

Folder Cleanup Rules

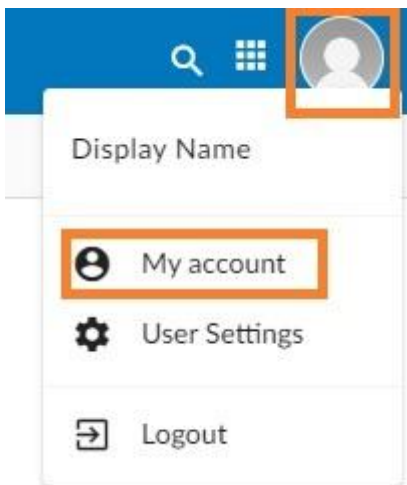
Folder Cleanup allows you to automate your mailbox maintenance by automatically deleting items older than a specific number of days. This is a powerful tool for managing storage and keeping folders like **Trash** or **Spam** from accumulating excessive data.

System Default: Please note that by default, the **Trash** folder is automatically emptied of all emails older than **30 days**. You can create additional rules to manage other folders or adjust this timeframe as needed.

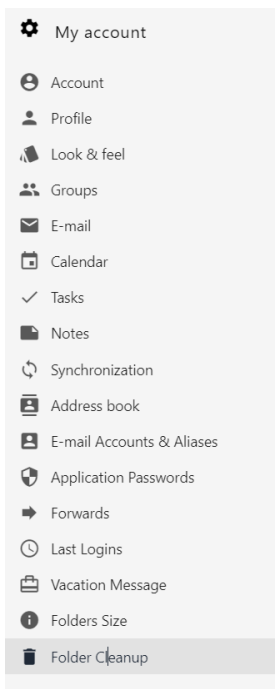
1. Set up Folder Cleanup from Webmail

Managing your cleanup rules directly in Webmail is the most efficient way to maintain your folders.

1. Log into the **Webmail** using your full email address and current password.
2. Click on the **User icon** in the top right corner to open the menu and select **My account**.



3. In the sidebar on the left, click on **Folder Cleanup**.



4. **Add a new rule:** * Select the **Folder** you wish to clean (e.g., Trash, Monitor, or Inbox).
- Enter the **Interval of days** (1-90). Items older than this number will be permanently deleted.
 - Click **+ Add rule**.

Delete items from the folder (...) older than (...) days:

Please select folder... interval of days (1-90) **+ Add rule**

Active folder cleanup rules

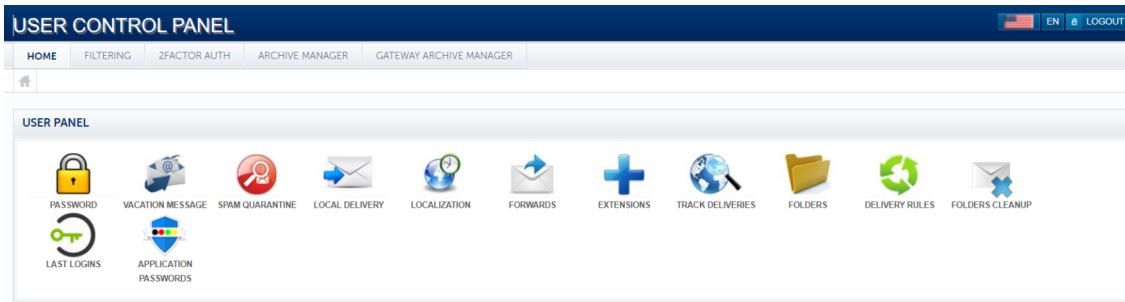
Folder	Interval of days	Actions
Monitor	2	
Trash	10	

5. **Manage existing rules:** Your active rules are listed at the bottom.
- **Edit:** Hover over the **Actions** column and click the **pencil icon** to change the number of days for an existing rule.
 - **Delete:** Hover over the **Actions** column and click the **delete (trash) icon** to remove a rule and stop automatic cleanup for that folder.

2. Set up Folder Cleanup from the User Panel

You can also manage these rules through the central User Control Panel.

1. Go to the **User Panel**.
2. Log in using your **full email address** and current password.
3. Click on the **Folders Cleanup** icon.



4. Add a condition:

- From the **Folders** dropdown, select the desired folder.
- From the **Interval of days** dropdown, select the timeframe (up to 120 days depending on your account configuration).
- Click the **ADD CONDITION** button.

The image shows a configuration form titled "Folders Cleanup". It has two dropdown menus: "Folders" with "Trash" selected and "Interval of days" with "30 days" selected. A blue "ADD CONDITION" button is positioned to the right of the "Interval of days" dropdown. Below the form is a table with a checkbox in the first column and headers "Folder" and "Interval of days" in the second and third columns respectively.

<input type="checkbox"/>	Folder	Interval of days
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5. Your new rule will appear in the list below. You can use the icons in the right-hand column to edit the interval or remove the condition entirely.

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