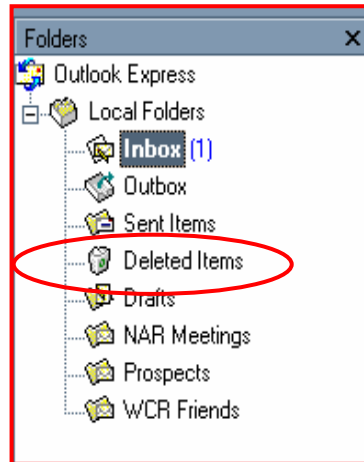




Deleted messages are held in this folder (temporarily until you actually give the command to empty the folder and delete them permanently.)

To delete a message, you can:

1. Click the message and click the DELETE button in the top button toolbar.
2. RIGHT-CLICK a message and choose DELETE
3. DRAG a message from a folder into the DELETED ITEMS folder.

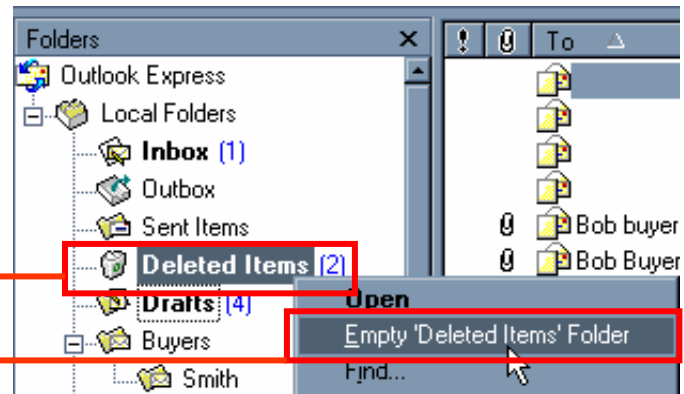


*If you accidentally delete a message, simply click on the DELETED ITEMS folder, find the message, and DRAG IT out into your INBOX or other folder.*

You should empty this folder periodically, to keep it from slowing down your system with unnecessary junk items.

**RIGHT-CLICK on DELETED ITEMS**

**LEFT CLICK  
"EMPTY"**



**ADVANCED TIP:**

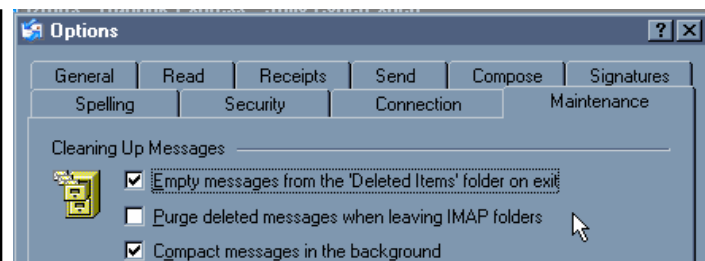
You can setup Outlook Express to empty the DELETED ITEMS folder automatically each time you quit the program.

Click **TOOLS**

Click **OPTIONS**

Click the **MAINTENANCE** tab

Check the option from the list and click **OK**.



*NOTE: This is an AUTOMATIC function, so be sure you understand it will purge messages every time you quit!*