



Tips and Tricks for Deleting Email


Many people have so many emails in their Inbox they can't find what they're looking for or forget to attend to important emails. Below are tips and tricks for you to harness and search your emails and delete them as efficiently as possible.

4 Actions to Take With an Email


1. Delete
2. Reply and then Delete
3. Move
4. Leave it in Inbox*

*Only the emails that you still need to attend to should remain in your Inbox. All other emails should either be deleted or moved into the appropriate file folder.

To Delete an Email Without Opening

1. Click in the box to the left of the email
2. Look at the menu above and click on **Delete, Spam, Junk**, or . (Visit page 256 in *“Is This Thing On?”* to learn more about how to prevent Junk or Spam email from taking over your Inbox.)

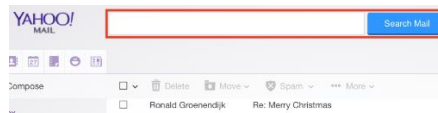
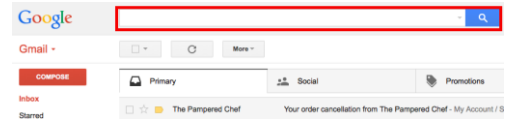
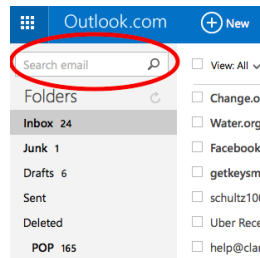
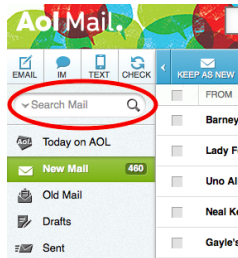
To Delete Multiple Emails


1. Click in the box to the left of the top email in the group
2. Move down to the bottom of the group of emails
3. Hold down the **Shift** key
4. Click in the box to the left of the bottom email in the group
5. Look at the menu above and click on **Delete, Spam, Junk**, or .



To Sort Emails by Searching

1. Look around to find the search box for your email service. AOL's and Hotmail's are to the left. Yahoo and Gmail's are above.



2. Click inside the search box and type in keywords, a person's name or an email address
3. Click on  or **Search**
4. Now you can use the instructions to delete these emails in groups

To Sort Emails by Sender, Subject, or Date

Usually your Inbox is sorted by the date received with the most recent on top. Most email services offer you the option to sort your Inbox by Sender or Subject as well.

Yahoo – Click on **View** (top right) then click **Sender**

Hotmail – Click on **Arrange By** (top right) corner then click **From**

AOL – Click on **Sender** or **From** on the bar at the top of the Inbox

If you've chosen to sort your email by **Sender** or **Subject**, remember to retrace your steps to return back your emails in order **By Date** with the most recent email on top.

Don't feel like you have to clean up your Inbox in one session. You can get an awful lot done by working on it for ten minutes every day...then you won't get bored of the task and stop before you've finished the tidying.

Now, go forth and conquer!