

## 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/>

# Webmail

Email Address

Password

Log in

[Reset Password](#)

Email Address: Input your full email address

Password: Input your password (We suggest you copy and paste your password.)

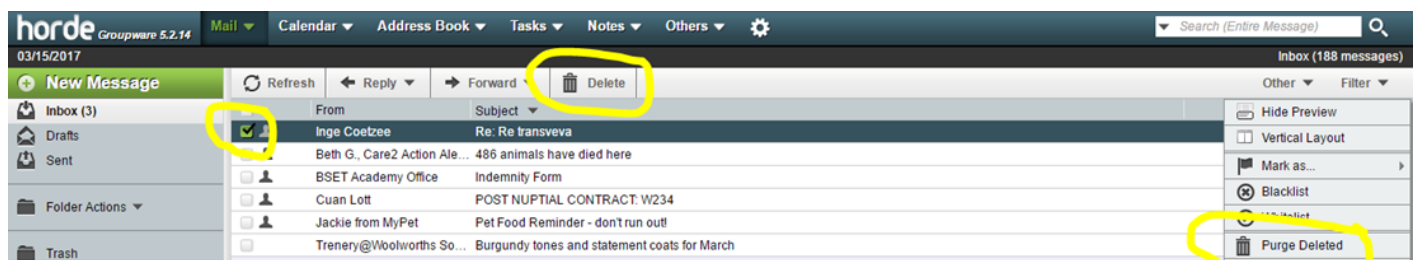
### 2 - Delete and Purge old emails to free up mailbox space

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.



The screenshot shows the Horde webmail interface. The top navigation bar includes 'Mail', 'Calendar', 'Address Book', 'Tasks', 'Notes', and 'Others'. The main area displays a list of emails. The 'Delete' button in the top action bar is circled in yellow. The first email in the list is selected, and its checkbox is also circled in yellow. The 'Purge Deleted' option in the right-hand sidebar menu is circled in yellow.

From	Subject
Inge Coetzee	Re: Re transveva
Beth G. Care2 Action Ale...	486 animals have died here
BSET Academy Office	Indemnity Form
Cuan Lott	POST NUPITAL CONTRACT: W234
Jackie from MyPet	Pet Food Reminder - don't run out!
Treney@Woolworths So...	Burgundy tones and statement coats for March