

## Calumet College of St. Joseph Student e-mail account

How to delete an email message:

- 1) Right-click on the message that you want to delete.
- 2) Left-click the word **Delete** on the short-cut menu.
- 3) The message is in your recycle bin. Right-click on **Deleted Items** on the left side of your screen.
- 4) Left-click on **Empty "Deleted Items" Folder**

**NOTE:** In the next step, before you click Yes, make sure you want to permanently delete the e-mail message(s) in the "Deleted Items" folder.

