

Delete a folder

File Home Send / Receive Folder View Clean Up + 1 (A Meeting New New Reply Reply Forward By More Delete 🍇 Junk 🔹 E-mail Items * Delete New Respond < Favorites Search All Mail Items (Ctrl+E) 🔄 Inbox Arrange By: Date 💭 Unread Mail There are no item 🔁 Sent Items 🖌 engage.365@csuohio.edu 🔄 Inbox Drafts 🔄 Sent Items Deleted Items 词 Junk E-Mail 🗟 Outbox RSS Feeds 👂 🗭 Search Folders 🛅 This is a new folder Gpen in New Window 📔 New Folder... Rename Folder Copy Folder Move Folder Delete Folder ≻ Mark All as Read Clean Up Folder 🙀 Delete All Show in <u>Favorites</u> Properties...

Right click on the folder to be delete; select "Delete Folder"



A pop-up will display warning that when a folder is deleted, so are all of the contents. Select "Yes" to delete; "No" to stop the process.

New New New New New New New New New Delete	Reply Reply Forward Reply Reply Reply Forward Reply Forward Reply Forward Reply Repl	Move to: ? Image: To Manager Team E-mail Image: To Manager Team E-mail Image: To Manager Image: To Manager Image: To Manager Team E-mail Image: To Manager Image: To Manager Image: To Manager <th>+ + v</th> <th>Move Rules OneNote</th> <th>Unre</th>	+ + v	Move Rules OneNote	Unre
▲ Favorites < Inbox	Search All Mail Items (Ctrl+E)	Newart on tap	م		
 Unread Mail Sent Items engage.365@csuohio.edu Inbox Drafts Sent Items Deleted Items Junk E-Mail Outbox 	There are i	no items to show in this view.			
RSS Feeds				X	
This is a new	sure you want to delete the folder "This	is a new folder" and move all of its contents into t	he Delete	1d Items folder?	



Once the folder is deleted, it will appear in the "Deleted Items". Once the deleted items are emptied, then the folder and the contents are completely removed from the mailbox.

