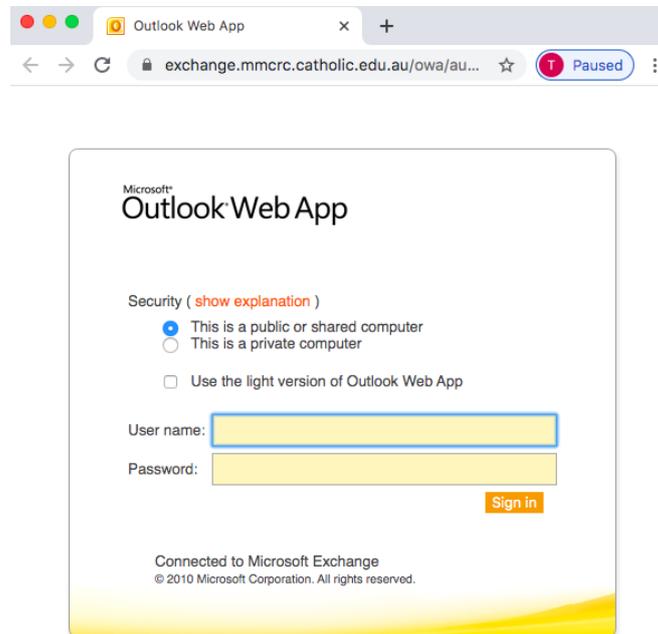


# Clearing Mail Inbox

Step 1: Open a web browser and navigate to <https://exchange.mmrc.catholic.edu.au/>



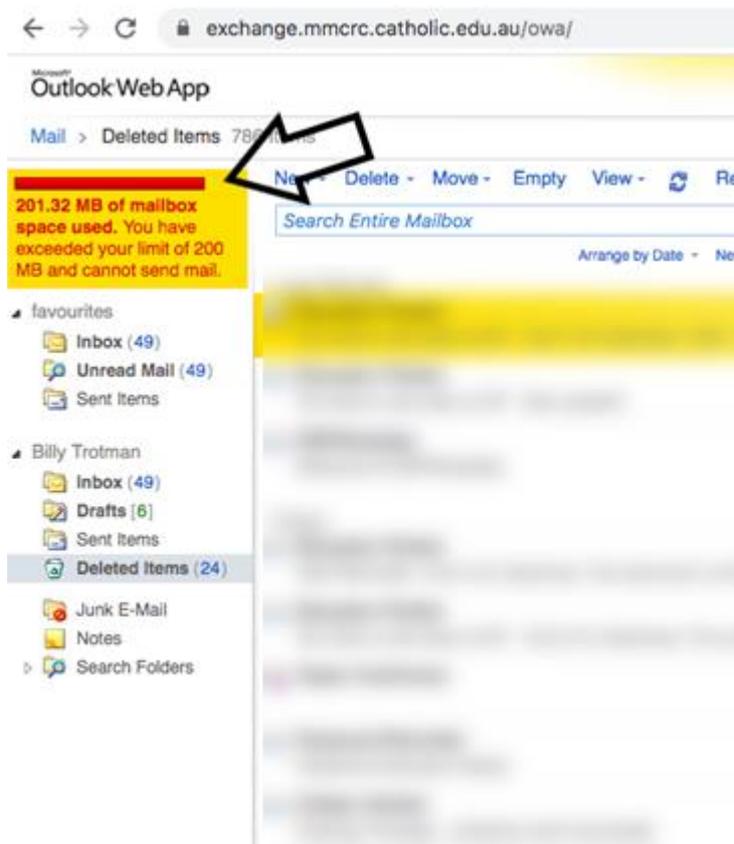
Step 2: Login to the Outlook Web App.

