HOW TO MAKE ROOM ON THE MAIL SERVER.

To avoid your mailbox to get crammed you can use a simple method to make room on the server without deleting any e-mail messages.

From Outlook select all the messages that you want to “archive”. (Use the CTRL Button to select non contiguous messages)

After selecting some messages, or all of them, simply drag and drop them in the inbox folder now the messages will be downloaded on your local hard drive. If not properly backed-up your email messages could be lost in case of hardware failure.
If your default setting has not been changed your messages will look like this, with a line that runs over the sender name.

That means that the message has not been deleted from the server yet but only marked to be deleted.

To free up space on the server click the edit tab from the menu, then from the drop-down list select the purge option and then select the option that is more appropriate you.

If you select “Purge ... Items in '<name of the folder>’” will only delete messages from the selected folder.

If you select “Purge ... Items in '<name of the account>’” will delete all the messages marked “to be deleted” in every folder.

If you select “Purge ... Items in All Accounts” will delete messages in every folder of every account configured in Outlook, marked “to be deleted”.

If you select “Purge Options” a setting window will open. If you check the box Outlook will delete from the server immediately all the messages that become marked “to be deleted”.