

DELETING MESSAGES

The efficiency of a server can be affected by the storage capacity occupied by the users. It is imperative that obsolete messages be deleted as soon as possible.

Method

To delete a message:

1. Open the appropriate folder.
2. Select the appropriate message(s).
3. Click on the **FILE** menu then on **DELETE**.

OR

Click on the **DELETE** button on the Tool Bar. (*The Delete window will appear.*)

4. Click on the **Yes** or **No** command button.

Exercise

In this exercise, you will delete every message in the Outbox folder.

1. Open the **OUTBOX** folder
2. Click on the first message
3. Shift+click on the last message *All the messages should now be selected.*
4. Click on **FILE** in the menu bar *From the Mail Manager Window.*
5. Click on the **DELETE** option, confirm the deletion