



# Zimbra: Free Up Space

## Getting Started

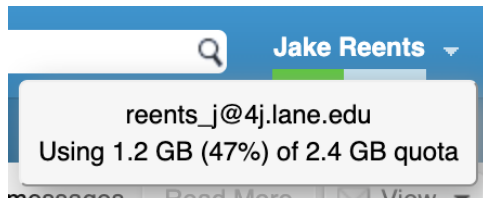
Each of us has a limited amount of storage space in Zimbra (the 4J email system). You cannot receive new emails if your storage space is full! This Quick Sheet shows how to remove messages to free up space.

## Log In to 4J Zimbra

1. Open a web browser (ex: Chrome) and navigate to the 4J Zimbra website—  
<https://mail.4j.lane.edu> (for **STAFF** only)  
<https://stumail.4j.lane.edu> (for **STUDENTS** only)
2. Log in with your 4J username and password.

## Check Your Quota

1. Look for your name in the upper right area of the Zimbra window. Not the bar below your name.
2. You need to free up space if the bar is yellow or red!
3. Move the mouse pointer over the bar. A popup appears with more details:



## Free Up Space

(Reference the picture at the bottom of the page)

1. Click “View” and then “By Message” so that you can select individual messages instead of conversations.
2. Click a folder (ex: Inbox) from the “Mail Folders” list to show its contents in the pane to the right.
3. Consider sorting messages by size. Click “Size” until the largest messages are at the top of the list.
4. Click the box for each message you wish to remove.
5. Click the “Delete” button.

Scroll down the message list, repeat steps 4 and 5 until you have removed all desired messages. Make sure to repeat this process for the “Sent” folder, which contains a copy of every email you have sent.

## Empty the Trash

1. Scroll down the “Mail Folders” list until you see “Trash”.
2. Click the small arrow to the right of “Trash”. A menu will appear. Click “Empty Trash”:

