SOS Web Services
Going forward into the future

Clear old email from your mailbox via the HORDE Webmail Interface

1 - Log into the Webmail Interface

https://webmail.yourdomainname (substitute this for your actual full domain name) for example
https://webmail.sos.co.za/

Email Address

Enter your email address.

Password

Enter your email password.

Log in

Reset Password

Email Address: Input your full email address
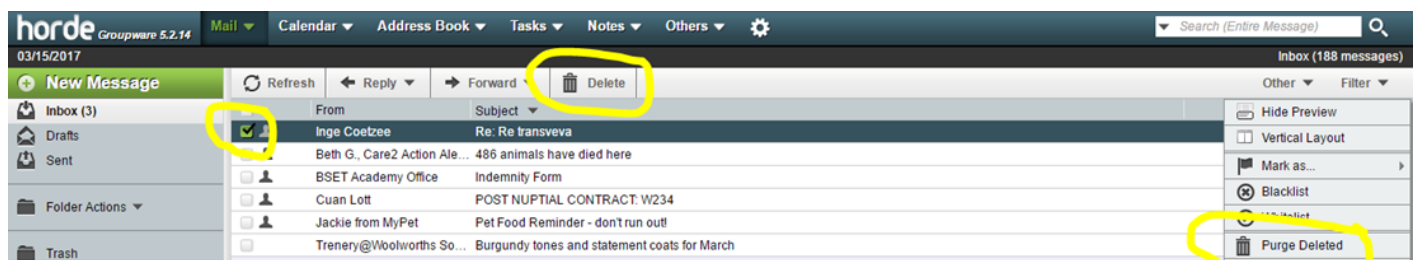Password: Input your password (We suggest you copy and paste your password.)

2 - Delete and Purge old emails to free up mailbox space

Once logged on you will see the Horde webmail interface.
Select the messages to delete by ticking the box on the left and then the "Delete" icon.
You can select multiple messages by either holding down the Ctrl key and selecting individual message or to select a series, select the first then hold the SHIFT key and select the last.
Note: You need to Purge the deleted messages when you are done and ready to exit by clicking on the small down arrow above "Date" and selecting "Purge Deleted" from the drop down menu.