Email

How to Update/Manage Your Mailbox Storage or Quota.

Managing your email storage effectively can help ensure you don't run out of space and keep your inbox organized. Here are some strategies to manage your email storage.

Access Email Hosting Panel

1. Navigate to [1st Domains Login](#) and log in using your 1st Domains Account ID and Password.
2. On the 'Account Manager' page, under 'Domain Names & Hosting Services', click 'Manage Domains & Services'.
3. On the 'Manage Domains & Services' page, click the domain name you wish to manage.
4. On the 'Domain Name Manager' page, under 'Services', click 'Manage Email'.

Modify Mailbox Storage/Quota

1. On the "Mail Users for [YOUR-DOMAIN-NAME]" page, click the email address you wish to configure.
2. Scroll down to locate the "Mailbox Quota" section. Note "User Defined Quota (MB)" and "Mailbox Quota Utilization".
3. Use the slider bar to modify how much usage each mail account gets from your "Account Storage Pool".
4. Finally, click the "Update" button.

Delete Emails

1. You can delete emails directly from your webmail interface or through your email client (e.g., Outlook, Thunderbird). Simply select the emails you wish to delete and move them to the Trash or Deleted Items folder.
2. Ensure you empty the Trash or Deleted Items folder to permanently delete the emails and free up storage space.

Empty Your Trash and Spam folders Regularly

1. Emails that you delete still sit in your Trash or Bin folder, and they often take up space. Empty these folders periodically to free up space.

Archive Old Emails

1. Many email clients, such as Outlook and Thunderbird, offer an archive feature. Archived emails are stored outside your inbox and locally on your computer or laptop, yet remain accessible. When setting up the archive it will ask to delete the emails on our servers. this helps free up space in your inbox without permanently deleting messages. As the archived emails are now stored on your local machine.

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