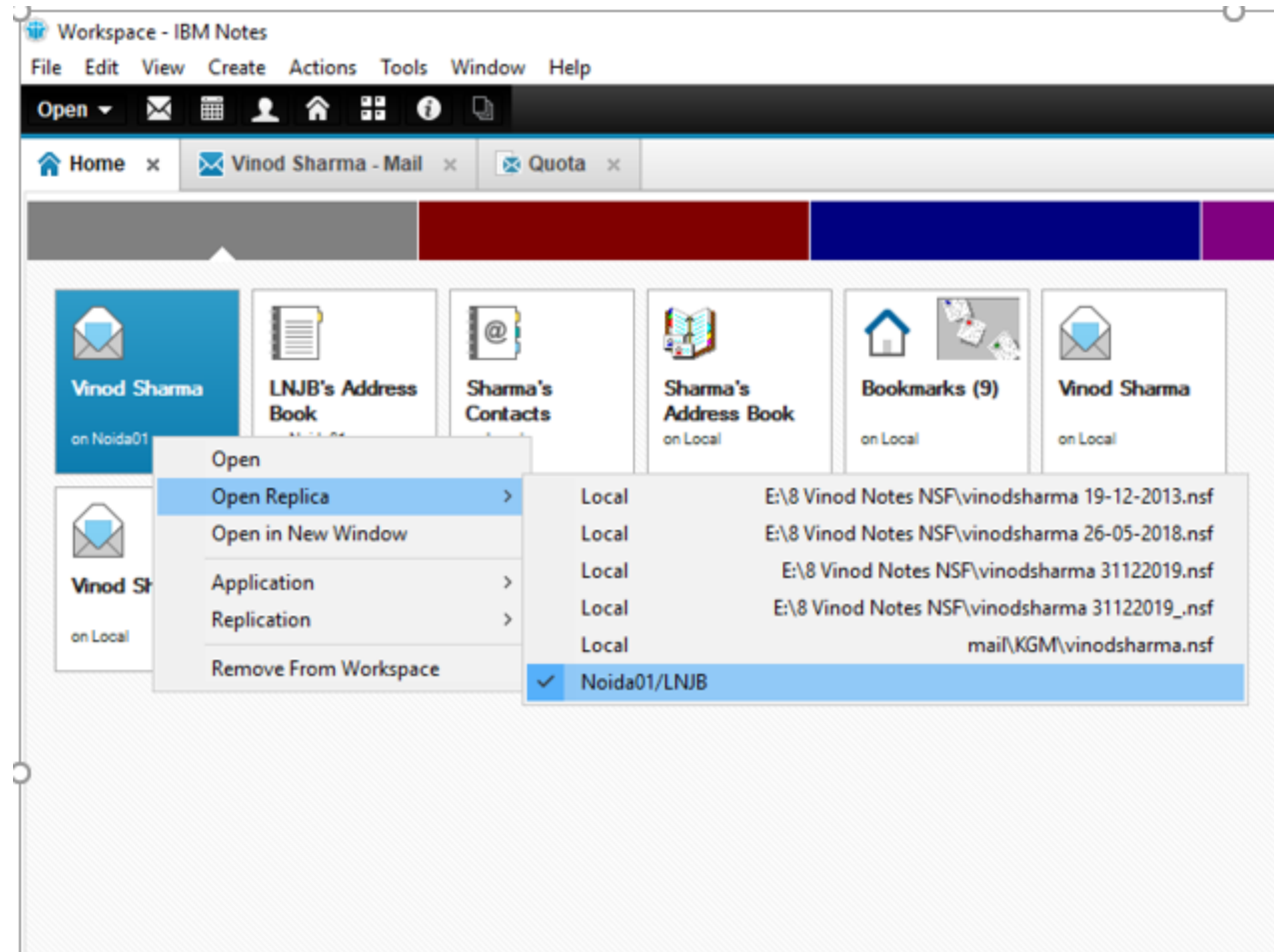


# Clear Quota Warning Message

- 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

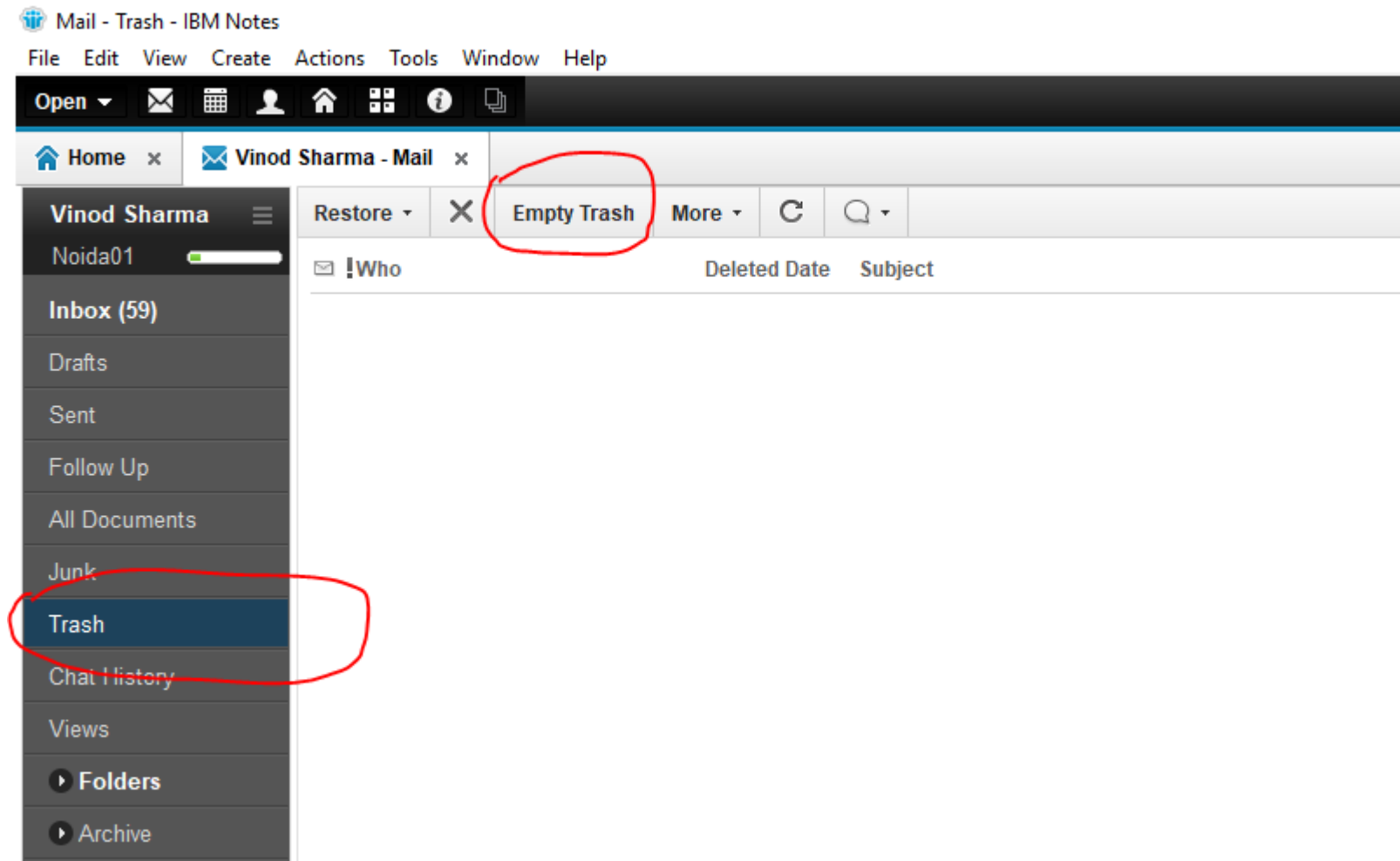


- Step-2
- (i) Now Mail Open from Noida01 instead of Local, Pls check as circled
  - (ii) Go to All Documents
  - (iii) Sort mails on Size by click on Size icon
  - (iv) Select Mails from Large size to smaller and Press Delete button

The screenshot shows the IBM Notes Mail interface. The left sidebar displays the account 'Vinod Sharma' with the sub-account 'Noida01' selected. Below it, the folder list includes 'Inbox (59)', 'Drafts', 'Sent', 'Follow Up', 'All Documents', 'Junk', and 'Trash'. The main pane shows a list of emails sorted by size. The 'Size' column header is circled in red. The email list is as follows:

Who	Subject	Folder	Date	Size
Mail Router	DELIVERY FAILURE: Error transferring to 10.10.3.39; SMTP Protocol Returned a Permanent Error 552 Message size exceeds fixed maximum message size	Inbox	21 Apr 13:49	21.1M
Vinod Sharma	Test Mail		21 Apr 13:48	21.1M
movex	SALES REGISTER REPORT (DOM).CSV	Inbox	12 May 16:31	20.3M
movex	SALES REGISTER REPORT (DOM).CSV	Inbox	12 May 16:32	15.5M
movex	SALES REGISTER REPORT (DOM).CSV	Inbox	12 May 16:31	15.5M
Sanjai Sharma	Fw: Required details for movement permission-Stores	Inbox	8 May 18:17	14.2M
Jayesh Swarnkar	UnikoNEXT Sanitizer - Chlorine & Alcohol Free disinfectant for Containment of COVID 19 Coronavirus	Inbox	6 May 21:10	13.5M
Somnath Kankanwadi	Wrong deviation report and Wrong Due date in MOS170 .	Inbox	20 Mar 11:18	11.1M

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



Thanks