

Title: Deleting Messages R5

Purpose: Use this procedure to delete unwanted or obsolete email messages from you mailbox.

You should regularly delete or trash messages to prevent you mailbox from becoming too large. You can delete messages while you are reading them, or from the message view screen.

There are two stages to deleting messages:

1. select messages to delete (or trash)
2. tell Notes to remove them (empty the trash)

Follow the step below.

Step Action

Information

1 To delete a message while reading it:

- with the message open, click the delete button










- This will place the message in the trash bucket and will show a trash bucket next to it in the view.
- the next message in the current folder will be opened

Hint: you can press the delete key as well.

2 To delete multiple messages:

- start at the message view screen
- click in the column next to the message sender

Hint: you can press the delete key as well.

 New Memo  Reply  Forward  Delete  Folder					
	Who	Date	Size	Subject	
✓	Micheal Feghali	11/07/2000	11,735	 CBT Online	
✓	Notes Administrator	31/07/2000	5,942	Host file entries	
✓	Jim Berne	03/08/2000	2,634	AS/400 Query	
✓	Chris Virtue	28/08/2000	10,811	minutes2408	
✓	Chris Virtue	29/08/2000	5,699	Induction CBT	
	Danielle Drew	02/11/2000	113,662	 party	
	Rob Livingstone	03/11/2000	47,050	It Organisations	

- press the delete button























- the bin next to the message indicates that the message has been selected for deletion (or trashing)

New Memo Reply Forward Delete Folder				
	Who	Date	Size	Subject
	Micheal Feghali	11/07/2000	11,735	CBT Online
	Notes Administrator	31/07/2000	5,942	Host file entries
	Jim Berne	03/08/2000	2,634	AS/400 Query Definit
	Chris Virtue	28/08/2000	10,811	minutes2408
	Chris Virtue	29/08/2000	5,699	Induction CBT
	Danielle Drew	02/11/2000	113,662	party
	Rob Livingstone	03/11/2000	47,050	It Organisational Char

3 To permanently remove the selected messages:

- Select your Trash view
- Click on Empty trash to completely empty the trash
- If you have made a mistake, select the message that you don't want to delete and click on Remove from trash

Note:
 permanent means
 permanent - after emptying trash the message is removed for ever.

Mail		Empty Trash Remove From Trash		
 Inbox		Who	Date	Subject
 Drafts		Micheal Feghali	11/07/2000	CBT Online
 Sent		Notes Administrator	31/07/2000	Host file e
 All Documents		Jim Berne	03/08/2000	AS/400 Q
 Trash		Chris Virtue	28/08/2000	minutes24
 Discussion Threads		Chris Virtue	29/08/2000	Induction
 Rules		Roslyn A Hunter	28/11/2000	Lotus Not
 Stationery		Chandra Dalpadado	28/11/2000	QUALITY
 CAM				
 Meetings				
 Steven				
 Telesmart				
 Training				

Hint: Pressing F9 in the message view screen has the affect as empty trash.

If you don't empty your trash or refresh your screen, when you log off Lotus notes, it will ask you if you want to delete the selected messages.

4 To deselect messages (i.e. messages that have been selected in error for deletion):

- In the message view, select the message that you don't want to trash and press delete. This will unmark the message for deletion

