

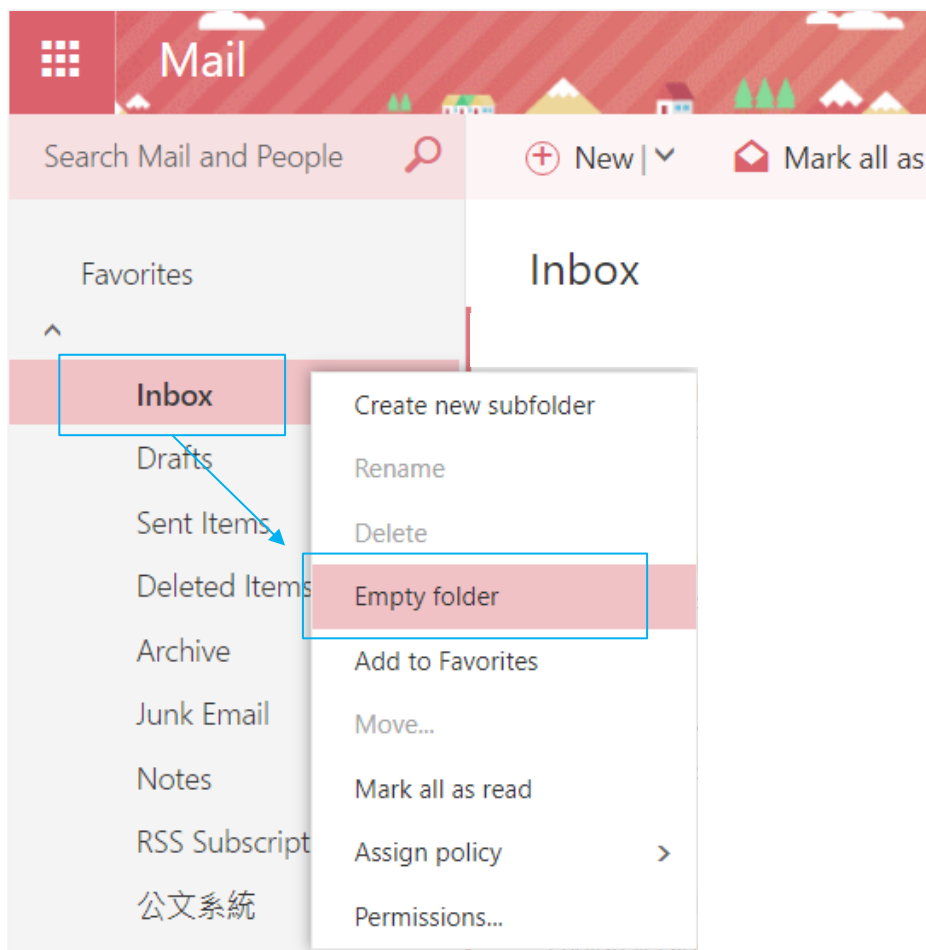
Empty the folder

After executing action, the folder will be empty.

This method can be used when the mailbox usage is full.

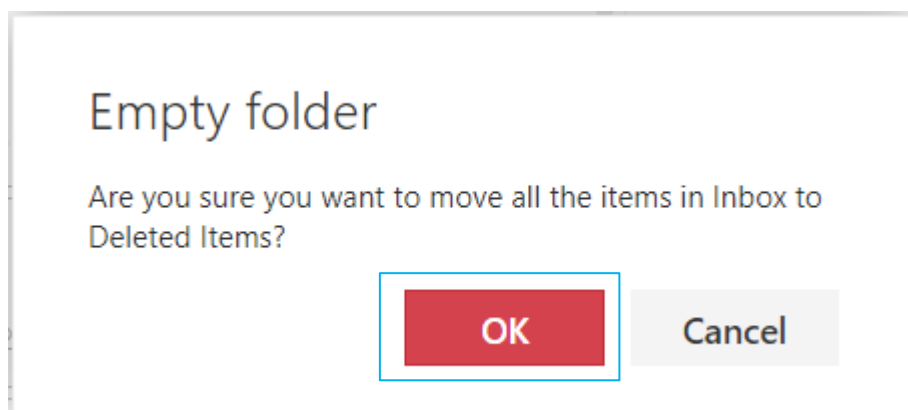
I. Empty folder :

