

Delete some emails

If in the previous steps you have downloaded some emails, you may want to delete some of them.

To perform an operation on a block of emails, first select the emails that you want to operate on. You can select emails by clicking in the small box next to the envelope icon.

To select all the emails that are not selected, and unselect all the emails that are selected, you can also click on the small icon () that is at the top of the column where the select boxes are.

For instance, when no emails are selected, clicking on the toggle icon will select all the emails of the current page.

After you have selected the emails that you want to delete, click on the Delete on the top menu .

The same process applies if you want to mark a group of emails read, unread, or if you want to move them to another folder.