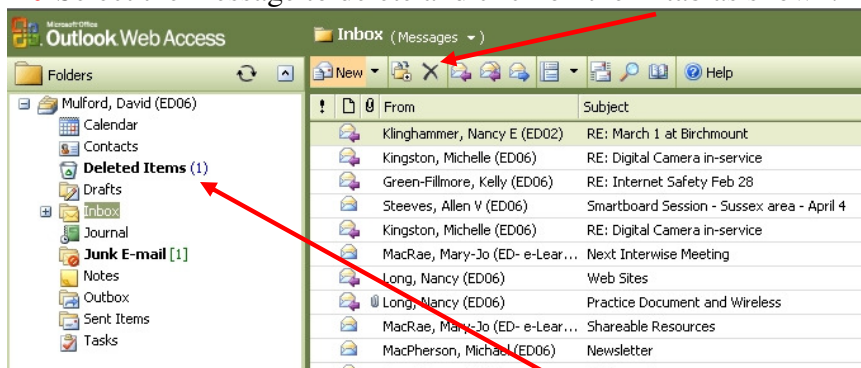


Deleting e-mails on NBED Exchange.

Completely deleting e-mails from your NBED account is actually a three (3) step process.

1. Select the message to delete and click on the X tab as shown.

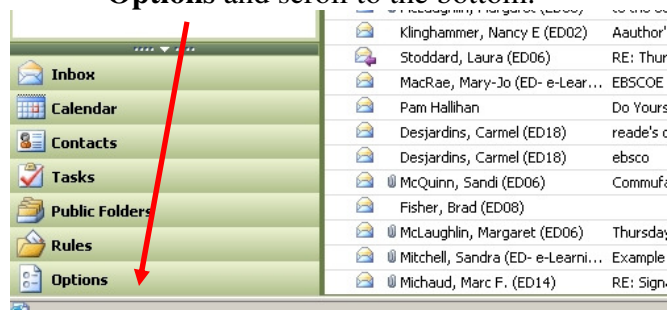


To delete more than one at a time you can select individual messages and click on them while holding down the ctrl key. Then hit the delete (X) tab.

To delete **consecutive** messages click the first in your list, hold down the “shift” key and then click on the last one in your list to be deleted. This will “select all in between.” Then hit the delete (X) tab.

These messages are now removed from your inbox. They are in your **Deleted Items** folder.

2. To remove from the **Deleted Items** folder. You can “right-click” on **Deleted Items** and select “Empty Deleted Items” OR if you only want to remove selected messages you can “open” the **Deleted Items** folder and delete individually.
3. The messages are now removed from inbox, and removed from the **Deleted Items** folder but are still retrievable. To remove completely, or to retrieve a message go to **Options** and scroll to the bottom.



The last option is “**recover deleted Items**” Click to View Items. From here you can permanently delete items one at a time, or as described above using ctrl or shift keys.

