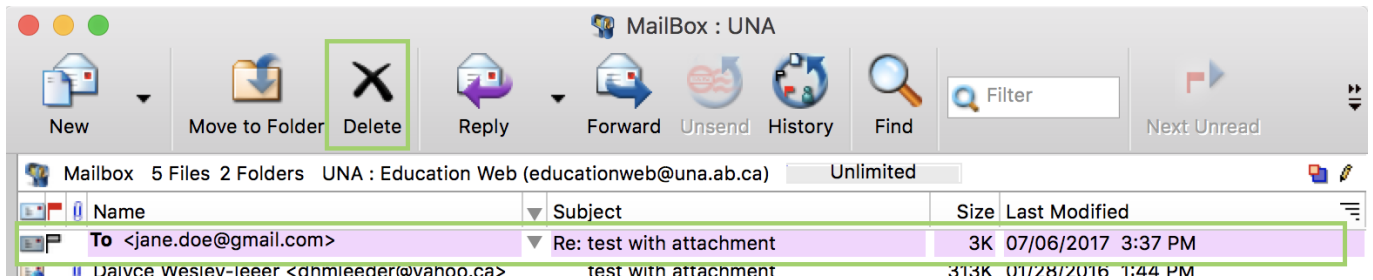
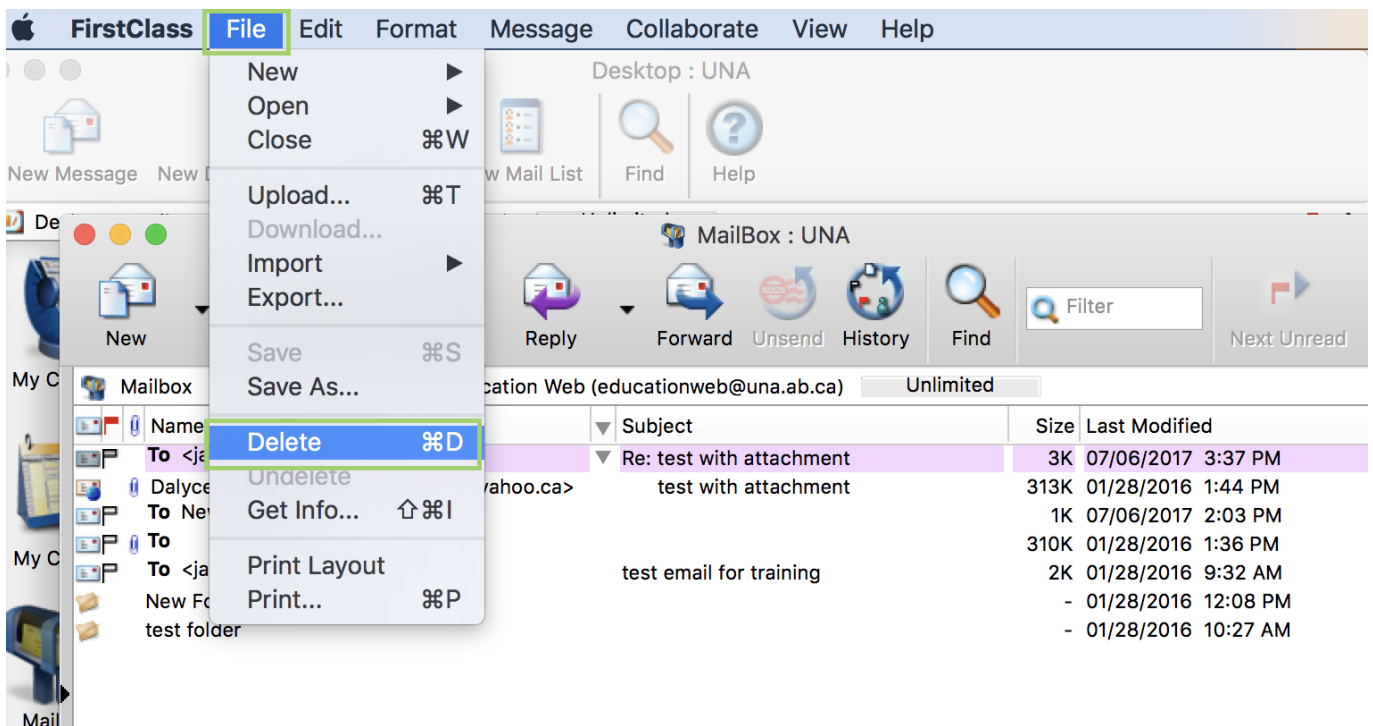


Deleting a message or folder:

Highlight message or folder and click, on **Delete**.



