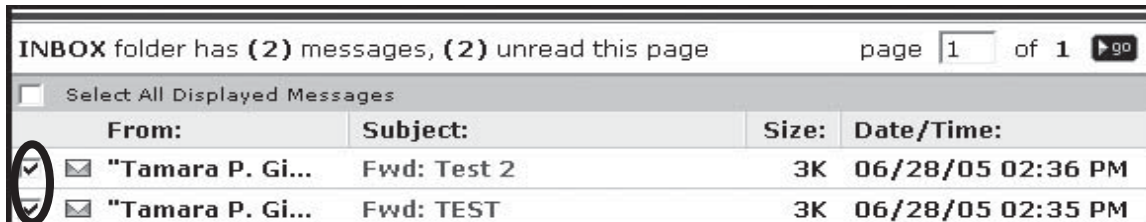
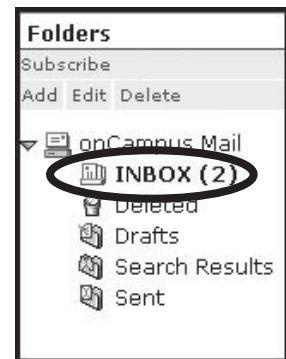




onCampus: Deleting E-mail Messages

E-mail accounts are given a quota as to how much space is available to store or receive messages. When you reach your email quota, a warning email will be sent advising you to delete mail in order to free up space in your email account. Note that if you are over your quota, you will not receive mail. This factsheet will provide step-by-step instructions on how to delete e-mail messages to free up space.

1. In the E-mail Tool, locate the left-hand folder view and select the folder that contains the e-mail message(s) that you want to delete. The folder changes color to indicate that it has been selected.
2. You will see a list of messages organized and displayed. From the display list, select the message you want to delete by using the **checkbox** before each message. The checkbox allows you to select the message without previewing it or to select multiple messages at once.



3. From the E-mail toolbar, click the **Delete** icon.
4. The message(s) is permanently deleted.



NOTE: Make sure that your delete mail preference is set to the **Delete from system** option:

1. Click the **Options** tab.
2. Click **Display Settings**.



3. Click OK.

5. Congratulations, you have successfully deleted e-mail messages from your e-mail account.

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