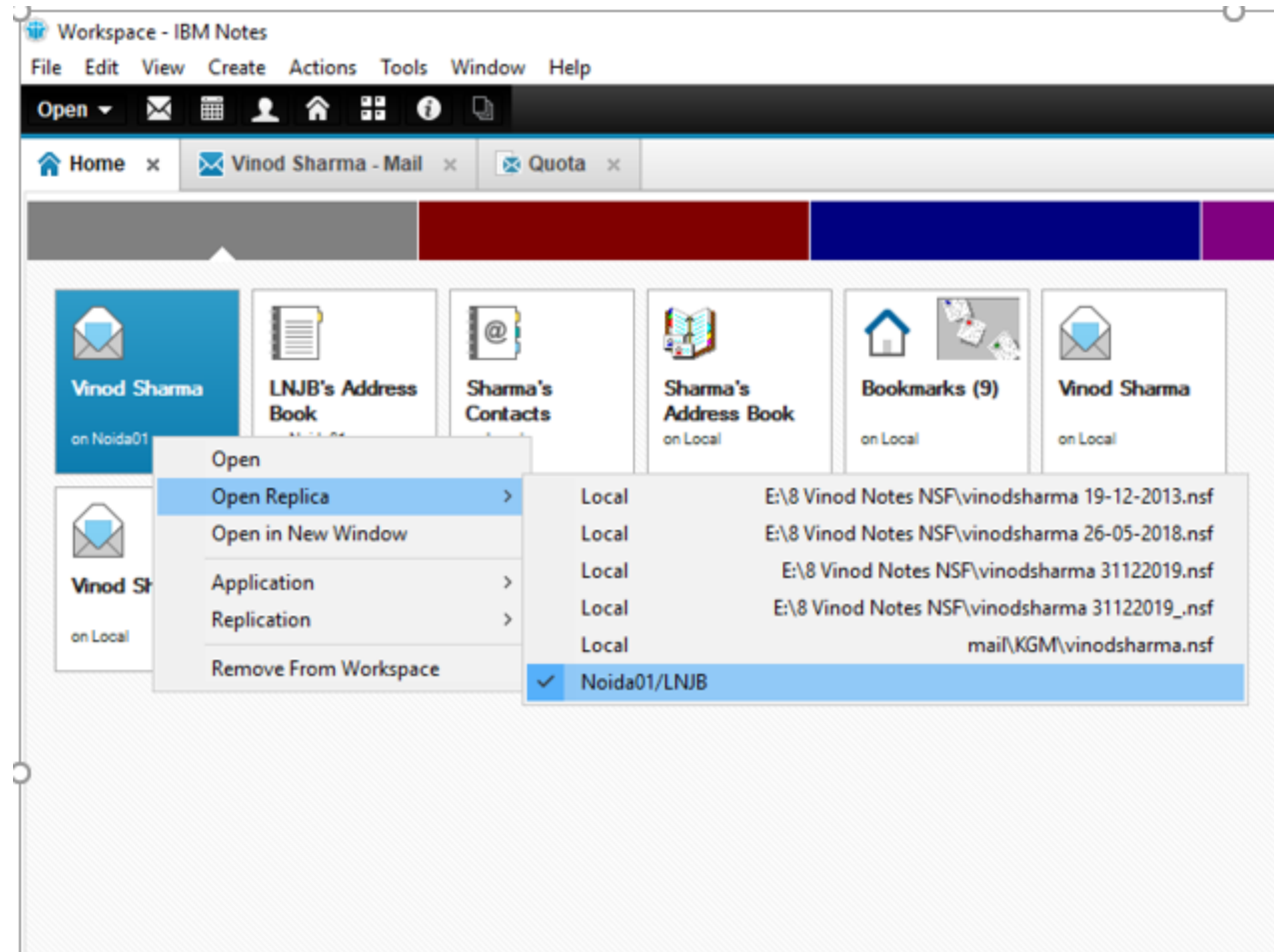# Clear Quota Warning Message

Step-1   (i) Go to Home Tab of Lotus Notes
           (ii) Right Mouse Click on Noida01 Tab (As below)
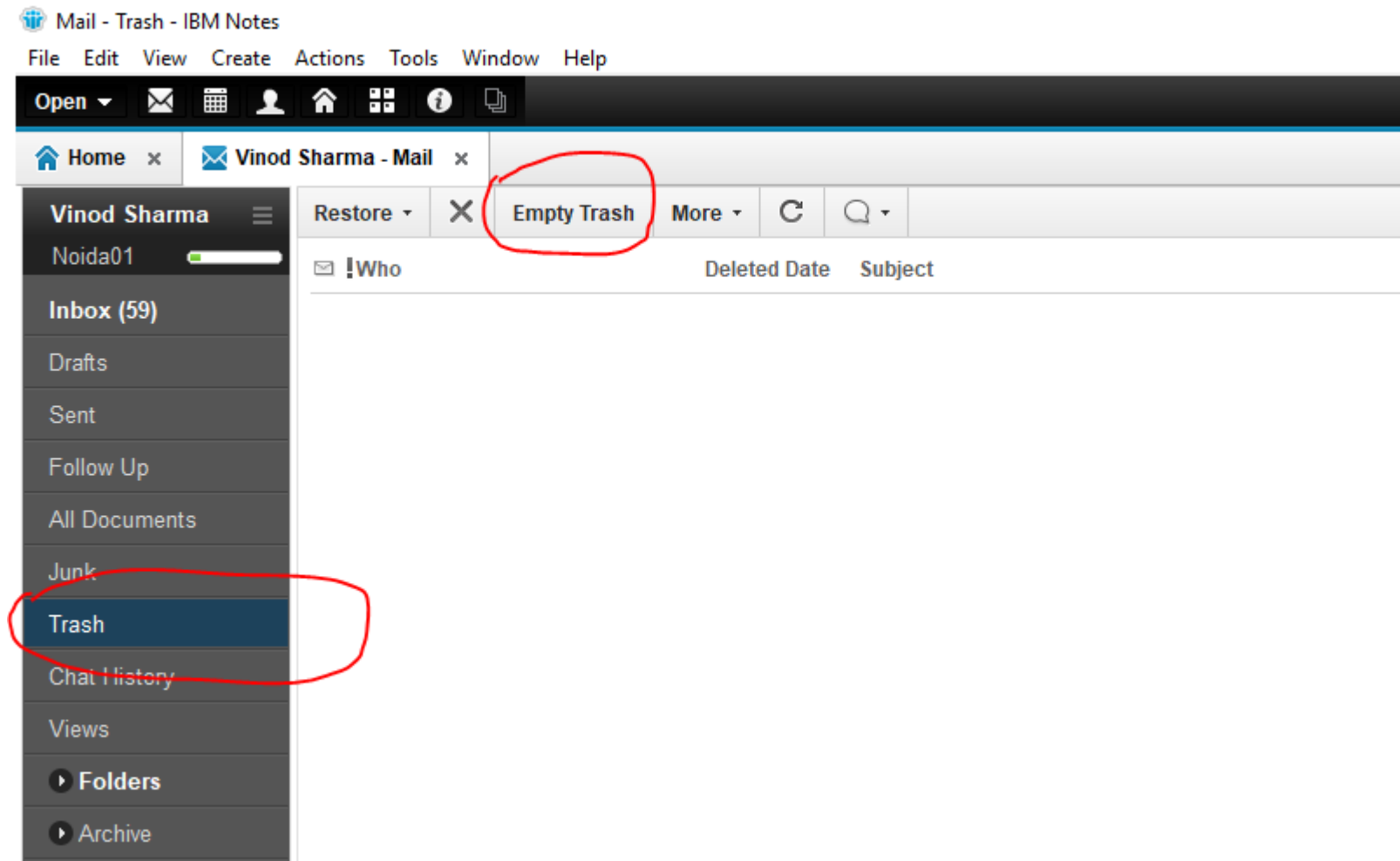   (iii) Go to Open Replica → Click on Noida01/LNJB

Step-2   (i) Now Mail Open from Noida01 instead of Local, Pls check as circled
          (ii) Go to All Documents
          (iii) Sort mails on Size by click on Size icon
          (iv) Select Mails from Large size to smaller and Press Delete button

Step-3   (i) After deletion of mails, Go to Trash
         (ii) Click on Empty Trash Button
         (iii) Now quota warning will be clear

Thanks