



Central Email

Deleting Messages when Over Quota in Central Webmail

Document Description: How to delete emails when over quota in Central Webmail

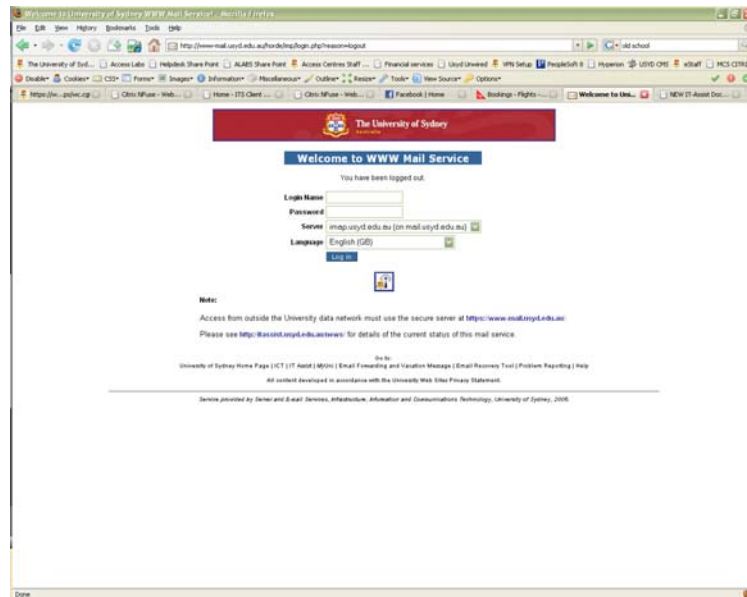
For user by: All Unikey users using the WWW-Mail Service

Quick Start:

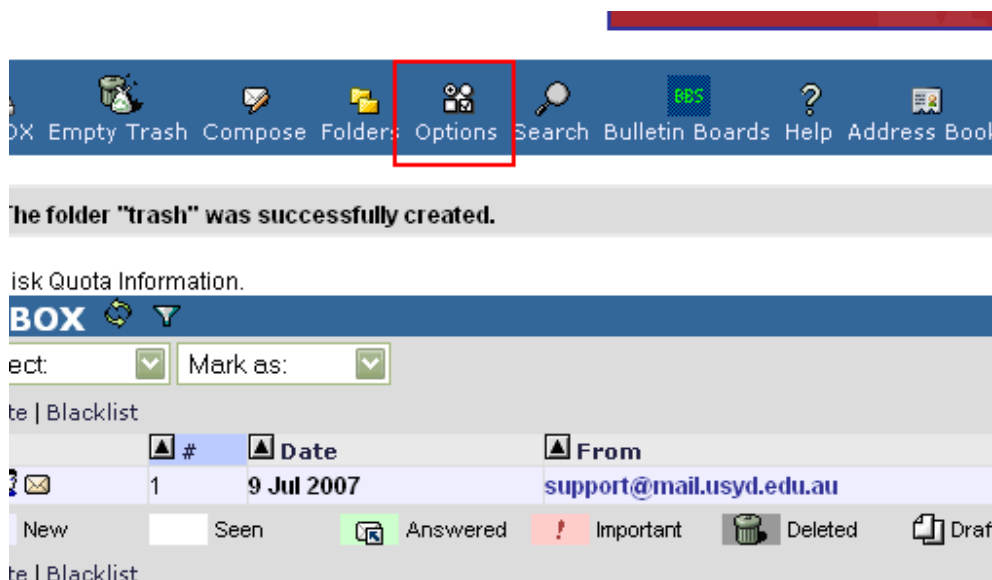
Options > Deleting and Viewing Messages > Untick for moving messages to Trash Folder



1. Deleting emails when over quota
 - 1.1. Log into your email at <https://www-mail.usyd.edu.au>



- 1.2. Select **Options**





1.3. Under **Mail Management**, please select **Deleting and Moving Messages**

Boards Help Address Book Calendar Tasks Logout

| Mail Management | |
|-------------------------------------|---|
| Filters | Create filtering rules to organize your incoming mail, sort it into folders, and delete spam. |
| Message Viewing | Set preferences for filtering messages for unwanted content. |
| Deleting and Moving Messages | Set preferences for what happens when you move and delete messages. |
| Maintenance Operations | Customize maintenance operations run upon login to Mail. |

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1.4. Untick the box for “**When deleting messages, move them to your Trash folder instead of marking them as deleted?**” Select **Save Options** when completed

INBOX Empty Trash Compose Folders Options Search Bulletin Boards Help Address Book Calendar T

Deleting and Moving Messages

Return to the mailbox listing after deleting, moving, or copying a message?

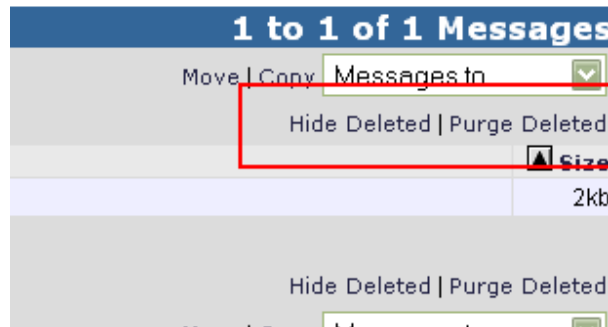
When deleting messages, move them to your Trash folder instead of marking them as deleted?

Trash folder:
trash

Save Options Undo Changes Return to Options



This allows you to then delete the messages you require. Instead of moving the messages into the "Trash Folder", it will keep them in the inbox and mark them for deletion. To delete them all permanently, please select **Purge deleted**.



If you wish to re-enable the Trash Folder, please re-tick the option in 1.4