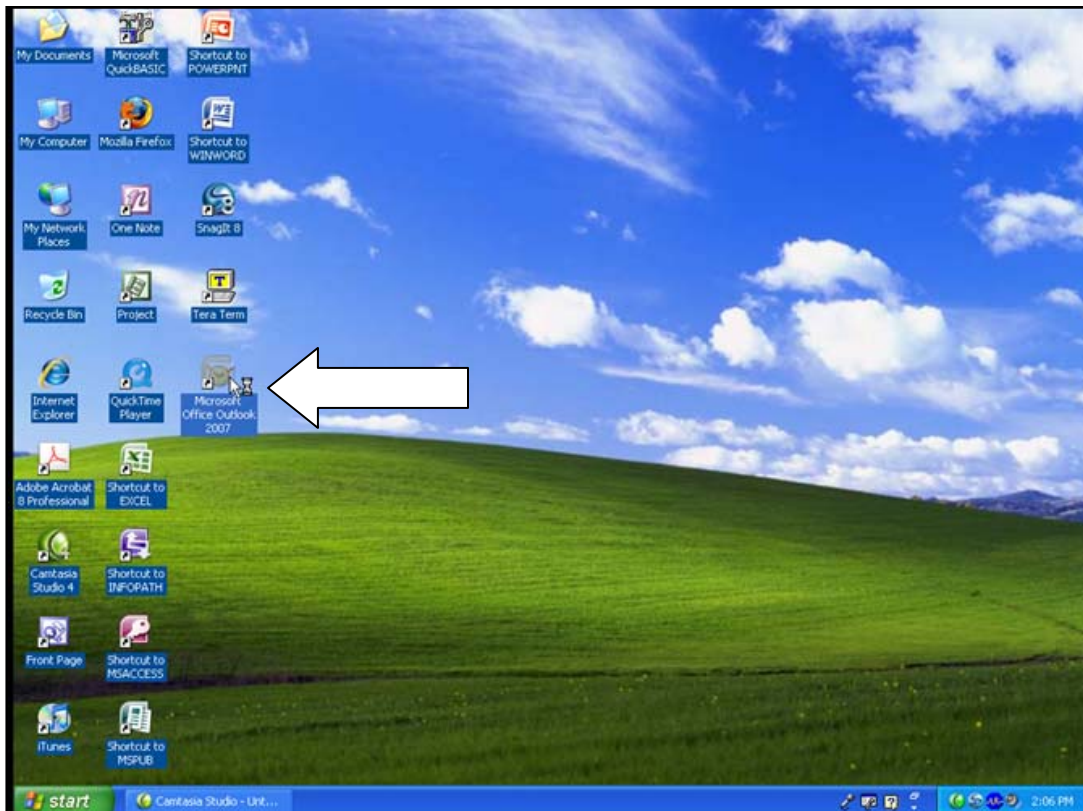
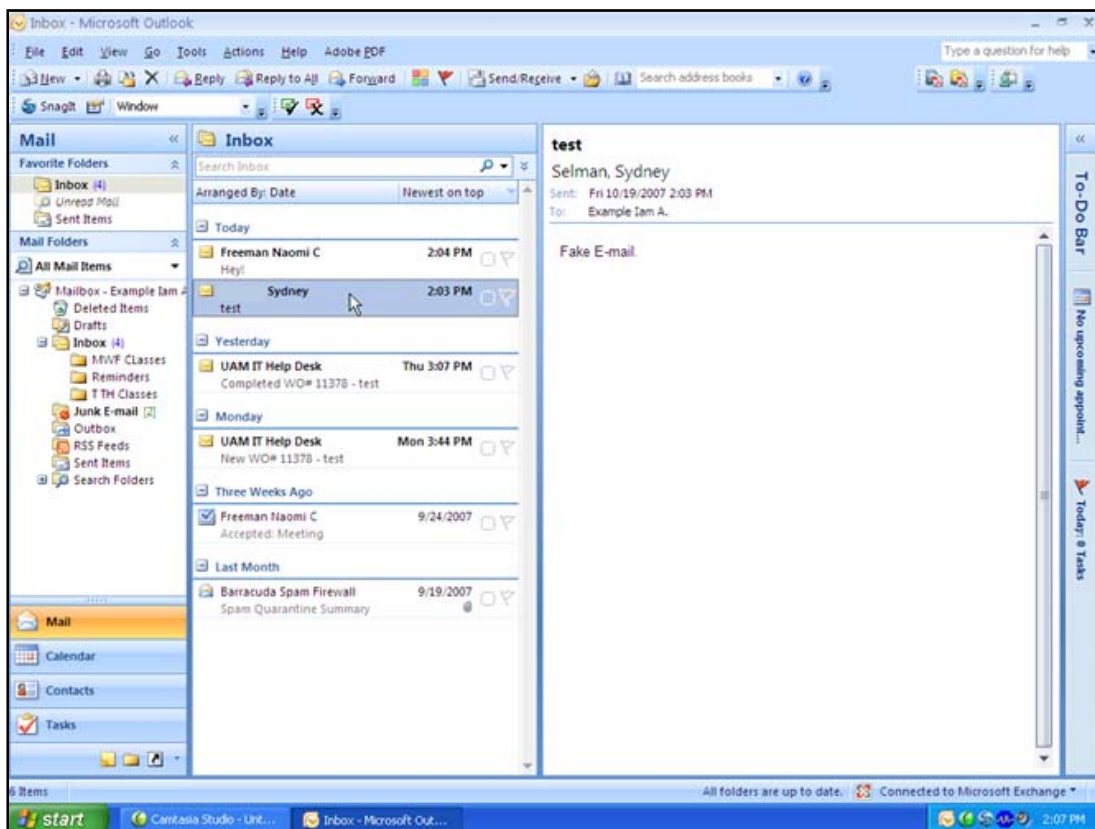


