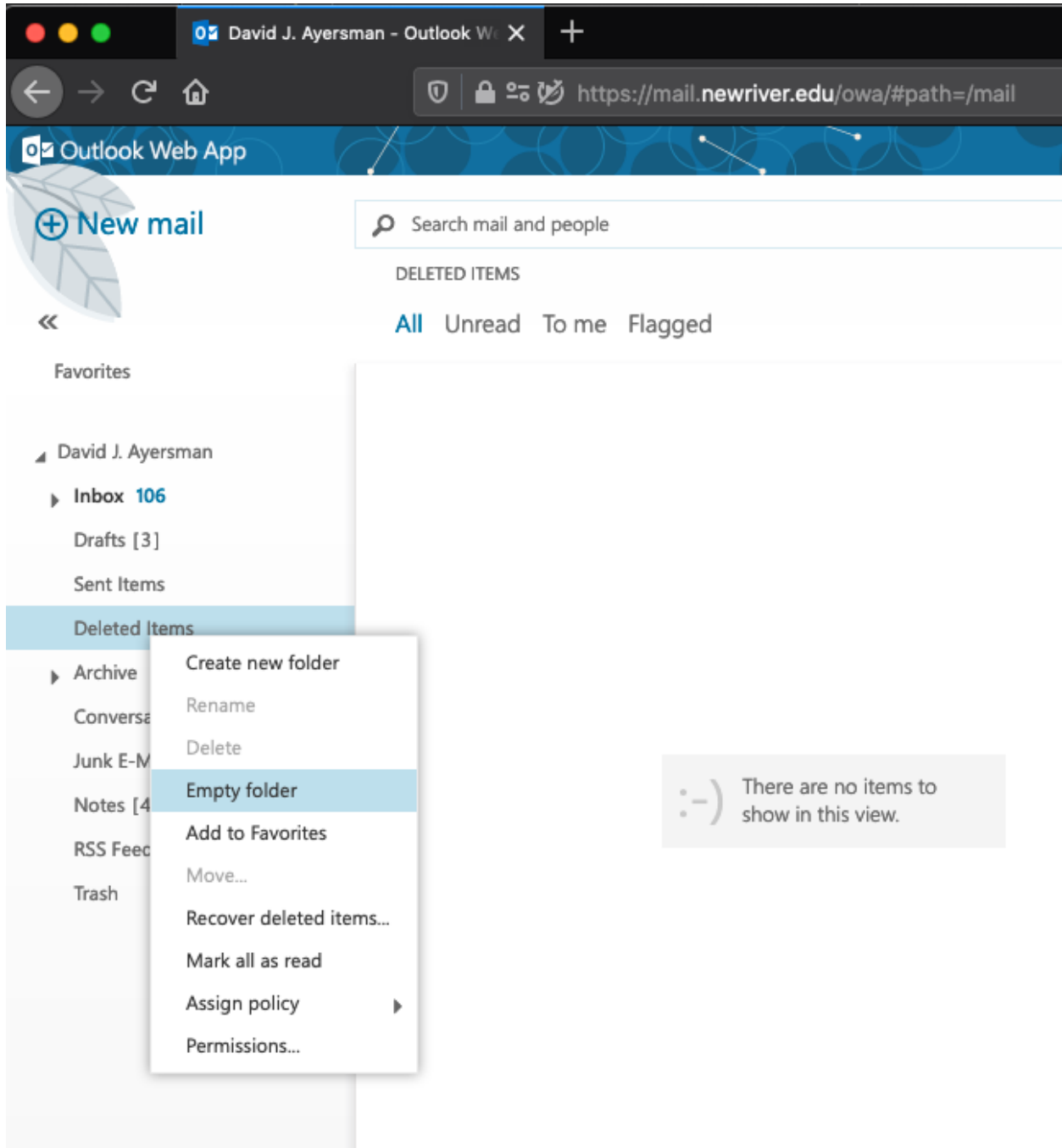


How to Purge Deleted Email Items (from your New River email account)

It is important that you purge your deleted email items, or all your deleted items remain in your trashcan and continue to take up your limited quota of storage space. This document provides steps for purging these items whether you are using the web-based Outlook Web App (easiest) or the Outlook application (not as easy).

Option 1: Using the Web-Based Outlook Web App

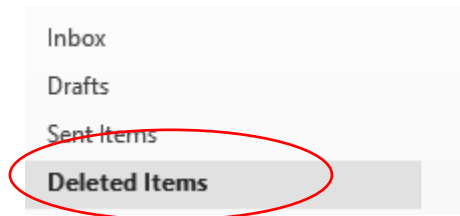
1. Just right click on **Deleted Items** folder and select **Empty folder**, then click OK.



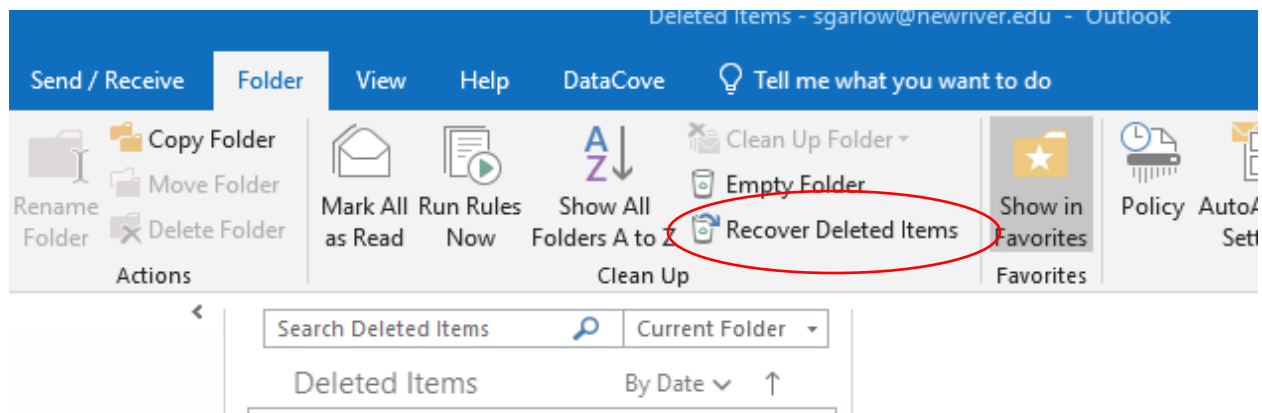
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Option 2: Using the Microsoft Outlook Application

1. Right click on your **Deleted Items** folder. A content menu will appear. Select **Empty Folder**. A message will appear informing you that everything in the folder will be deleted. Select **Yes**.



2. Next in Outlook select the **Folder** tab and click on **Recover Deleted Items**.



3. After you select **Recover Deleted Items** a new menu will appear. Select the following: **Purge Selected Items**, then **Select All**, then click **OK**.

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