



The Tech Club

The first computer club for teachers!

Deleting Emails

Deleting Your Emails is easy! Follow these simple steps:

Deleting One Email at A Time

- Open Outlook
- Click on the email that you want to delete and press the "delete" key on your keyboard OR the "X" in the Outlook toolbar.

Deleting More Than One Email at A Time

- Open Outlook
- Click on the first email that you would like to delete.
- Press and hold down the "CTRL" button and select other emails to delete
OR
- Click on the first email that you would like to delete.
- Press and hold the "Shift" and select the last email that you would like to delete.
- The first email, the last email, and all the other emails in between will be highlighted and then you can just click on the "X" or press the "delete" key on your keyboard.

To Delete ALL of Your Emails At One Time

- Open Outlook
- Click on "Edit" on the Toolbar and then click "Select All"
- Press the "delete" key on the keyboard or click the "X" to delete.