

## Delete a folder

File Home Send / Receive Folder View 👷 -ginore 🔪 🗙 1 ( Meeting New Reply Reply Forward 🎘 More All New Delete 🍇 Junk 🝷 E-mail Items \* Delete Respond New < Favorites Search All Mail Items (Ctrl+E) 🗟 Inbox Arrange By: Date 🔎 Unread Mail There are no item 📴 Sent Items 🖌 engage.365@csuohio.edu 🔄 Inbox 🔯 Drafts 📴 Sent Items ▷ 🗿 Deleted Items 🧓 Junk E-Mail 🗟 Outbox 🐻 RSS Feeds 👂 嫴 Search Folders 🗀 This is a new folder Open in New Window Mew Folder... Rename Folder Copy Folder Move Folder Delete Folder ≻ Mark All as Read Clean Up Folder 🗟 Delete All Show in <u>F</u>avorites Properties...

Right click on the folder to be delete; select "Delete Folder"



A pop-up will display warning that when a folder is deleted, so are all of the contents. Select "Yes" to delete; "No" to stop the process.

File Home Send / Receive Fo	lder View				
E-mail Items * Konstant Sector	Reply Reply Forward the More - All Respond	Move to: ?     Image: To Manager       Team E-mail     Image: Delete       Reply & Delete     Image: Create New       Quick Steps		Move Rules OneNote	Unre Rea
▲ Favorites <	Search All Mail Items (Ctrl+E)		Q		
🔄 Inbox	Arrange By: Date	Newest on top	-		
🗭 Unread Mail	There are n	o items to show in this view.			
🔄 Sent Items					
<ul> <li>engage.365@csuohio.edu</li> <li>Inbox</li> <li>Drafts</li> <li>Sent Items</li> <li>Deleted Items</li> <li>Junk E-Mail</li> <li>Outbox</li> <li>RSS Feeds</li> </ul>					
D D Search Folde Microsoft Outlook					
This is a new	ure you want to delete the folder "This	is a new folder" and move all of its contents into	the Delete	ed Items folder?	



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.

