bizboost.com.au or Ph: 08 8572 4470