



CIE

## The Center for Instructional Excellence

### DELETE FOLDERS IN WEBCT EMAIL

1. Within mail, click radio icon beside the folder you wish to delete
2. Click <Delete Folder>

Control Panel      Fall 2008: MATHEMATICAL APPLICATIONS (MTH116\_3\_FA2008\_R)

View      Designer Options

Homepage > Mail

**Course Menu**

- Homepage
- Syllabus
- Calendar
- Communication Tools
- Mail
  - Discussions
  - Student Tools
  - My Grades
  - H Math XL
  - Bonus Quizzes
  - H Assignments
- H - Hidden

**Mail**

Compose message      Search      Message settings

You have no new messages in your Inbox.

Folder	Unread	Total
<input type="radio"/> Inbox	0	6
<input type="radio"/> Outbox	0	163
<input type="radio"/> Draft	0	0
<input type="radio"/> saved mail	0	0
<b>All</b>	<b>0</b>	<b>169</b>

**Actions**

☛ indicates a selection is required for the main frame.

**Options: Folders**

- Create folder
- ☛ Rename folder:
- ☛ Delete folder

**Options: Messages**

- Delete all mail messages from the selected folder.  
☛ Delete messages
- Delete all mail messages from all folders.  
Delete all messages