


Microsoft Outlook – Deleting Messages



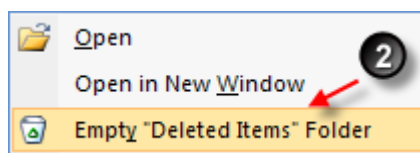
Deleting Messages.

Once the email has been read and you wish to delete it, select the email(s) and click on the **delete button** on the keyboard or press the **Delete** icon from the toolbar. 

When an email message is deleted it is moved into the Deleted Items folder. Emails in this folder by default will stay in this folder until you delete them.

To empty the Deleted items folder.

1. **Right** Click on the Deleted items folder.
2. Select the **Empty Deleted Items** option from the list.



If an email has been deleted by mistake, select the Deleted Items folder, select the email you wish to restore and drag it back into the required storage folder.