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I forward my emails to an external email. How can I delete them from the webmail?

- 2021-08-02 - Email

If you forward the emails to an external email account such as Gmail or Yahoo for example and you don't want them to be saved on your webmail, what you need to do is disable the mailbox through Plesk. In order to do that, follow the steps described below:

1. Log into [myTophost Panel](#) and click on **Plesk Login** in order to connect to the Plesk of the plan that you are interested in.

The image shows two screenshots from the myTophost Panel. The top screenshot is the login page with the title "Είσοδος στο myTophost Panel" and a red "ΑΣΦΑΛΗΣ ΕΙΣΟΔΟΣ" button. The bottom screenshot shows the "Πακέτα Υπηρεσιών" (Service Packages) table. In this table, the "Plesk Login" button for the "Linux Starter" package is highlighted with a red circle.

Pack Id	Πακέτο	Υπηρεσίες	Κατάσταση	Ημερ. Λήξης	Plesk Login	Διαχείριση
128583	Linux Starter		Ενεργό	11/08/2017	Plesk Login	Ανανέωση / Διαχείριση

2. In the **MAIL** tab, select the email account whose mailbox you want to disable.

Plesk
Web Host Edition

Search...

- Websites & Domains
- Mail**
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Mail

Email Addresses | Mail Settings | Mailing Lists | Outgoing Mail Control

Create and manage email accounts associated with your domains. For each email account, you can set up a mail address. You can also set up protection from spam and viruses, if these services are available for your account

Create Email Address | Refresh Usage Stats | Limit Outgoing Messages | Remove

2 items total

Email address	User
info@...	
...	top@t

2 items total

3. Uncheck the **Mailbox** box, click on **Apply** and on **OK**.

General | Forwarding | Email Aliases | Auto-Reply | Spam Filter

If this email account is associated with an auxiliary user (Access to the Customer Panel is enabled), the changes you make on this page affect this changed to the new values as well.

Email address * info@...@...eu

Access to the Customer Panel (username: info@...@...eu)

Password

This password will be used for accessing the mailbox and for logging in to Plesk if the address is associated with an auxiliary user.

Generate Show

Confirm password

Mailbox

Default size (200 MB)

Another size MB

The mailbox size cannot exceed the default size.

Default (300 messages per hour)

Custom value for the mailbox

messages Unlimited

Description in Plesk

The description is visible to everyone who has access to this email account.

* Required fields

OK Apply Cancel

NOTE: If you disable your mailbox, you will no longer have access to your webmail service and you will exclusively be able to use your email, through an external email supplier (Gmail, Yahoo, Outlook, etc).