Note:

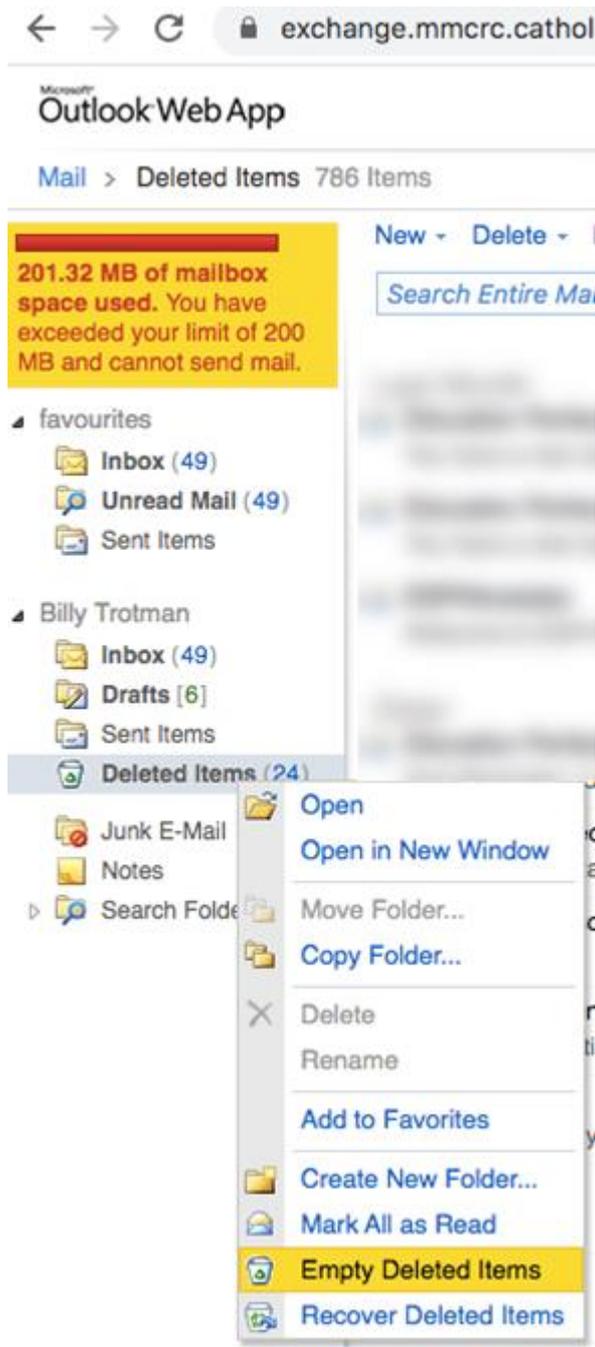
- 0000 represents your Student Code,
- Followed by password,
- Click Sign in,



Step 3: After Logging in you will see a message notifying you have exceeded your limit of 200MB.



Step 4: Select Deleted Items and Empty them. Shown below



Note:

- If this does not create enough space, you may also need to manually delete items from your sent items folder. (Repeat Step 3 to empty the Deleted Items again)
- If there is still not enough space, then you will have to manually delete items from the inbox. (Repeat Step 3 to empty the Deleted Items again)

Step 5: You should see the following when you have adequate space.

The screenshot shows the Outlook Web App interface in a browser. The address bar displays the URL `exchange.mmrc.catholic.edu.au/owa/`. The page title is "Microsoft Outlook Web App". Below the title, the navigation path is "Mail > Deleted Items 0 Items".

A yellow warning box on the left side of the interface contains the following text: "104.99 MB of mailbox space used. At 200 MB you won't be able to send mail." Above this text is a progress bar that is approximately 50% full.

On the right side of the interface, there are action buttons: "New", "Delete", "Move", and "Empty". Below these buttons is a search bar with the text "Search Entire Mailbox".

The left sidebar shows a folder list. Under the "favourites" section, there are "Inbox (49)", "Unread Mail (49)", and "Sent Items". Under the "Billy Trotman" section, there are "Inbox (49)", "Drafts [6]", "Sent Items", "Deleted Items" (which is highlighted), "Junk E-Mail", "Notes", and "Search Folders".