


Deleting Email

Deleting Email:

1. Click once on an email message to select it.
2. When the email is selected, click the “Delete”  button at the top of your screen. The deleted messages will be stored in the “Trash” folder until you empty the trash.

Selecting & Deleting Multiple Emails:

1. Click once on an email message to select it.
2. Hold down the “Shift” key on your keyboard. Use your mouse to select additional emails in a list.
3. Release the Shift key and the mouse when the emails are selected. There should be a gray highlight over the selected emails.
4. When the email is selected, click the “Delete”  button at the top of your screen. The deleted messages will be stored in the Trash folder until you empty the trash.

Tip: To select randomly placed emails, hold down the “Ctrl” (PC) or “Apple” (Mac) key on your keyboard instead of the Shift key while selecting the emails you want to delete.

