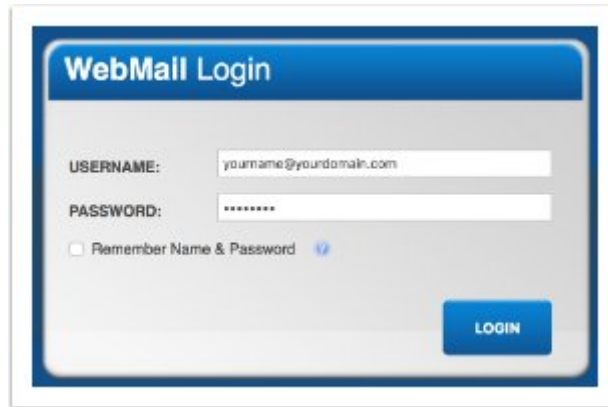


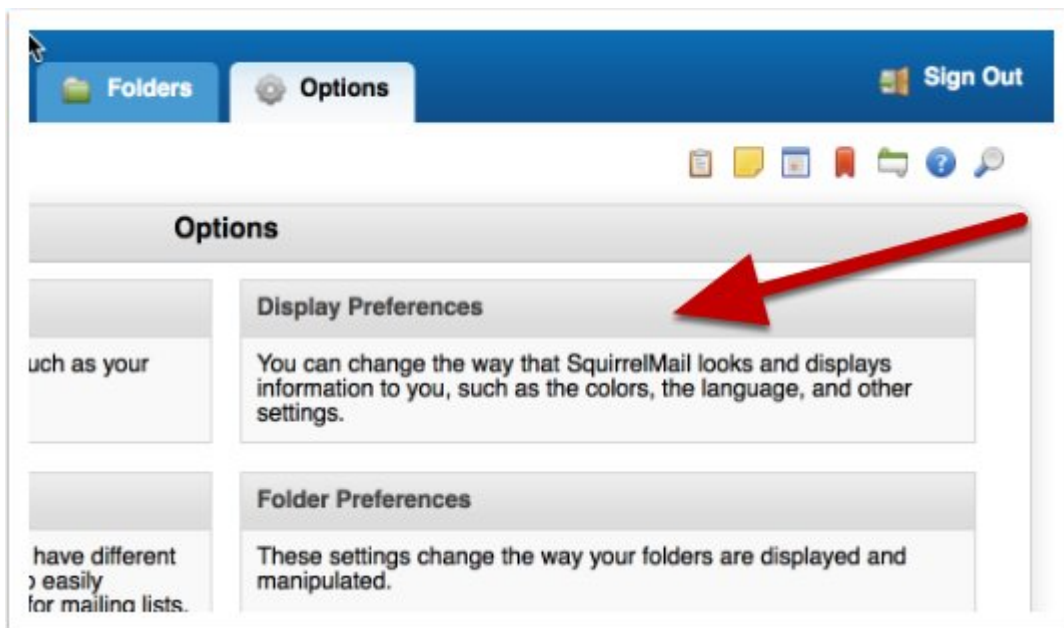
Log in



The image shows a 'WebMail Login' form. It has a blue header with the text 'WebMail Login'. Below the header, there are two input fields: 'USERNAME:' with the placeholder text 'yourname@yourdomain.com' and 'PASSWORD:' with a masked password '*****'. There is a checkbox labeled 'Remember Name & Password' with a small blue icon to its right. At the bottom right of the form is a blue button labeled 'LOGIN'.

Log in at <http://j.mp/diditonmail> using your full email address as your username and your email account password

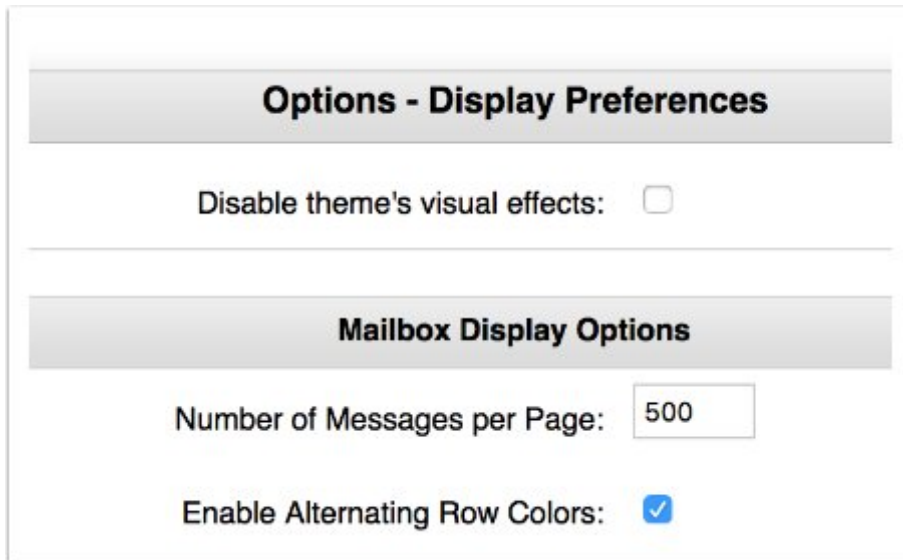
Increase number of messages displayed 1



Normally only about 15 emails are shown at once. Increase this number to 500 so that more can be selected at once.

