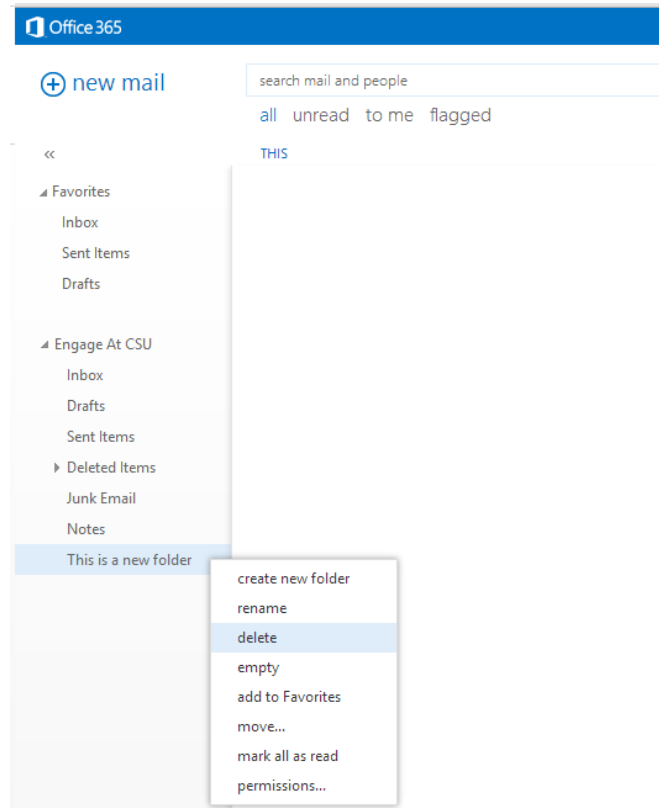


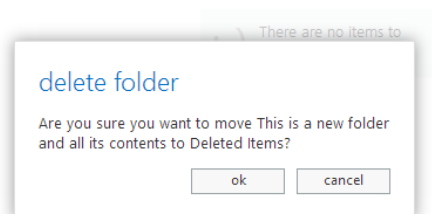


Delete a folder

- 1) Right click on the folder to be delete; select “Delete”



- 2) A pop-up will display warning that when a folder is deleted, so are all of the contents. Select “OK” to delete; “Cancel” to stop the process.





- 3) Once the folder is deleted, it will appear in the “Deleted Items”. Once the deleted items are emptied, then the folder and the contents are completely removed from the mailbox.

