



CIE

## The Center for Instructional Excellence

### DELETE EMAILS

1. Click on mail from homepage
2. Click desired mail folder
3. Check the mail you wish to delete

Homepage > Mail > **Inbox**

#### Mail Messages: **Inbox**


Note: The Mail Messages page is the same in both View and Designer Options tabs.

**Compose message** | Update listing | Search | Mark all as read | Message options ▾

Display:  All  Unread |  Threaded  Unthreaded | Select folder:

No.	Status	<input type="checkbox"/> Subject	Author
1185.	<input type="checkbox"/>	(Fwd) Re: Help	
1187.	<input checked="" type="checkbox"/>	(Fwd) Re: Help 5.3 #107	

**Actions** |  |  |  |  |  |



4. Confirm deletion

