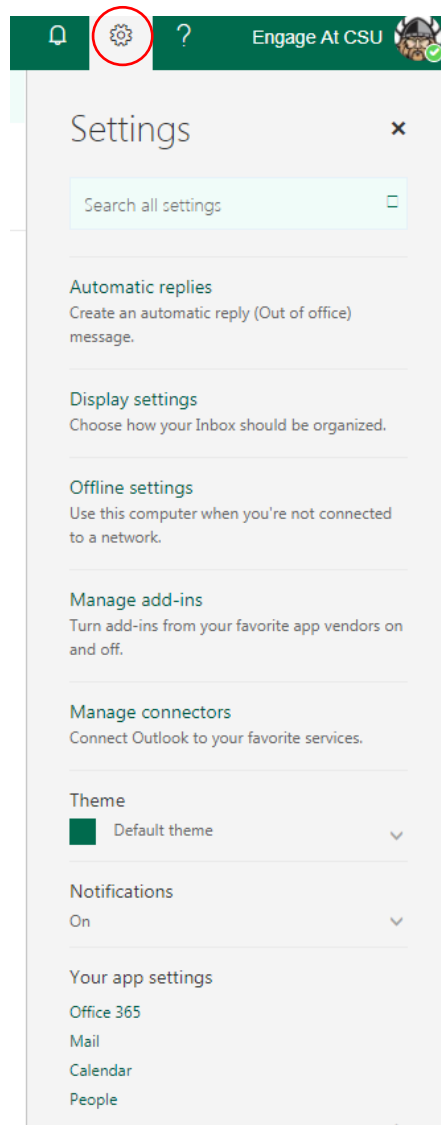




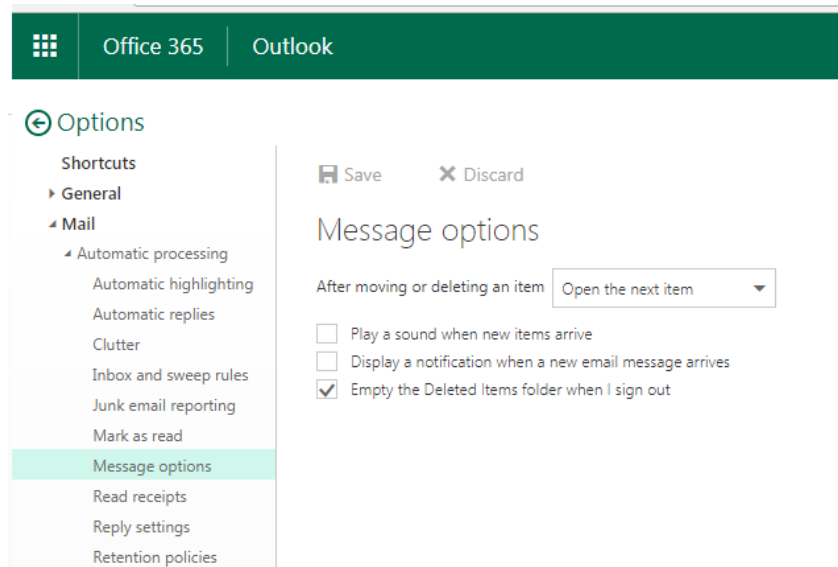
## Set trash to automatically empty / manually empty trash

- 1) After signing into the account, select the “Settings” icon and then “Mail”





- 2) Select “Message options” under the heading of “Automatic processing”; select “Empty the Deleted Items folder when I sign out” and then “Save”



To manually empty trash, right click on “Deleted Items” folder, select “Delete All” and then “OK” to confirm the action

