

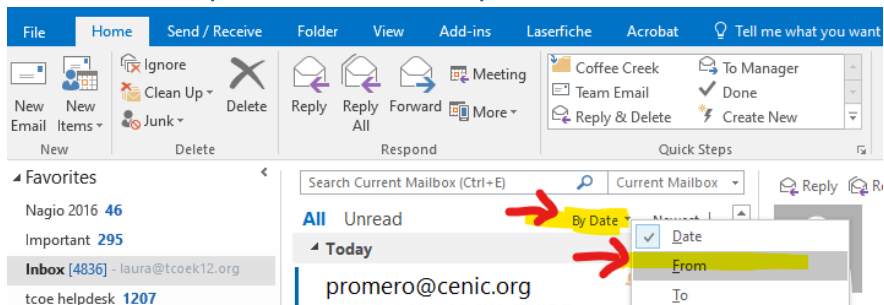
TCOE EMAIL CLEAN-UP and DELETE

[How to review and remove unwanted emails in OUTLOOK](#)

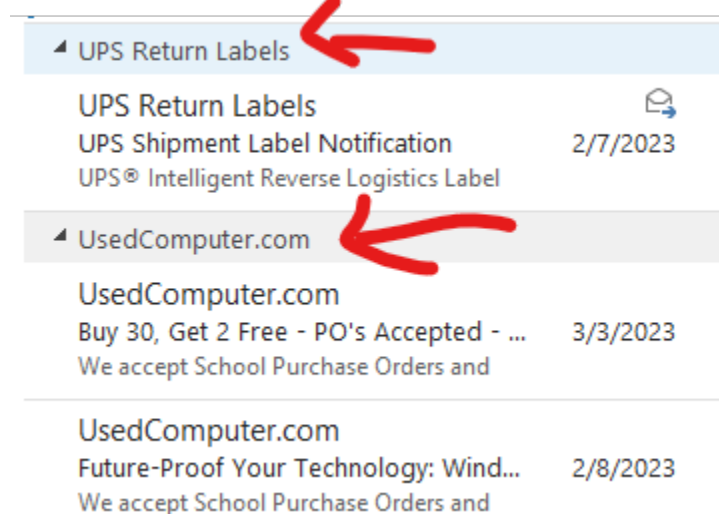
[How to review and remove unwanted emails in MAC MAIL](#)

[How to review and remove unwanted emails in TCOE WEBMAIL](#)

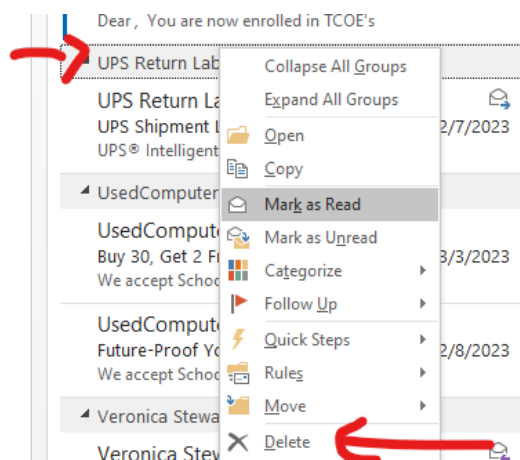
Click on the dropdown icon next to By Date and choose From Sender



