Deleting Items - Safari

In order to keep your Webmail folders uncluttered, you will need to delete unwanted items. Most deleted items will be automatically moved to the Deleted Items folder, where you can continue to access them until you remove them from the Deleted Items folder. Emptying the Deleted Items folder is the only way to permanently remove an item from Outlook, but items cannot be recovered after being removed from the Deleted Items folder.

Deleting Messages

When you no longer need to keep a message, you can remove it with a simple click of a button. If, by accident, should you happen to delete a message you want to keep, it is still retrievable as long as you do not remove it from the Deleted Items folder.

NOTE: Emptying the Deleted Items folder is the only way to permanently remove an item from Outlook.

1. With the message selected in the messages list or with the message window open, click DELETE
   The message is sent to the Deleted Items folder.
2. OPTIONAL: To permanently delete the message(s), Empty the Deleted Items Folder

Emptying the Deleted Items Folder

Once you have deleted a message from a folder, the Deleted Items folder must be emptied to permanently clear the message from Web Outlook. You can also delete selected items from the Deleted Items folder, rather than deleting all items at once.

WARNING: Once an item is emptied from the Deleted Items folder, it is irretrievable.

Deleting Selected Items

1. From the Folders list, click DELETED ITEMS
   The deleted items appear in the Folder Contents window.
2. Select the items to be deleted.
   HINT: An item is selected if a checkmark appears next to it.
3. Click DELETE
   A confirmation dialog box appears.
4. To delete the items, click OK
   The items are deleted.
   To keep the items in the Deleted Items folder, click CANCEL
   The items remain in the Deleted Items folder.

Deleting All Items

1. From the Folders list, click DELETED ITEMS
   The deleted items appear in the Folder Contents window.
2. From the toolbar, click EMPTY DELETED ITEMS FOLDER
   A confirmation dialog box appears.

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3. To delete the items, click **OK**
   The items are deleted.
   To keep the items in the *Deleted Items* folder, click **CANCEL**
   The items remain in the *Deleted Items* folder.

**Retrieving Messages from the Deleted Items Folder**

If you have accidentally deleted a message that you want to keep, you can retrieve it. However, this is only true if the message has not been deleted from the *Deleted Items* folder.

**Retrieving Messages: Forwarding Option**

1. From the *Folders* list, click **DELETED ITEMS**
   The deleted items appear in the *Folder Contents* window.
2. To open the massage you want to keep, click its subject line
3. Forward the message to yourself
   The message will now appear in your *Inbox*.

**Retrieving Messages: Move Option**

1. From the *Folders* list, click **DELETED ITEMS**
   The deleted items appear in the *Folder Contents* window.
2. Select the item to be moved.
   HINT: A message is selected if a checkmark appears next to it.
3. On the toolbar, click **MOVE**
   The *Folder Contents* window refreshes to display the *Move* options.
4. In the *Move to* pull-down list, select the folder you want to move the messages into
5. Click **MOVE**
   The messages are moved to the desired folder and you are returned to the *Deleted Items* folder.