



## DISK SPACE USAGE

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Each hosting account, and each mailbox created in it, has an allocated disk space. From time to time you may receive a warning to say that your account ( or mailbox) has reached 80% of its quota. This is a normal automated warning from the server.

You will be able to confirm the disk usages from cpanel > Files > Disk Space Usage.

- Step One: The Bar Graph shows an overview of your Usage.
- Step Two: Scroll down to view an more in depth view
- Step Three: Click on "+" to show subfolders
- Step Four: Click on any Folder to open the folder in File Manager.

If necessary you will be able to use File Manager to delete any unwanted files. Alternatively you may prefer a faster method to manage files on the server by using an ftp client eg FileZilla.com etc Please take care that you do not inadvertently remove any system files.

If your disk space has overfilled due to clogged mail accounts please clear using webmail.

### WEBMAIL

1. To view the mail in any email account directly on the server go to URL

<http://InsertYourFullDomainNameHere/webmail>

The username is either

- a. any of your domain-name based email addresses (full version eg [me@mydomain.com.au](mailto:me@mydomain.com.au)) and its assigned email password

OR

- b. your cpanel logins to check the default account only ( In most cases you will have set this to 'fail' and there would be no mail there)

2. Select Horde Mail Reading Program
3. Click Log In

4. To view all mail, Expand the +Mail button in the side menu, and then see each sub mailbox of your Mail.
5. If you select any emails to be deleted it will be ALSO necessary to click on "Purge Deleted" command (see RHS of your screen) to empty them from trash.

**HINT:**

If several pages of emails have been stored on the server you may increase the number of entries that appear per page at any one time by:

- Going to Side Menu of Horde
- Go to Options > Mail > Other Options> Mailbox and Folder Display Options > Messages per Page ( The default entry of '20' can be reset to '999' to enable you to see more entries per page – making deletion easier.)

**INCREASE YOUR DISK SPACE**

Please call our support staff if you need an increase to your disk space.