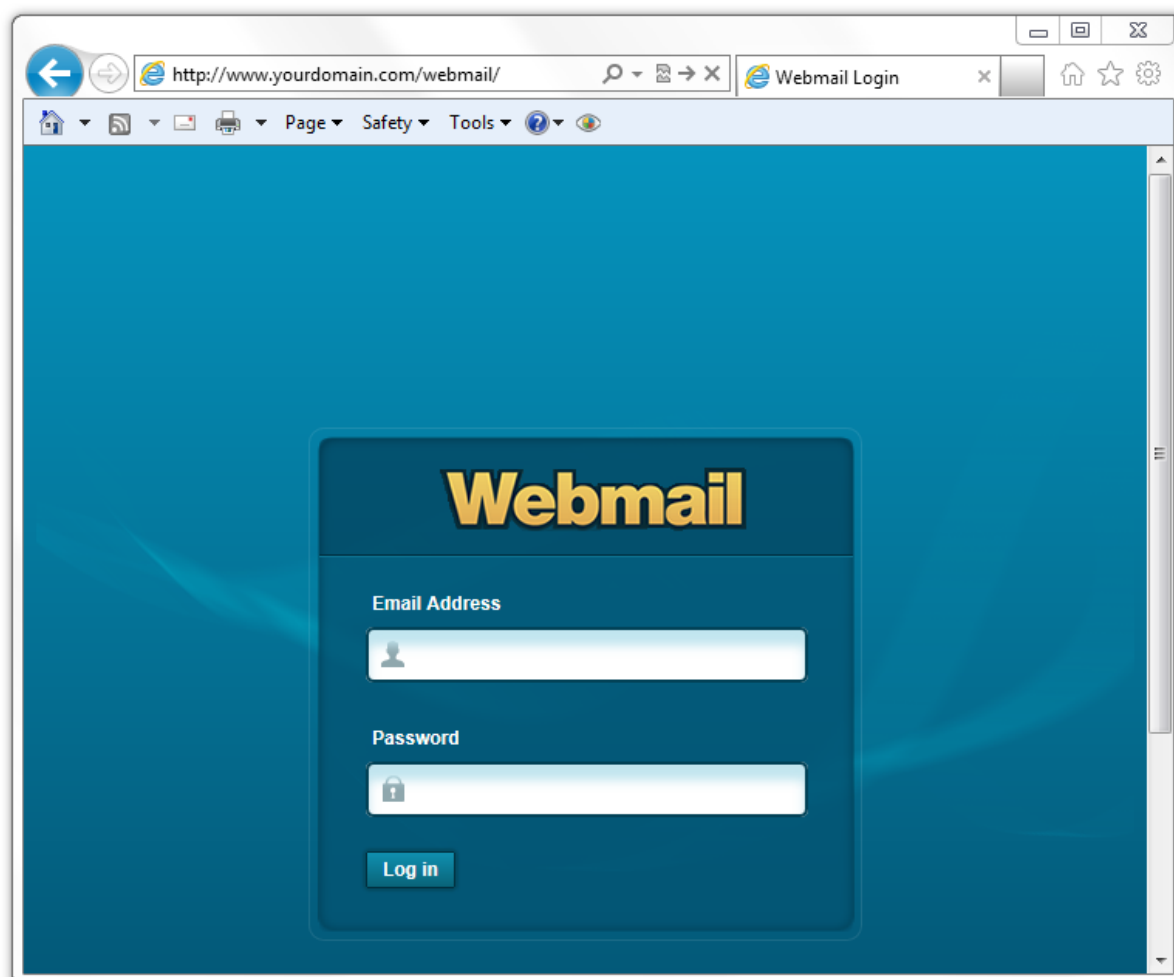


Instructions to Empty your Mailbox

To login and empty your mailbox, go to <http://www.yourdomain.com/webmail/> and login with your mailbox username and password.



If you are asked to change your password because it is too weak, enter a new password (and make a note of it) making sure to use both letters and numbers in your selection. You will also need to update this password in your email software on your computer (e.g. Outlook).

Once logged in, select SquirrelMail from the options



Read Mail Using SquirrelMail

[Enable AutoLoad]

When the mailbox loads, select all 'Show All' to show all the emails in one screen.

The screenshot shows the SquirrelMail interface. On the left is a 'Folders' sidebar with 'INBOX (2875)', 'Drafts', 'Sent', and 'Trash'. The main area shows 'Current Folder: INBOX' with navigation links like 'Compose', 'Addresses', 'Folders', 'Options', 'Search', and 'Help'. Below this is a pagination bar with 'Previous', 'Next', and numbered links (1-7, ..., 187-190). The 'Show All' link is circled in red. To the right of the pagination bar are 'Select All' and 'Viewing Messages: 1 to 15 (2838 total)'. Below the pagination bar is a 'Move Selected To:' section with a dropdown menu set to 'INBOX' and buttons for 'Move' and 'Forward'. To the right is a 'Transform Selected Messages:' section with buttons for 'Read', 'Unread', and 'Delete'. Below these sections is a table with columns 'From', 'Date', and 'Subject'. The table contains six rows of email entries with their respective dates and times.

Once all emails are showing, click 'Select All'.

This screenshot is similar to the previous one, but the 'Select All' link in the pagination bar is now circled in red. The 'Delete' button in the 'Transform Selected Messages:' section is also circled in red. The rest of the interface, including the folders sidebar and the email list table, remains the same.

All emails will then be checked. Now click the Delete button.

This screenshot shows the SquirrelMail interface after the 'Select All' action. The 'Delete' button in the 'Transform Selected Messages:' section is circled in red. The 'Show All' and 'Select All' links in the pagination bar are no longer circled. The email list table and other interface elements are consistent with the previous screenshots.

Once you have deleted all the emails, your Trash can will be full, so you need to empty the trash can. To do this, click the 'Check Mail' button, and then click the (Purge) button.

The screenshot shows a webmail interface. On the left is a sidebar with the heading "Folders". Below it, it says "Last Refresh: Thu, 6:26 am". There are two buttons: "(Check mail)" and "(Purge)", both circled in red. The folder list includes "INBOX", "Drafts", "Sent", and "Trash". The main area shows "Current Folder: INBOX" with a "Sign Out" link. Below that are navigation links: "Compose", "Addresses", "Folders", "Options", "Search", "Help", and "SquirrelMail". A control panel has "Move Selected To:" with a dropdown set to "INBOX" and buttons for "Move", "Forward", "Read", "Unread", and "Delete". There is also a "Transform Selected Messages:" section. Below the control panel is a "Thread View" link and a table header with "From", "Date", and "Subject" columns. The table content is "THIS FOLDER IS EMPTY".

Your mailbox is now empty.