

Deleting emails

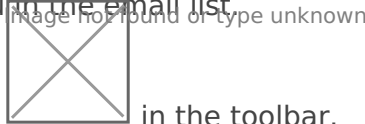
The following options exist:

- Delete individual emails or entire email conversations. By default, the emails are moved to the Trash folder.
- Delete all emails of an email folder. By default, the emails are moved to the Trash folder.
- Recover deleted emails from the trash.
- Permanently delete emails from the trash. You can also permanently delete all emails from the trash by emptying the trash.

Warning: If you enable the email settings option **Permanently remove deleted emails** you will not be able to recover deleted email messages. It is recommended that you not use this setting.

How to delete an email:

1. Select one or several emails.
2.
 - Press the [Del] or [Backspace] key on the keyboard.
 - Use the **Delete** button in the detail view.
 - Use the context menu in the email list.



Click the **Delete** icon in the toolbar.

You can also use one of the following methods:

Result: The email will be moved to the **Trash** folder.

How to delete all emails of a folder:

1. In the folder view, select the folder which emails you want to delete.
2.
 - Click on **All** above the list. **Select Delete all messages.**



- Click the **Actions** icon next to the folder name. Click on the **Delete all messages** button.

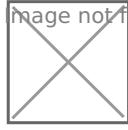
You have the following options:

Result: The email will be moved to the **Trash** folder.

How to recover deleted emails:

1. Open the **Trash** folder in the folder view.

2. Select one or several emails.



3. Click the **More actions** icon in the toolbar. Click on **Move**.

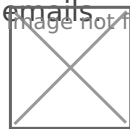
4. Select a folder in the **Move** window. Click on the **Move** button.

How to permanently delete an email:

Warning: Permanently deleted emails can **not** be recovered. Before permanently deleting an email, make sure you no longer need the email.

1. Open the **Trash** folder in the folder view.

2. Select one or several emails.



3. Click the **Delete** icon in the toolbar.

How to permanently delete the content of the Trash folder:

Warning: Permanently deleted emails can **not** be recovered. Before permanently deleting an email, make sure you no longer need the email.

1. Select the **Trash** folder in the folder view.



2. Click the **Actions** icon next to the folder name. Click on **Empty folder**.

3. Confirm that you want to empty the folder.

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