

To delete Inbox messages:

1. Click Inbox folder.
2. Select message or messages to Delete.
3. Press **DELETE**.

To delete Sent Items messages:

1. Click Sent Items folder.
2. Select message or messages to Delete.
3. Press **DELETE**.

To delete Deleted Items:

1. Click Deleted Items folder.
2. Select message or messages to Delete.
3. Press **DELETE**.

To empty the Deleted Items folder when exiting Outlook:

1. From the Tools menu, choose Options.
2. Click the Other Tab.
3. Click Empty the Deleted Items upon Exiting.
4. Click OK.

Organise your Mailbox folders by creating sub-folders:

Move messages you have read and wish to keep in a new folder rather than keeping them in your Inbox. Note that folders may also have sub-folders.

To create a folder in your Personal Mailbox:

1. Right-click your Personal Mailbox, click Create New Folder.
2. Type the Folder name.
3. Click OK.

To create one or more sub-folders in an existing folder in your Personal Mailbox:

1. Right-click a folder, click Create New Folder.
2. Type the Folder name and click OK.