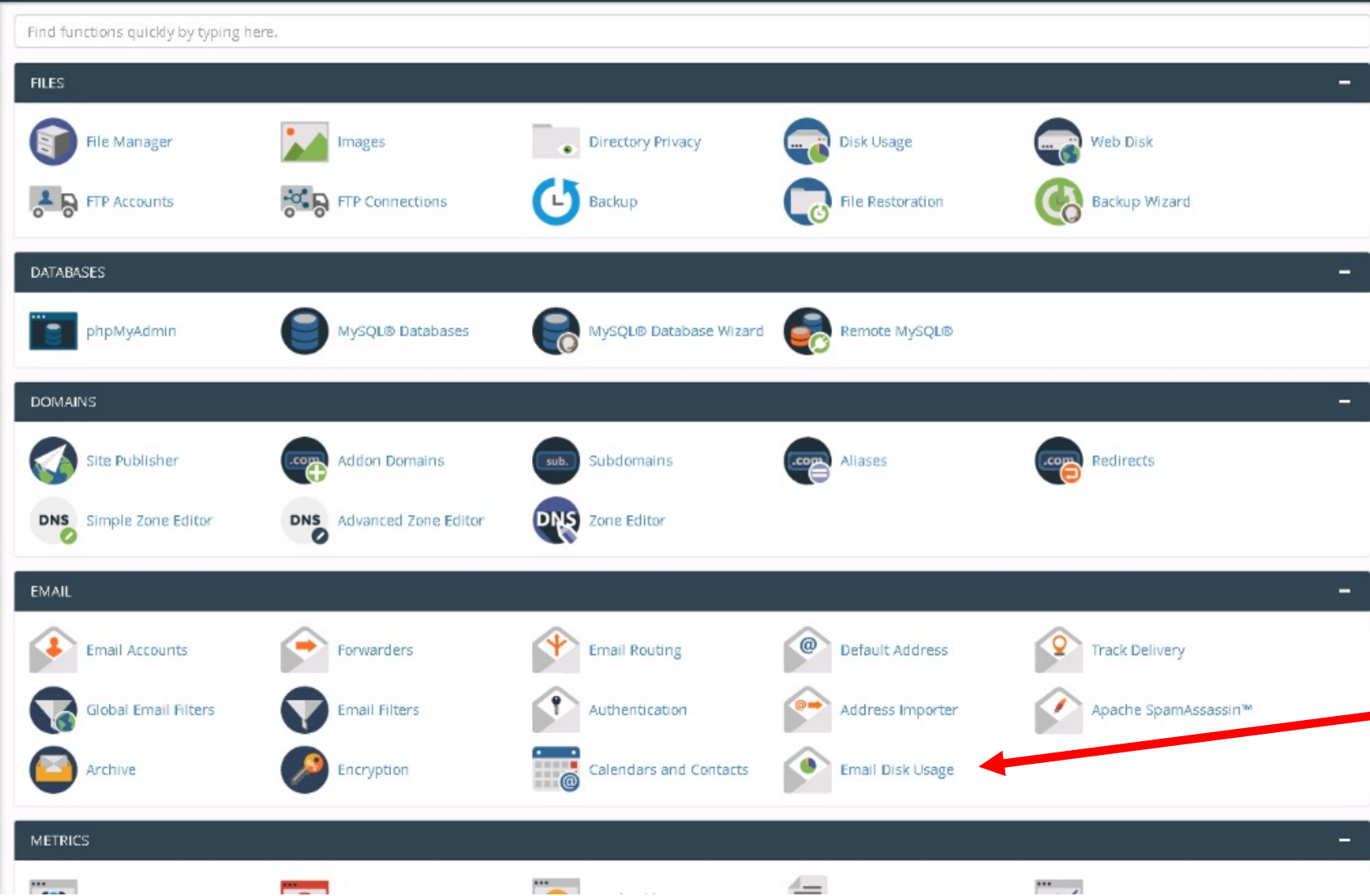


cPanel Deleting Email After a Specified Time

Note: This will only delete Email one time but saves the time of going through each message. Email will be permanently deleted so use caution!



Click
Email Disk
Usage

Email Accounts

Manage the email accounts associated with your domain. Use the *Set Up Mail Client* interface to add an email account to your mobile device or desktop email client. For more information, read the [documentation](#).

Add Email Account

Email
Enter an Account Name @sellersvilleboro.org

Password
Enter a Password

Password (Again)
Re-type Password

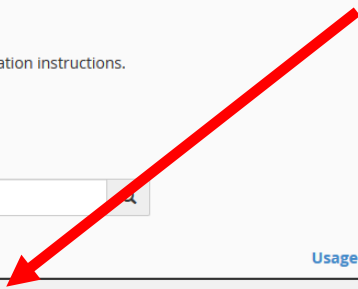
Mailbox Quota
 750 MB
 Unlimited

Send welcome email with mail client configuration instructions.

Drop down More and then choose Manage Disk Usage



Choose the Email box from which to delete Emails.



- Suspend
- Suspend Login
- Suspend Incoming Mail
- Access Webmail
- Configure Calendars and Contacts
- Manage Disk Usage**
- More

Manage disk usage for "administrator@sellersvilleboro.org".

Email Accounts

Account	Domain	Usage / Quota / %	Actions
<input type="checkbox"/>	administrator@sellersvilleboro.org	0 / 100 MB	<input type="button" value="Password"/> <input type="button" value="Quota"/> <input type="button" value="Set Up Mail Client"/> <input type="button" value="Delete"/> <input type="button" value="More"/>
<input type="checkbox"/>	apotoczny@sellersvilleboro.org	535 / ∞ MB	<input type="button" value="Password"/> <input type="button" value="Quota"/> <input type="button" value="Set Up Mail Client"/> <input type="button" value="Delete"/> <input type="button" value="More"/>



Email Disk Usage

This utility allows you to recover disk space by deleting old messages from your mailbox.

Account: administrator@sellersvilleboro.org

Search:

Choose the mailbox you wish to configure.

Drop down Manage on the appropriate line.

Mailbox Name	# of Messages	Disk Usage ▼	Actions
INBOX	1	9.75 KB	▼ Manage
Sent	0	0 bytes	
Junk	0	0 bytes	
Drafts	0	0 bytes	
Trash	0	0 bytes	



Email Disk Usage

This utility allows you to recover disk space by deleting old messages from your mailbox.

Account: administrator@sellersvilleboro.org

Search:

Mailbox Name	# of Messages	Disk Usage ▼	Actions
INBOX	1	9.75 KB	Manage
Messages to delete:			
1 year old or more <input type="button" value="Delete Permanently"/>			
Sent	0	0 bytes	
Junk	0	0 bytes	
Drafts	0	0 bytes	
Trash	0	0 bytes	



Choose the time, after which, you wish to delete Email.