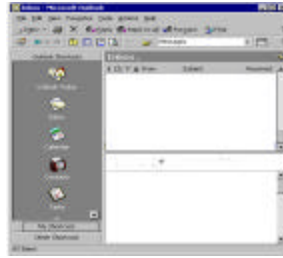

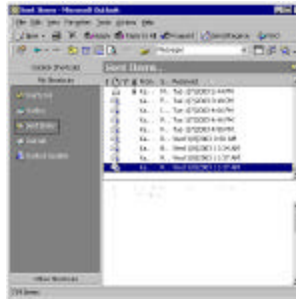


## Deleting Sent items

**STEP 1:** From within Outlook, click on  located at the bottom left-hand corner.



**STEP 2:** From the Icons, click on Sent Items then click on **Edit → Select All (CTRL + A)** then click on  to delete the sent items. All the deleted items will be sent to **Deleted Items Folder**.



## Emptying Deleted items in Outlook

**STEP 1:** From within Outlook, click on the **Tools → Empty "Deleted Items" Folder**. This should clean out any items you have in your deleted folder.