## How To Delete Messages in Microsoft Outlook

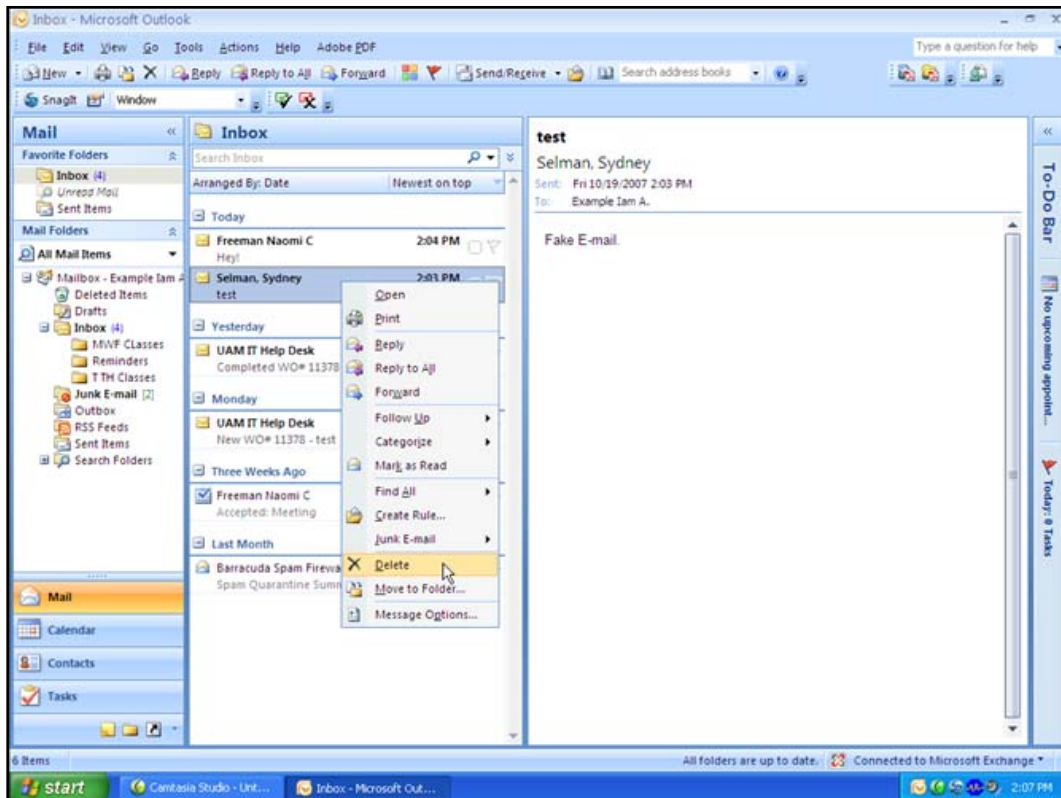
Open your **Microsoft Outlook Account**



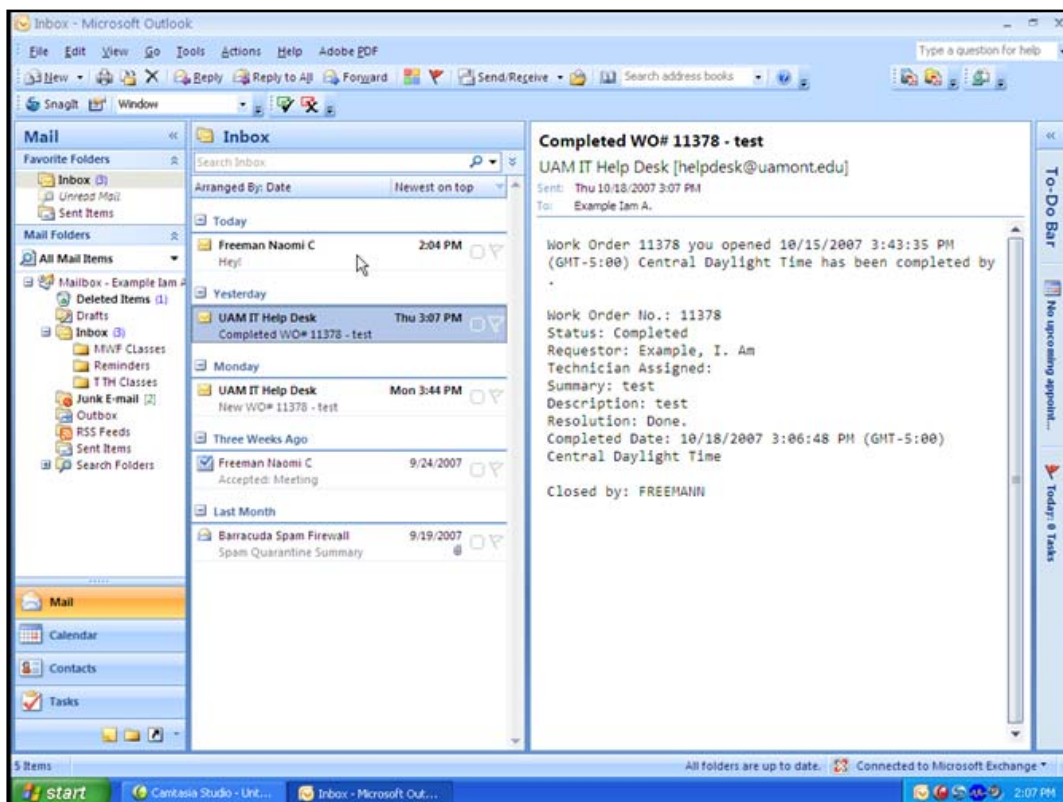
