

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.

	, There	e are no items to
delete folder		
Are you sure you want and all its contents to I	to move This i Deleted Items?	s a new folder
[ok	cancel



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.

