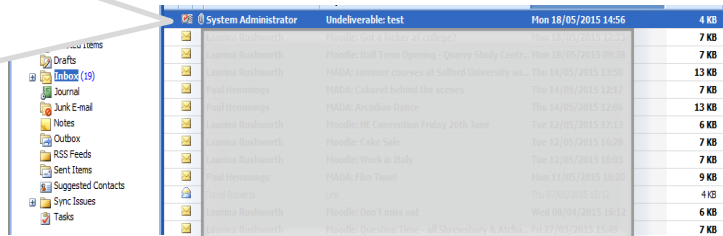


How to delete your Emails Permanently

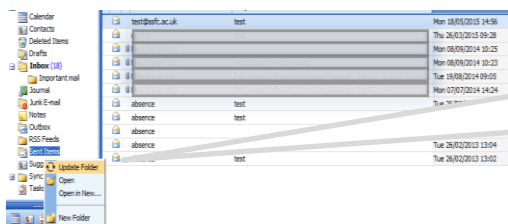
Using Internet Explorer only (other browsers will not display these options)

Save any attached items on your received emails in your Inbox, or any other email, to your documents area

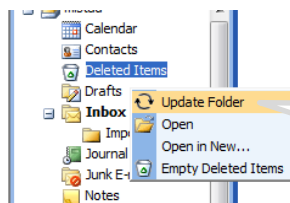
Attachments will stop you sending and receiving emails if there are over 10mb in total



Select the emails that you wish to delete and click the "X" to delete emails



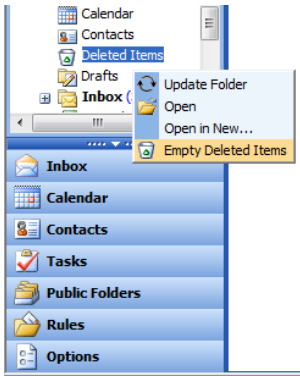
Update your Inbox, Sent box or Outbox by right clicking and select "Update Folder". Delete unwanted emails in these areas as instructed above



To update your deleted items Right Click your "Deleted Items" and click "Update Folder"

If any show, you need to empty them as follows

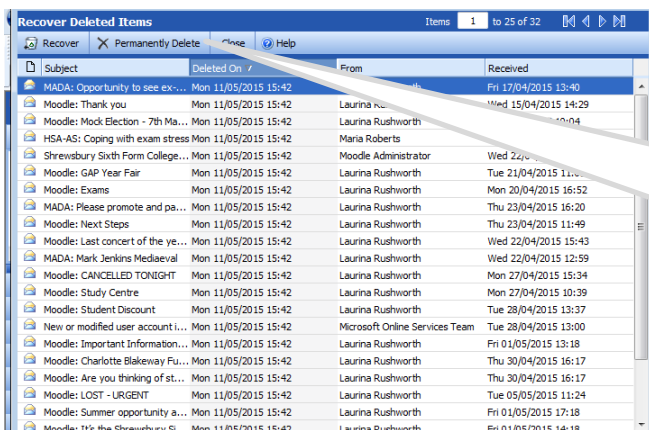
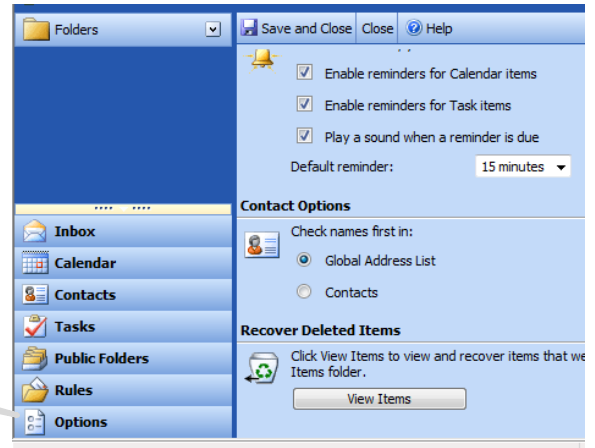
How to delete your Emails Permanently



To empty the deleted items
Right Click your "Deleted Items"
and click "Empty Deleted Items"

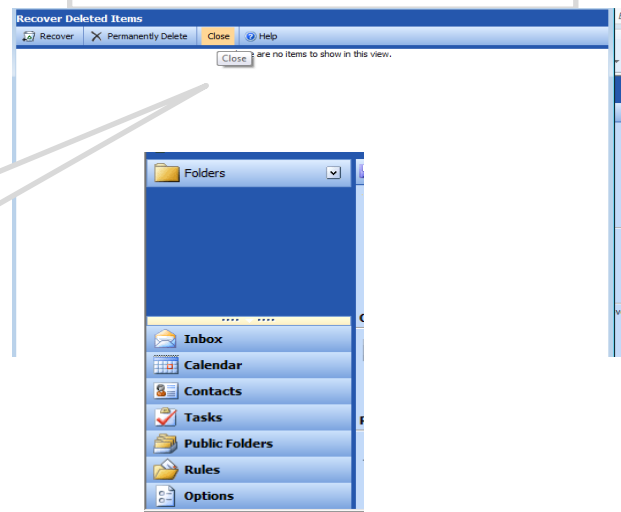
Now you need to empty them
"permanently"

Click "Options" and scroll down to
"Recover Deleted Items" and click
"View Items"



Select all the listed emails and
Click the "Permanently Delete"
button to permanently delete
emails. **These will be deleted
permanently.** Warning; Not all the
emails will be listed so it could be a
long list

When completed, click "Close" to
close the dialogue box and go
back to the "Options" and then to
your email



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