

Delete emails

1. Check the email you want to delete, click 【Delete】, the email will be moved to the 【Deleted Items】.

Outlook	Type here to search Entire Mailbox V	Doptions
🚖 Mail	😰 New Message 🎦 Move 🗙 Delete 🛛 🧓 Junk 🌧 🖂 🎅	
Calendar	📍 🔟 🔲 From 🔻 Subject	Receiv
Contacts		3/15/2
		3/15/2
Deleted Items (16)		3/8/20
Drafts [3]		3/8/2
Inbox (1)		
Junk Email		

2. If you want to delete the emails displayed on this page, check the box to select all, and click 【Delete】.

Outlook	Type here to search Entire Mailbox V	E Options
🚖 Mail	😰 New Message 🎦 Move 🗙 Delete 🛛 👼 Junk 🌧 🖂 🎅	
Calendar	! ⊠ 0 From Subject	Receiv
Sontacts	Check to Select All	3/15/2
		3/15/2
Deleted Items (16)		3/8/20
Drafts [3]		3/8/2
Inbox (1)		
Sent Items		

Empty [Deleted Items] folder:

In the **[**Deleted Items **]** folder, click the icon to delete all emails in the folder.

Outlook	Type here to search Entire Mailbox V	
🚖 Mail	😰 New Message 🎦 Move 🗙 Delete 📷 Jun 💿 📄 🖂 🦉	
Calendar	Prom Subject	
Contacts		
Deleted Items (16)		
Drafts [3] Inbox (1) Junk Email Sent Items		