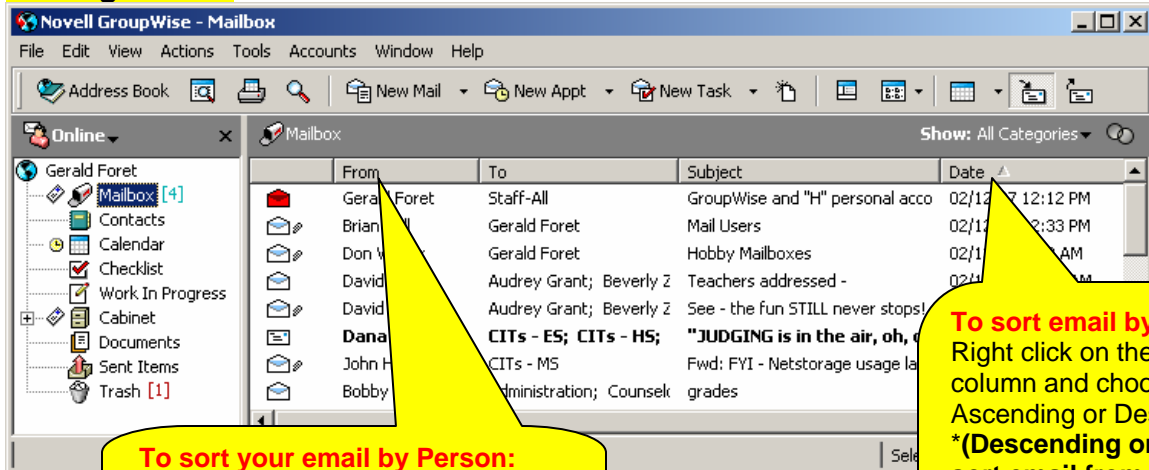


# Sorting and Deleting Email

(It is usually easier to delete large amounts of email after the E-mail is sorted.)

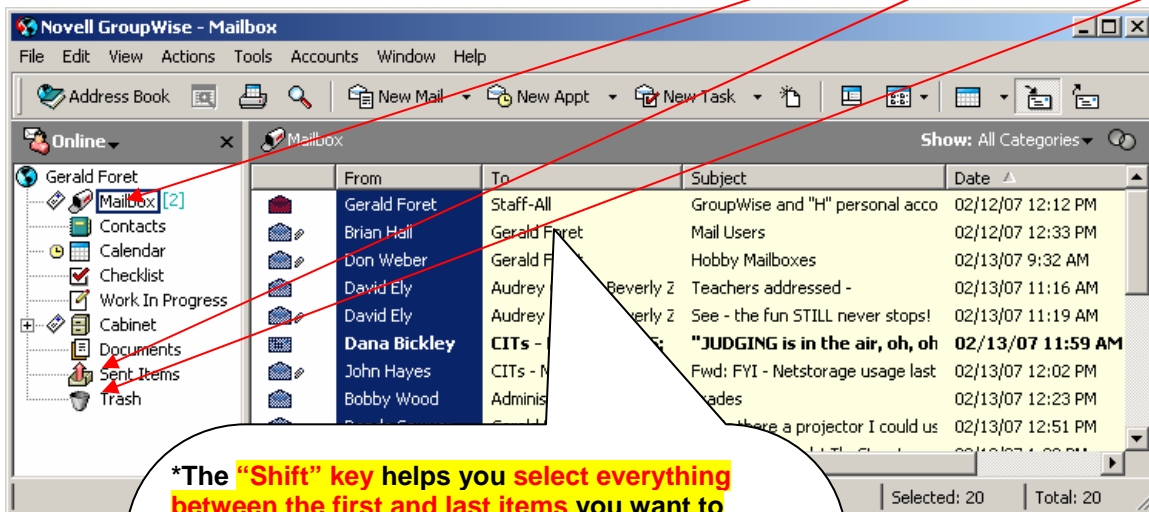
## Sorting E-mail:



**To sort your email by Person:**  
Right click on the "From" column and choose to sort Ascending or Descending.

**To sort email by Date:**  
Right click on the "Date" column and choose to sort Ascending or Descending. \*(Descending order will sort email from latest to oldest and therefore keep you from scrolling down to the bottom of the page to read your current email.)

## Deleting E-mail: Three main folders to delete email: Mailbox, Sent Items, and Trash.



\*The "Shift" key helps you select everything between the first and last items you want to delete and then delete them all at the same time. This is the best technique if you have a lot of email to delete.

Once you have sorted your email, click once on the first E-mail you would like to start deleting, hold down the "Shift" button, and click on the last E-mail you would like to delete. After the items are selected, click on the "Delete" key and then empty your trash.

\*The "Ctrl" key lets you select each item individually and then delete them at the same time. This is the best technique if you do not have a lot of email to delete or you want to pick and choose items to delete.

Once you have sorted your email, hold down the "Ctrl" key and click once on each E-mail you would like to delete. After the items are selected, click on the "Delete" key and then empty your trash.

This tells you the number of items in the selected folder (in this example- 20 items in the "Mailbox" folder. If you delete many items at once it may take a couple of minutes for your computer to finish.