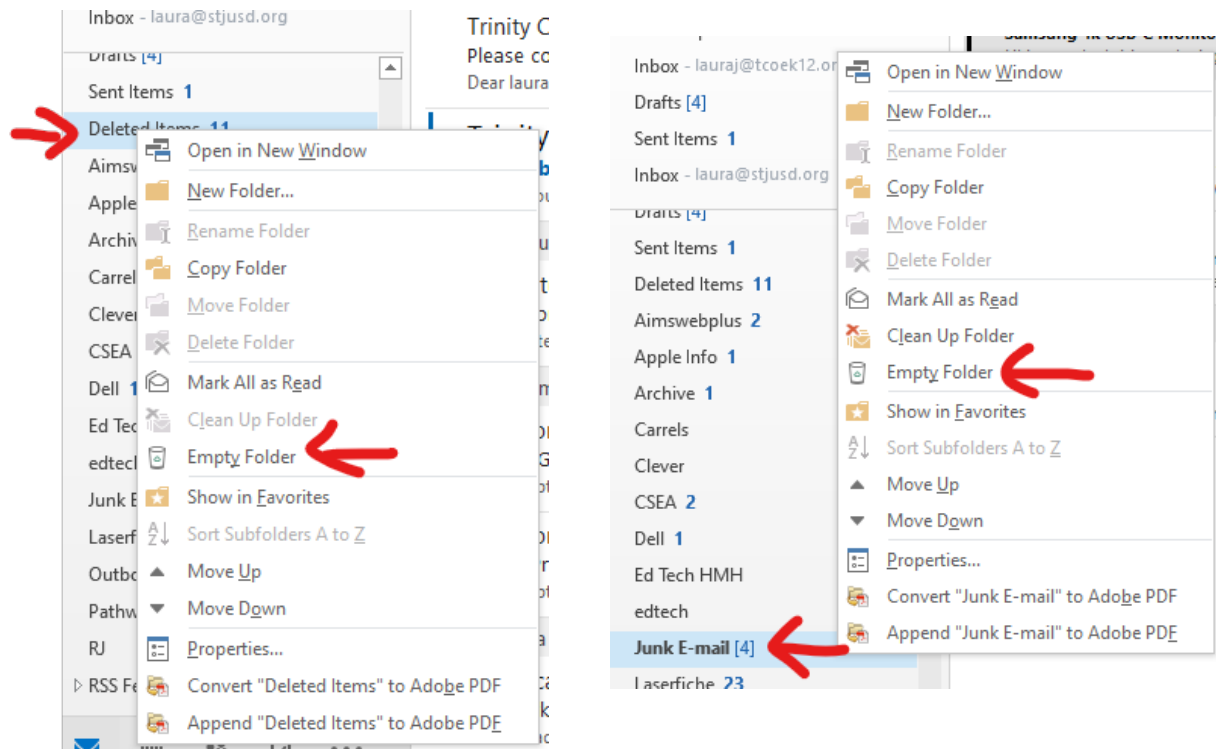
Scroll down to the unwanted emails from a particular sender.



Right-click on the desired sender and click on Delete



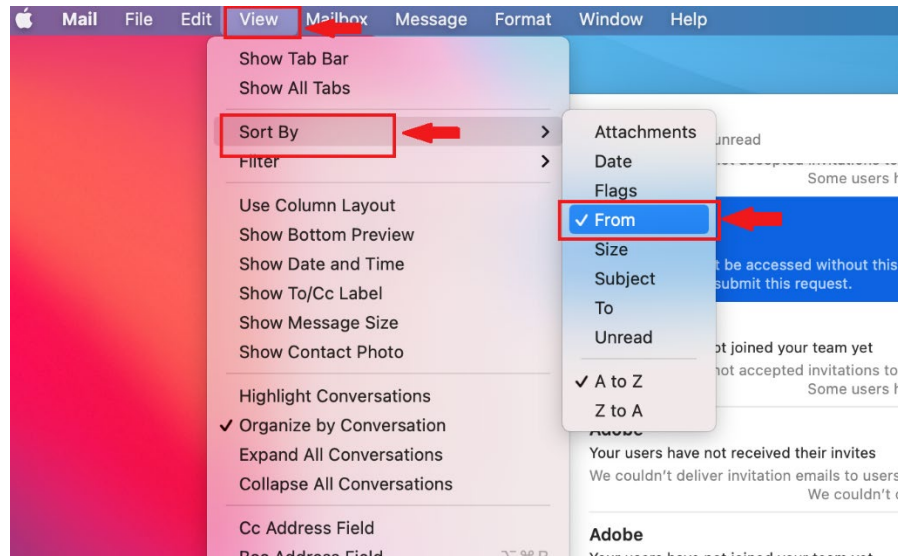
Delete the emails from the Deleted and Junk folder by right-clicking on the folder and then click on Empty Folder