Choose a message that you would like to **Delete** by selecting (clicking) on it.



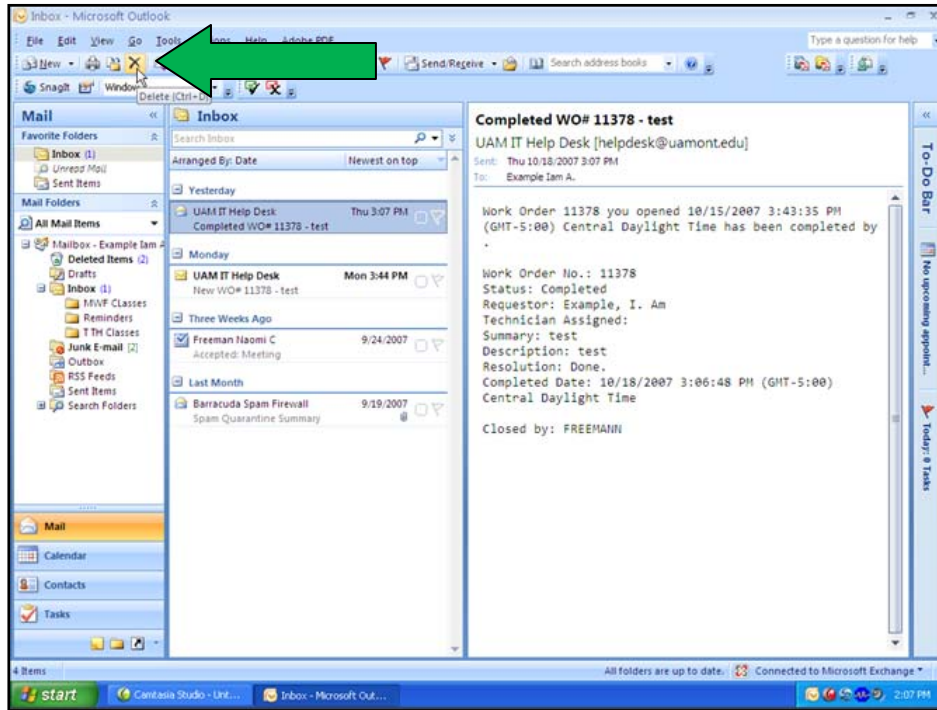
Right Click on the message and choose the **Delete Option**. It is represented by a black X.



