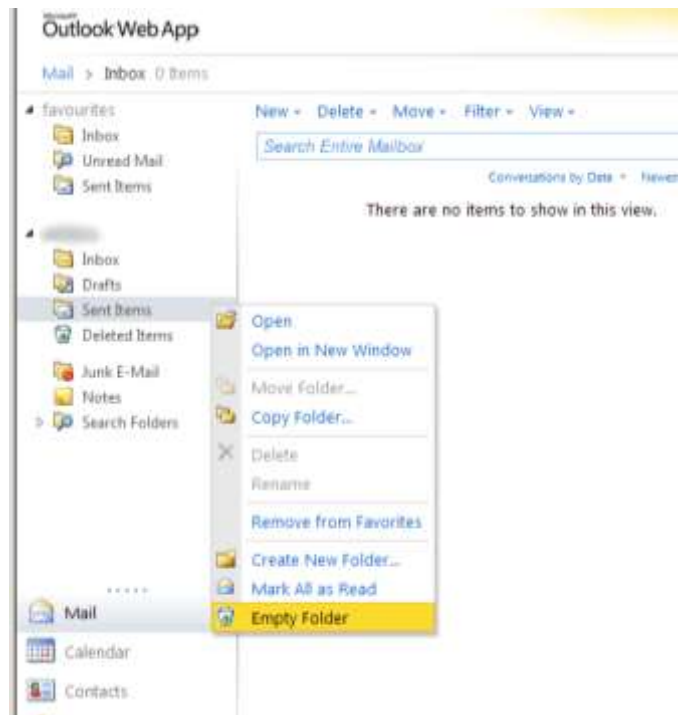


How to empty your sent and deleted items

When you have logged into your webmail account, right click on the 'Sent Items' folder and then click on 'Empty Folder':

Webmail will ask you "Are you sure you want to move all the items in this folder to the Deleted Items folder?" Click 'Yes'.



Once you have done this right click on the 'Deleted Items' folder and then click on 'Empty Deleted Items':

Webmail will ask you "Are you sure you want to delete all the items and subfolders in the Deleted Items folder?" Click 'Yes'.

