

# Email Disk Usage

(cPanel >> Home >> Email >> Email Disk Usage)

## Overview

This interface allows you to view all of your mailboxes and remove old or large messages.

## Account

Select the account to modify from the *Account* menu.

**Note:**

The *Account* menu **only** appears for cPanel accounts. It will **not** appear in Webmail accounts.

## Search

Use the *Search* text box to search for specific mailbox names.

## The mailboxes table

The mailbox table contains a list of mailboxes. You can sort this information by the name, number of messages, or disk usage.

- *Mailbox Name* — The name of the mailbox.
- *# of Messages* — The number of messages for the address or in the mailbox folder.
- *Disk Usage* — The disk usage for each address or mailbox, in bytes, Kilobytes (KB), Megabytes (MB), or Gigabytes (GB).
- *Actions* — The actions available for the mailbox.

## Remove messages

To remove messages, perform the following steps:

1. Click *Manage*.
2. Select a removal option from the menu.

**Note:**

Select *custom query ...* to customize your removal option. For more information, read Dovecot's [Search Query Format documentation](#).

3. Click *Delete Permanently*.

### In This Document

### Related Documentation

- [Address Importer](#)
- [Archive](#)
- [BoxTrapper](#)
- [Default Address](#)
- [Disk Usage](#)

### For Hosting Providers

- [Initial Setup Assistant - Set Up Quotas](#)
- [The Mailbox Format Conversion Scripts](#)
- [Edit MX Entry](#)
- [Edit System Mail Preferences](#)
- [Common Mail Service IP Addresses](#)