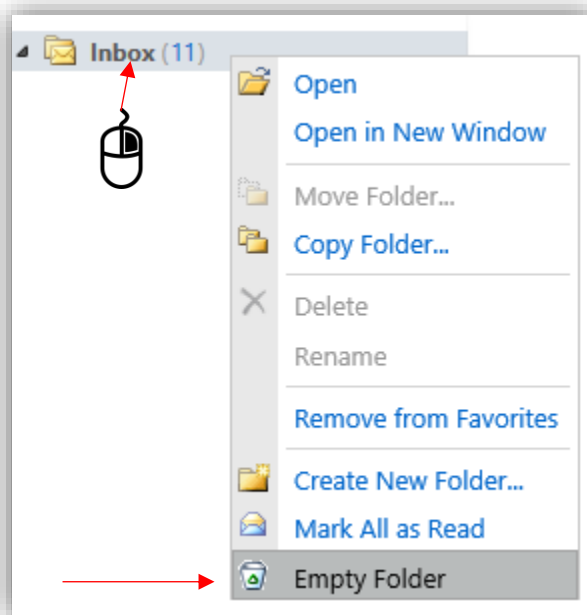# Common Methods of Deleting Emails in UVa-Wise Webmail

- To quickly delete all emails stored in email folders, such as *Sent Items*, your *Inbox* or subfolders you've created, you can right click the folder then choose **Empty Folder**.

 This will move all emails stored in that folder to *Deleted Items*.

- If you do not wish to delete all of the emails in an entire folder, you can use the keyboard and mouse to select multiple emails at a time then right click and delete them using either the *SHIFT + click* or *CTRL + click* methods:
  - **SHIFT + click**: Click the first email in the list you want to select then hold the Left SHIFT key and click the last email in a series you would like to delete.
    This will select the two emails you click as well as all of the emails between them.
    To delete, right click one of the highlighted emails and choose the Delete option.
  - **CTRL + click**: Click the first email you want to select then hold the Left CTRL key and click any other emails you want to select. This will allow you to individually select several emails that may not be next to one another for deletion.
    To delete, right click one of the highlighted emails and choose the Delete option.

Note: If you notice issues when trying to delete emails in bulk using the SHIFT/CTRL + click method, you may need to reduce the number of emails that you are attempting to delete at a time.

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- Once you have finished deleting emails, right click the ***Deleted Items*** folder then choose ***Empty Deleted Items***.

  Note: Leaving emails in the Deleted Items folder will not reduce your total Mailbox size. They must be permanently removed using the Empty Deleted Items option.
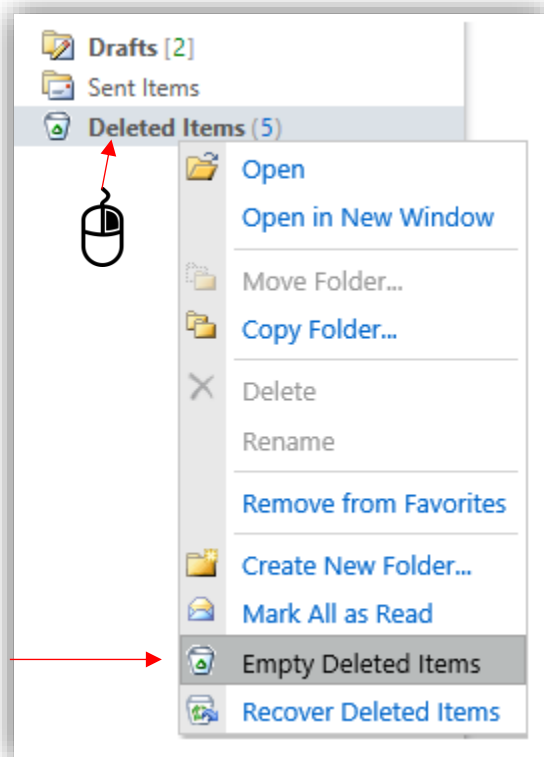
Common Methods of Deleting Emails in UVa-Wise Webmail

If you are interested in preventing certain emails from filling up your mailbox, you can set rules to delete emails automatically.

- Click the **Options** dropdown on the upper Right side of the page beneath *Sign Out* then choose **See All Options.**
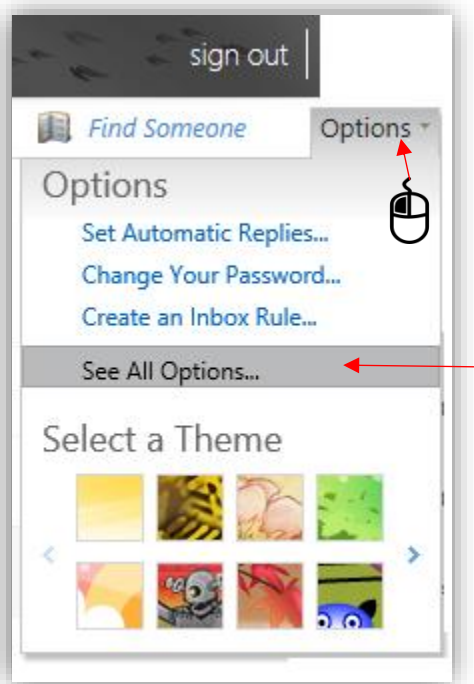
- Click **Organize E-Mail** on the Left then use the **New** dropdown beneath *Inbox Rules* to choose the *Delete messages* rule. Customize the options in the following window to create an automatic deletion rule for incoming emails.

This can be repeated as needed to remove or organize various emails.