

Email Tips

Viewing Different Windows

- * On the toolbar at the top, Click 'View'.
- * Check or uncheck any windows or views that you do not want to see.
This will eliminate the preview window if you do not want it.

Deleting Multiple Email Messages

- * Highlight a message; hold the 'control' key down and continue to highlight more messages. (Hold Shift/Control to highlight all messages)
- * Click the Red X at the top to delete the highlighted messages.

Empty Deleted Items or Trash

- * In the Folders window, highlight/select 'deleted items'.
 - * Go up to 'Edit' at the top and click on 'empty deleted items folder'.
- NOTE....Please make sure you go to your sent folder and delete those messages every few weeks also.