From **FirstClass** menu bar, click on the **File**, then click on **Delete**.



Shortcut on keyboard.

Macintosh - Command-D

Windows - Control-D

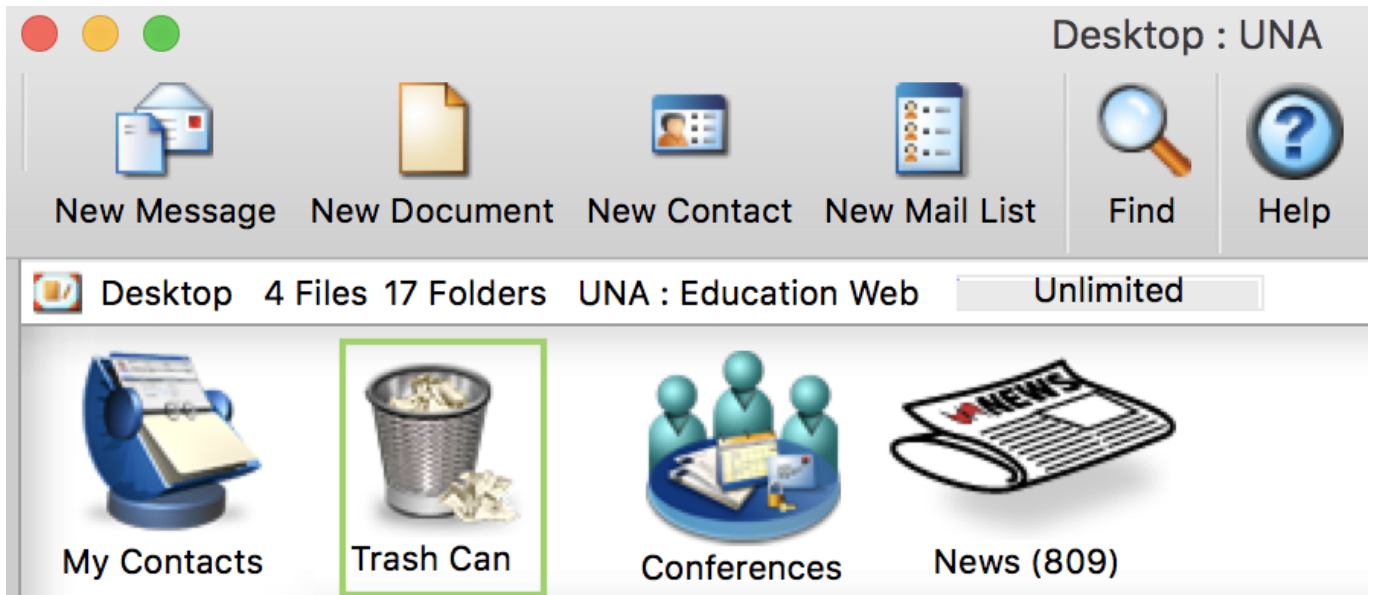
Deleting several messages or folders in a consecutive list:

Click on your **First message** or **Folder** in list then hold the shift key and use the arrow key to move down the list, release shift key on last message or folder that needs to be highlighted.

Click **Delete** once everything needing to be deleted is highlighted.

Trash Can:

Found on the **UNA desktop**.



Any deleted items stay in trash can for 14 days and are then removed automatically by the server. Deleted items can be retrieved from **Trash Can** if they were deleted within the 14 days. If they have been there longer than 14 days, contact IT.

Double click on **Trash Can** to open and highlight message(s) or folder(s) then, click on **Undelete**.