Choose the 'Options' tab then click 'Display Preferences'

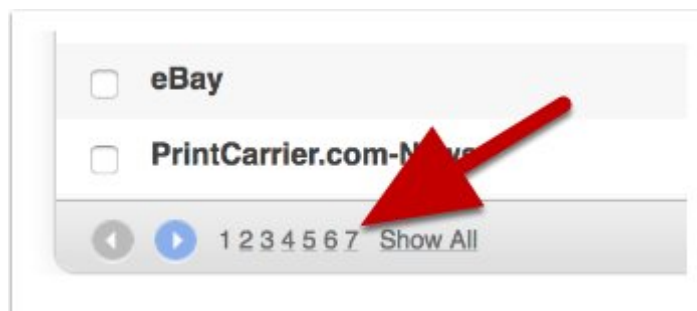
Increase number of messages displayed 2



The screenshot shows two sections of a webmail settings interface. The first section, titled "Options - Display Preferences", contains a checkbox for "Disable theme's visual effects:" which is currently unchecked. The second section, titled "Mailbox Display Options", contains a text input field for "Number of Messages per Page:" with the value "500" entered, and a checked checkbox for "Enable Alternating Row Colors:".

Scroll down a little and set the number of messages to display at once to 500. (You can set other values but larger values takes longer to display and delete.) Then scroll to the bottom of this area and click 'submit' to apply the changes.

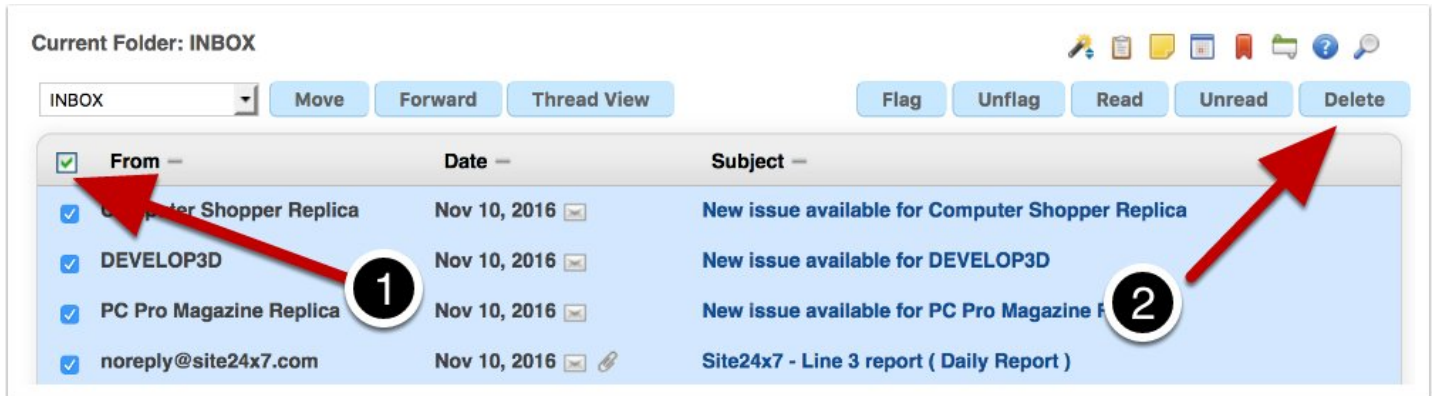
Move to the last page of messages in your inbox



It is best to select the oldest messages for deletion first, particularly if you want to leave the most recent messages online in case of need. At the foot of the inbox area click the highest number you can see to move to that page.

Note: There is also a 'Show All' option here which will list as many emails as possibly. Although it is possible to use this and delete as shown in the following steps, typically it does not delete all in one go, and can take a very long time to respond. This is why it is better that you select 500 emails at a time.

Select and delete messages



Click the checkbox top left to select all messages beneath. Then click the 'Delete' button top right. It can take about 30 seconds at this point to delete the 500 selected messages. During this time nothing seems to be happening. Once deleted all the selected messages will vanish, and you will be looking at a list of the next oldest messages ready to select them. Do this a number of times until you have reduced the number of emails in your inbox significantly. Generally do not leave more than 2,000 messages on the mail server when you are making space.

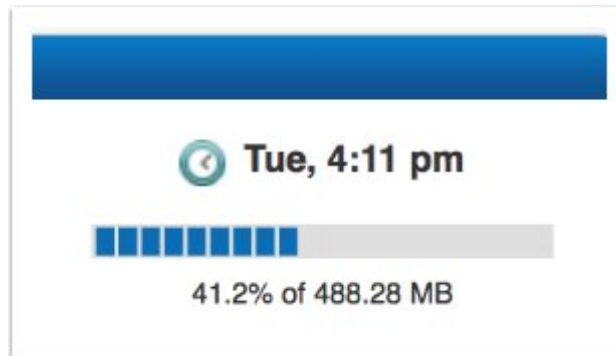
Purge deleted emails from Trash



To fully remove unwanted email and save space on your account you need to 'purge' the trash. Purge may not be available as an option until you have 'refreshed' your folders. Click the circular arrows icon to do this.

Once the 'purge' link is visible click it to delete emails.

Available space



Nothing will happen for some time as the system purges mail, but once complete the 'purge' link will vanish and the amount of space in use shown above will have decreased.

Delete emails automatically

To avoid the above exercise, if you use desktop software to collect your email from the server you can set it to automatically delete email from the server. Different software has this option in different places, so there are no step-by-step instructions provided here. The principal is that under your email account settings, normally associated with the incoming server details, there is an option to delete email from the server. It is generally best to set this to only delete emails older than at least a week old. You may also wish to use webmail, when away from your own computer, so leaving recent email on the server means you can still retrieve these messages. The first time you set to delete email automatically you may need to delete all older emails manually as above. Depending on your software it may only handle deleting emails it is aware of from the time the deletion preferences were set.