

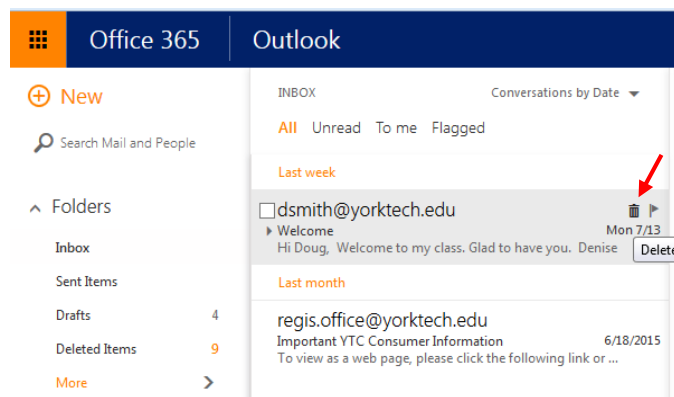
Delete an Email

There are many ways to delete an email. In this tutorial, we will focus on two:

1. Deleting from the message pane
2. Deleting from the reading pane

Deleting from the message pane

1. Hover your mouse over the message snippet and click the trashcan icon in the upper right corner.



Deleting from the reading pane

1. With your email open, click the **More Actions** button (...) in the upper right corner of the reading pane.
2. On the menu, Click **Delete**.

