

# How To Delete Emails From A POP Email Account

Using a POP email account has several benefits, however, you will need to keep an eye on one thing. You will need to watch the amount of emails that are within your account. Because of the nature of POP email accounts you are not able to delete emails from of the server by using your email client. You must log onto your email account directly onto the server to remove emails and free up space on your email account.

## Step One: Login To Your Email Server

To reduce the amount of space in your email account, you will need to delete emails from the server. To do this you will first need to login to your email account.

This can be done by going to the URL: <https://chimail.uk2.net>

You will login using your email account as the username and the email account password for the password.

## Step Two: Delete The Email From Your Inbox

After logging in, you will be able to see all of the emails within your account.

1. Find the email within your inbox that you want removed.
2. Click on the box to the left of the email until a check mark fills the box.

3. Click on the delete button and delete the email.

## Step Three (Optional): Organize Emails According to Size

Some emails will take up more space than others. You can organize your emails according to the size of the email. This will help you know what emails are taking up the most space. On the right side of the page you will be able to see a size with a up and a down arrow.

## Step Four: Review Spam, Trash And Sent Folders

You will also want to review the Spam, Trash and Sent folders as these folders and the emails in them will also take up space on the server. If you find that you are running out of space you will want to remove the emails from those folders.