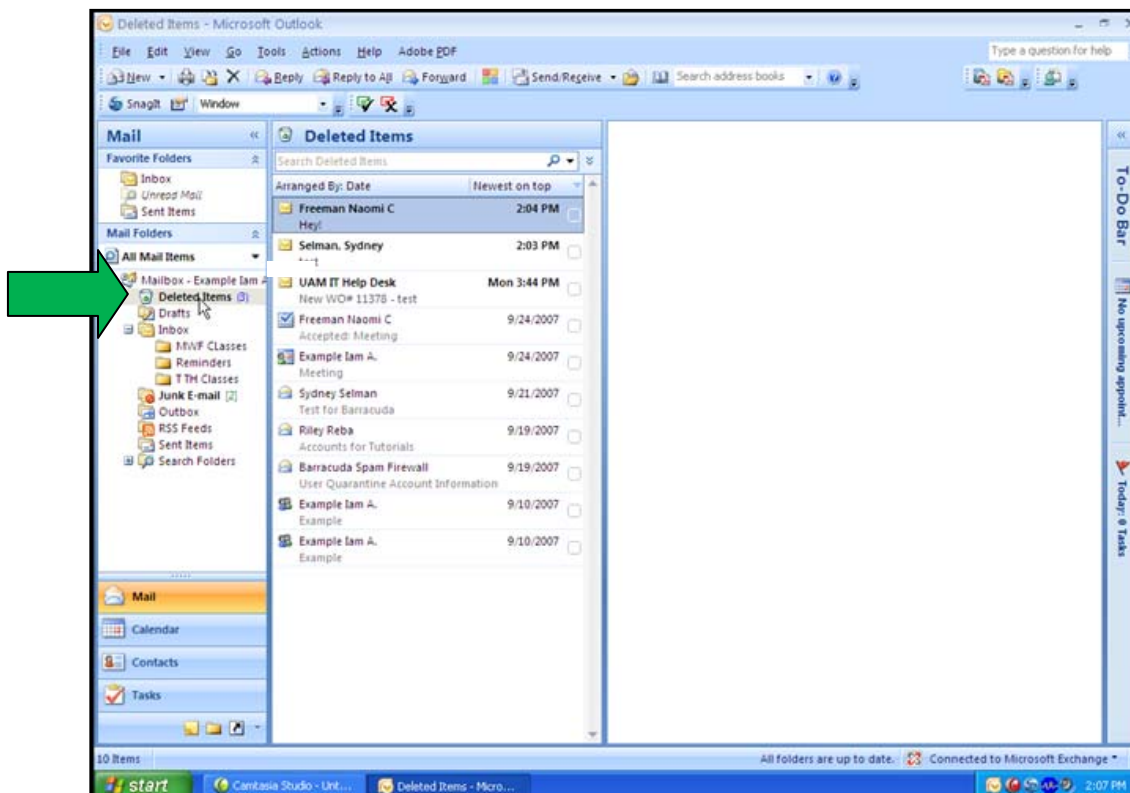
The second method you could use when deleting a message is to first **Select** the message you would like to delete.



Next, click on the black X on your toolbar near the top of your screen.



Your messages have been deleted. If you would like to retrieve these messages, simply click on Deleted Items to the left of your screen. All of your deleted messages will remain here until you remove them from this folder. Double click on this folder to access it.



You have completed this online tutorial.

Questions? Call: 870-460-1820