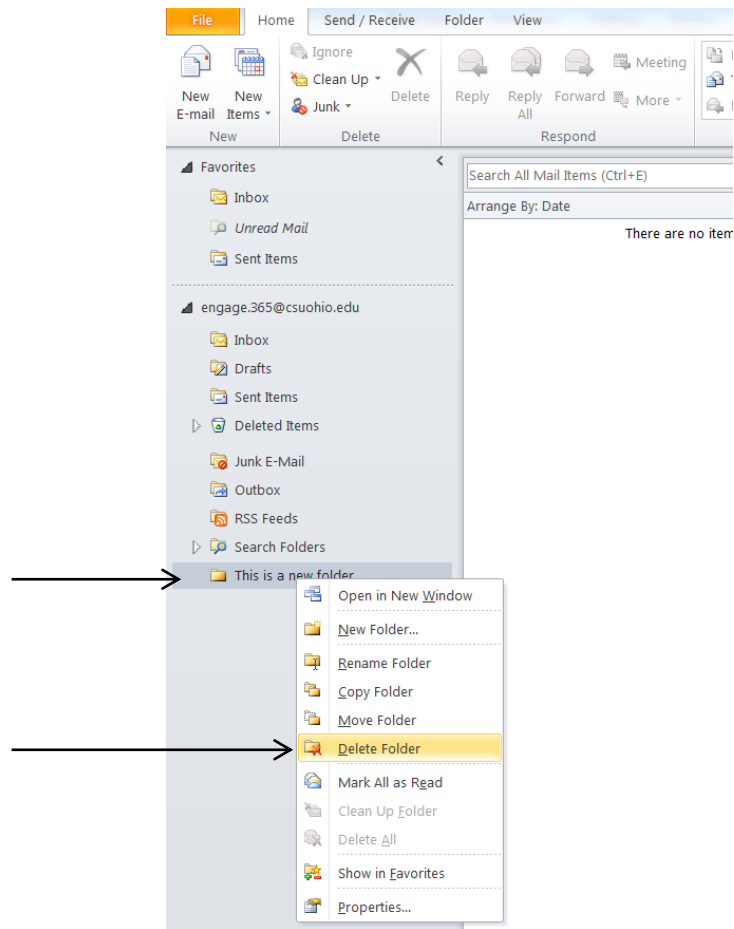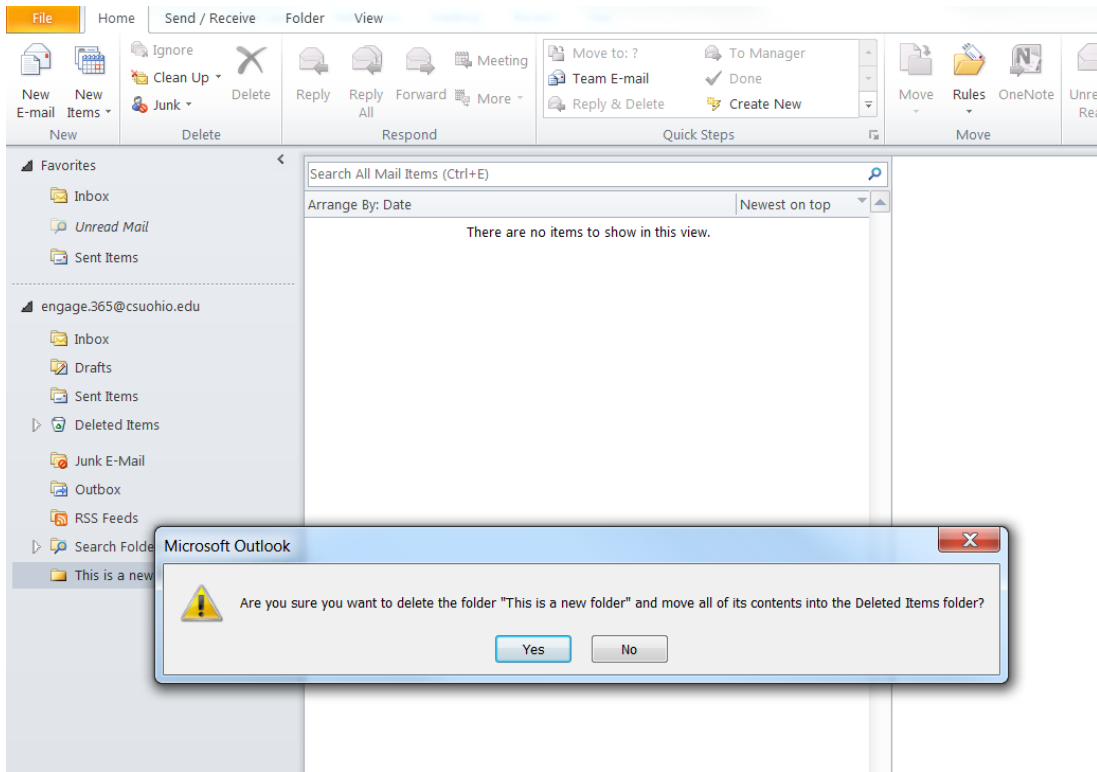# Delete a folder

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.

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.