

Web mail is not immune to the issue of accumulating mail. What happens if your mail overflows? Our administrative staff receives notifications of accounts that go over quota. What we have to do then is to upgrade your hosting account to accommodate the overflowing amount of mail. If we don't do this, eventually your web site account (including your eMail) will go down as you will be out of space. If we need to upgrade your account, your hosting fees increase accordingly.

We notify you of over-limit issues, and it's up to you to take care of the problem.

You can and for your own sake, must keep your own eMail in check. The way to handle the accumulation in *web mail* is different than for those who use a *third party eMail program*.

How Do I Keep My WebMail Clean?

Take advantage of the built-in Monthly Maintenance feature! Once a month, your web mail will automatically offer you a maintenance option that assists in the cleaning up of old mail and attachments. This feature and it's settings are found in your web mail interface under **Options --> Global Options --> Login Tasks**. The option to complete the maintenance tasks will pop up around the first of the month when you login to your webmail account. Use it to your advantage!

The first time you access your web mail, you should **set up a Trash box**. Unfortunately this does not get set up automatically. Creating a Trash box is very easy. On the left side of your screen you will see an **Options** link which has a "+" sign to the left of it. Click the "+" sign to open this where you will see various things like "Global Options" and "Address Book" etc. **Click the Mail link** which will open numerous options to select from on your right. **Click "Deleting and Moving Messages."** Use the drop down to select **"Create a new Trash folder"** and then checkmark **"Display the Empty Trash link in the menu bar"** option. You can also click the Empty Spam selection if you like. **Click "Save Options"** when you are done. You should then have an "Empty Trash" icon available to you to click on.

The Monthly Maintenance feature will **not** delete mail from your Inbox or your Sent Mail box. These must be handled manually by you. The fact that the Monthly Maintenance feature will be offered automatically **if you enable it** is a built in reminder for you to follow up by:

Deleting all eMails from your Inbox, Sent Mail box and any other mailboxes you've created that you don't absolutely have to keep. Deleting the mail really only moves messages you don't want to the Trash. **You must then click the Empty Trash link.**

Unless you're bombarded with SPAM, performing this task once a month should keep your unnecessary mail to a minimum. This helps keeps your server allotment within its parameters and your account will should not have to be upgraded (unless your site outgrows it's server allotment) which will save you a bit of money.

If you do receive large amounts of SPAM, it's to your advantage to manually delete and empty the trash on a more frequent than monthly basis.