1. Right - click on the folder you want to empty, then click **【Empty folder】** .



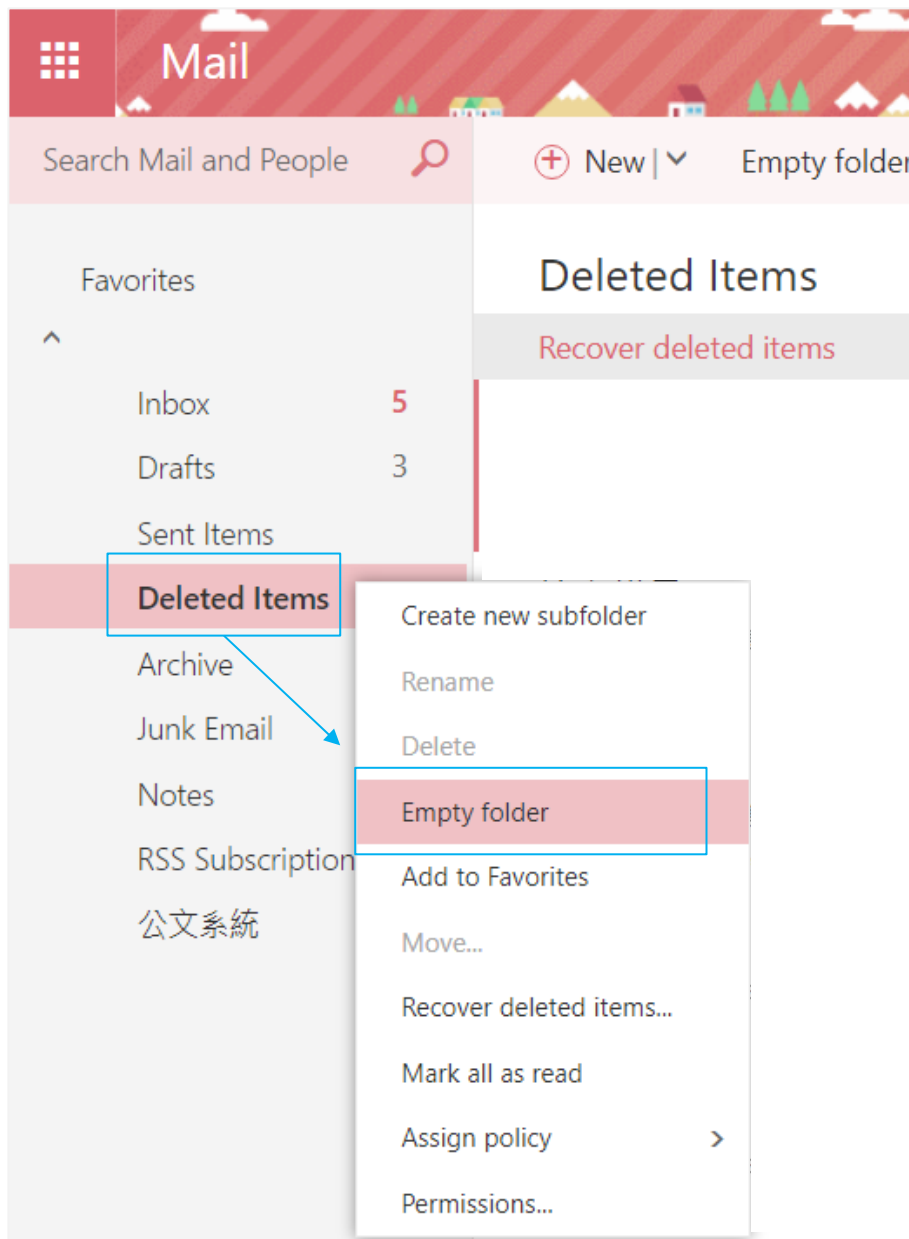
2. Pop up the confirmation window, then click **【OK】** ,

It will empty the folder and move the emails to the **【Deleted Items】** folder.



II. Empty the “Deleted items” folder

1. Right - click **【Deleted Items】** , then click **【Empty folder】** .



2. Pop up the confirmation window, then click **【OK】** ,
it will empty the deleted emails.

