## **Delete an Email Message & Empty Trash**



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

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Mail	Inbox (1 Items)	
Favorites     Favorites     Inbox     Unread Mail     Sent Items	Search Inbox Arrange by: Date -	Filter * View * S P • * Newest on Top • Te
4 😣 ITtrain		
<ul> <li>Prafts</li> <li>Sent Items</li> <li>Notes</li> <li>Junk E-Mail</li> <li>Deleted Items</li> <li>Search Folders</li> </ul>	Katherine D Goodwin	<ul> <li>Reply</li> <li>Reply All</li> <li>Forward</li> <li>Forward as Attachment</li> <li>Mark as Unread</li> <li>Create Rule</li> <li>Junk E-Mail</li> <li>Delete</li> <li>Ignic Conversation</li> <li>Move to Folder</li> <li>Copy to Folder</li> </ul>

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





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Mail	Deleted Items (1 Items)	
<ul> <li>Favorites</li> <li>Inbox</li> <li>Unread Mail</li> <li>Sent Items</li> <li>Ittrain</li> </ul>	Search Deleted Items Arrange by: Date - Yesterday	
🔄 Inbox	Atherine D Goodwin	
🧖 Drafts	Test Message	
Sent Items		
🤜 Notes 🐻 Junk E-Mail	2	
🗿 Deleted Items		
Final Search Folders	human	

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**.

