Delete a Message

Deleting an item from your Mailbox will move the item(s) into the Deleted Items folder. Using this method you can recover the deleted items, but items emptied out of the Deleted Items can never be recovered.

Opened Message:

1. Click on the Delete command in the Actions group.

Closed Message:

1. Highlight the message or item you want to delete.
   a. Click the **Delete** command on the Standard Toolbar.
   
   or
   
   b. Right click on the item and select Delete from the shortcut menu.
   
   or
   
   c. Press the Delete key on your keyboard.
   
   or
   
   d. Drag and drop the item to the Deleted Items folder.