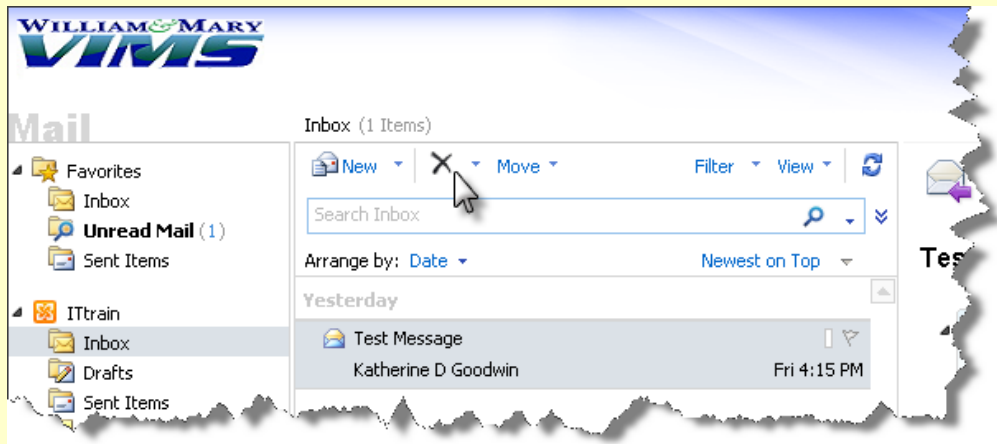


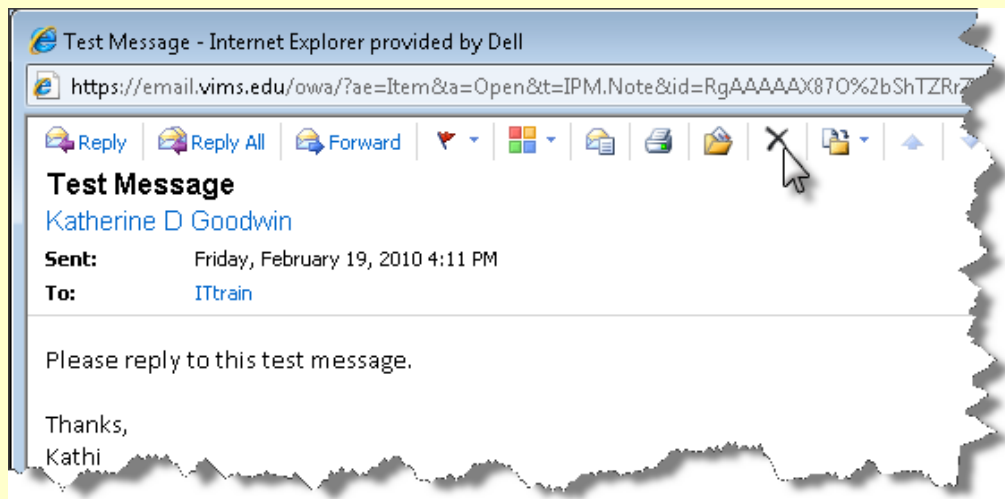
# Delete an Email Message & Empty Trash

## Try This Yourself:

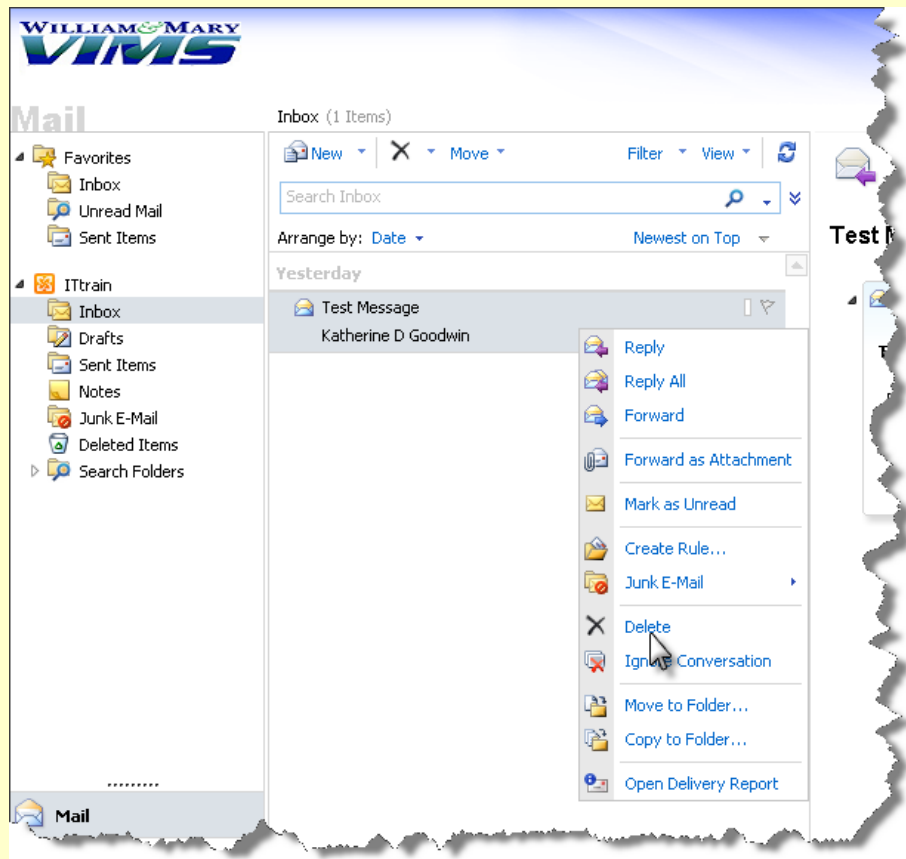
- 1 Check to see if the **Reading Pane View** is turned on. If you need instructions, visit the instructions titled “**Turn Reading Pane On or Off**”.
- 2 If the **Reading Pane View** is turned on, select the email message by clicking once on the message. Then click on the **X** to delete the message.



