

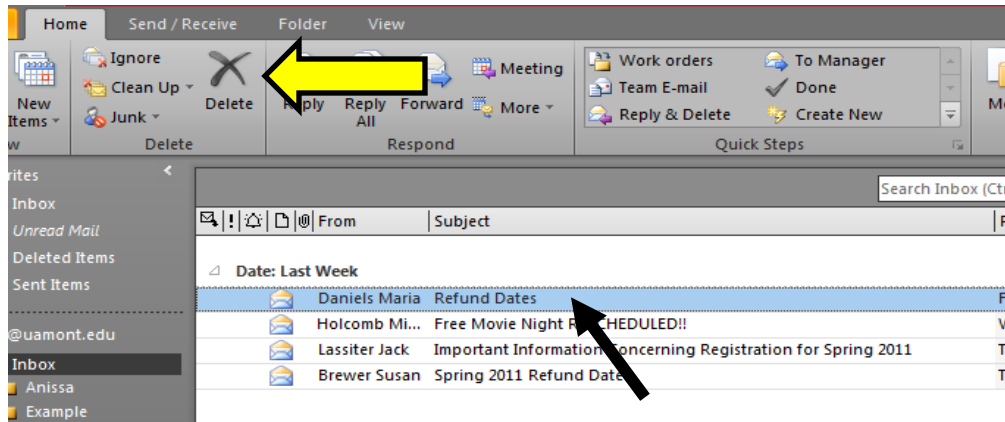
HOW TO DELETE MESSAGES IN MICROSOFT OUTLOOK

(2 DIFFERENT METHODS)

Open your Microsoft Outlook account

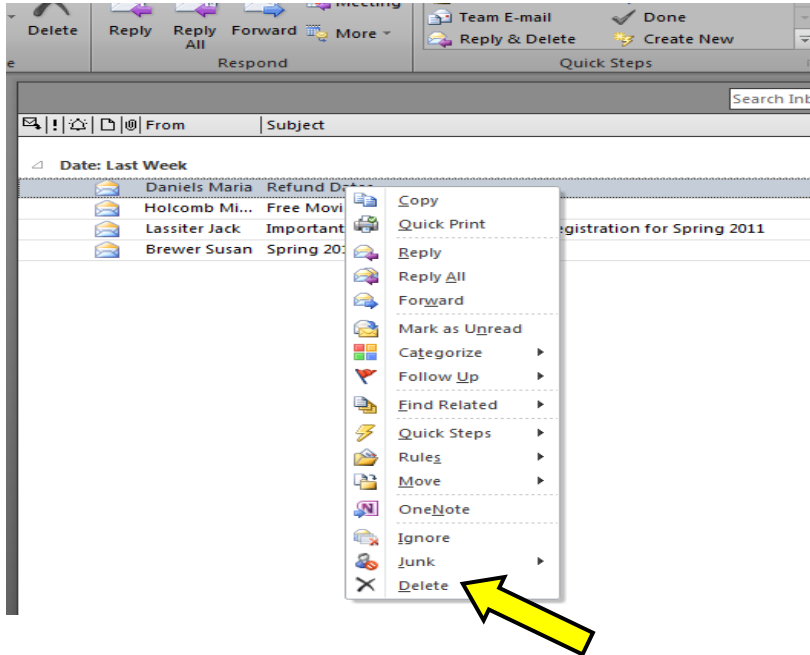
Choose a message you would like to delete by clicking on it.

Now click on the **Delete** button indicated by a black X (top left hand side of the page.)

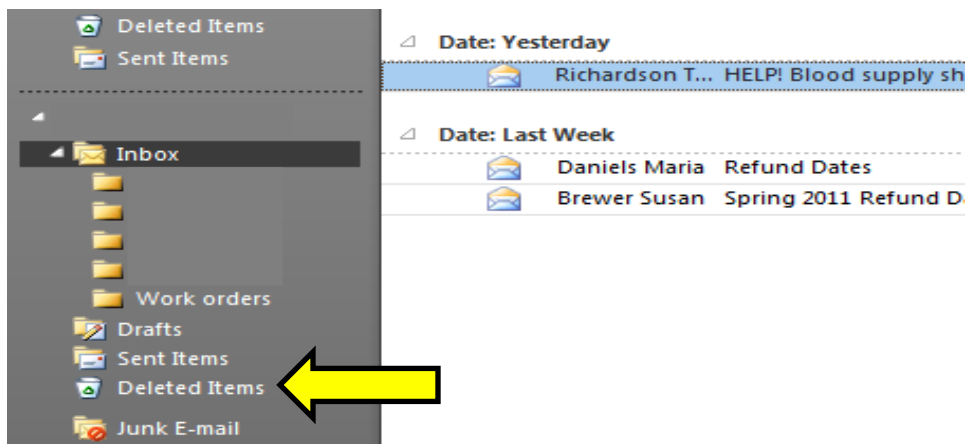


OR

The second method you could use when deleting a message is to first select the message you would like to delete and **right click** on it. A menu will appear, click **Delete**.



If you would like to retrieve any message that you deleted, simply click on **Deleted Items** in your Inbox folder. All of your deleted messages will remain here until you remove them from this folder.



Questions, call the IT Call Center at 870-460-1820.