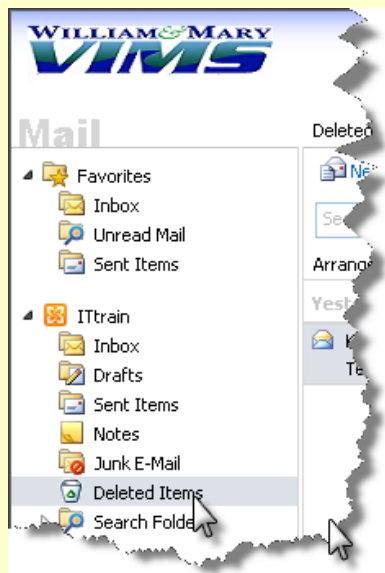
- 3 If the **Reading Pane View** is turned off, open the document, then click on the **X** to delete the message.



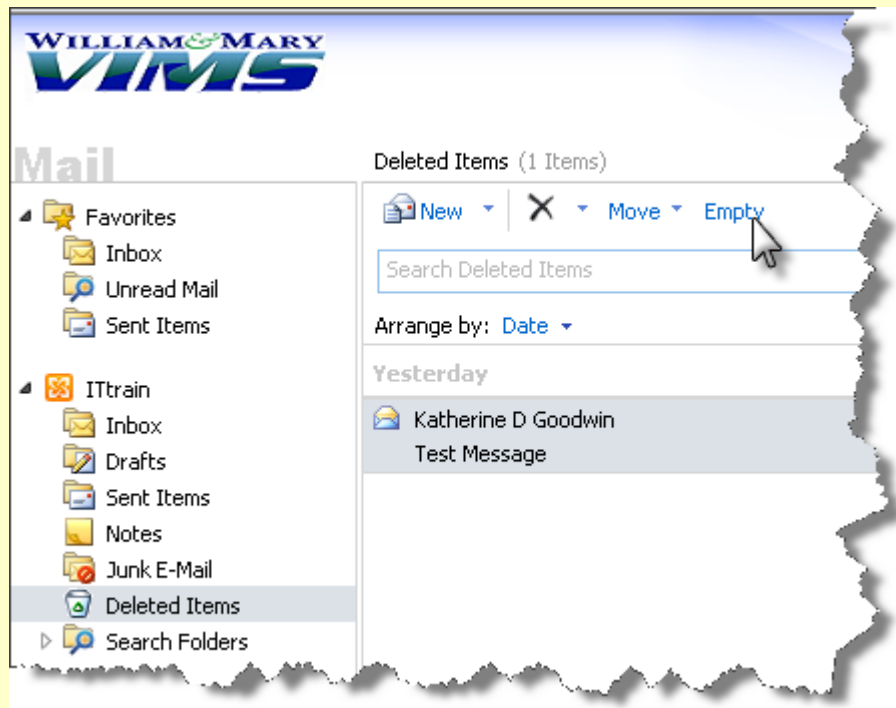
- 4 An alternative method is to right click the document and then select the delete option.



- 5 To empty the trash (or all files in the deleted items folder), click on the folder **Deleted Items**.



- 6 Click on **Empty**.



- 7 The **Empty Deleted Items** dialog box appears asking “Are you sure that you want to delete all the items and subfolders in the Deleted Items folder?”. If you are sure you want to delete all of the files, select **Yes**.