How to review and remove unwanted emails in MAC MAIL

Click **VIEW** on the Mac Mail Toolbar

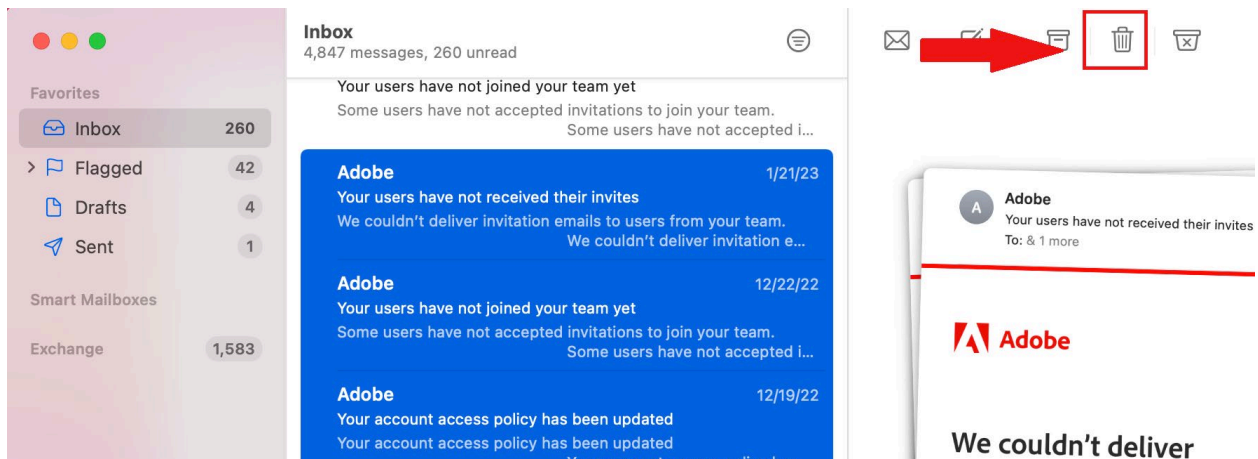
Click on **Sort By**, Click on **From**



Delete emails by **pressing the CTL** and **clicking the desired emails** or

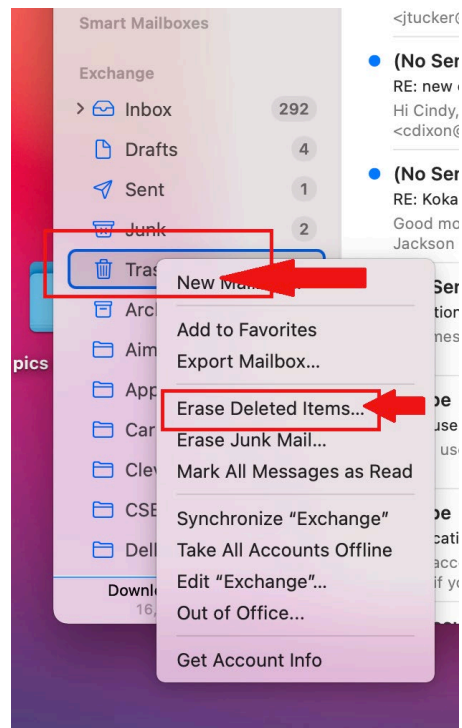
Click on one desired email, press the SHIFT key, scroll down to the list of emails, and click on the desired email. Holding the shift key will highlight all the emails in-between the first email and the last email clicked. A fast way of selecting a bunch of emails without clicking on each one.

Click on the Trash Can Icon when emails are selected.



Delete the emails in the Trash

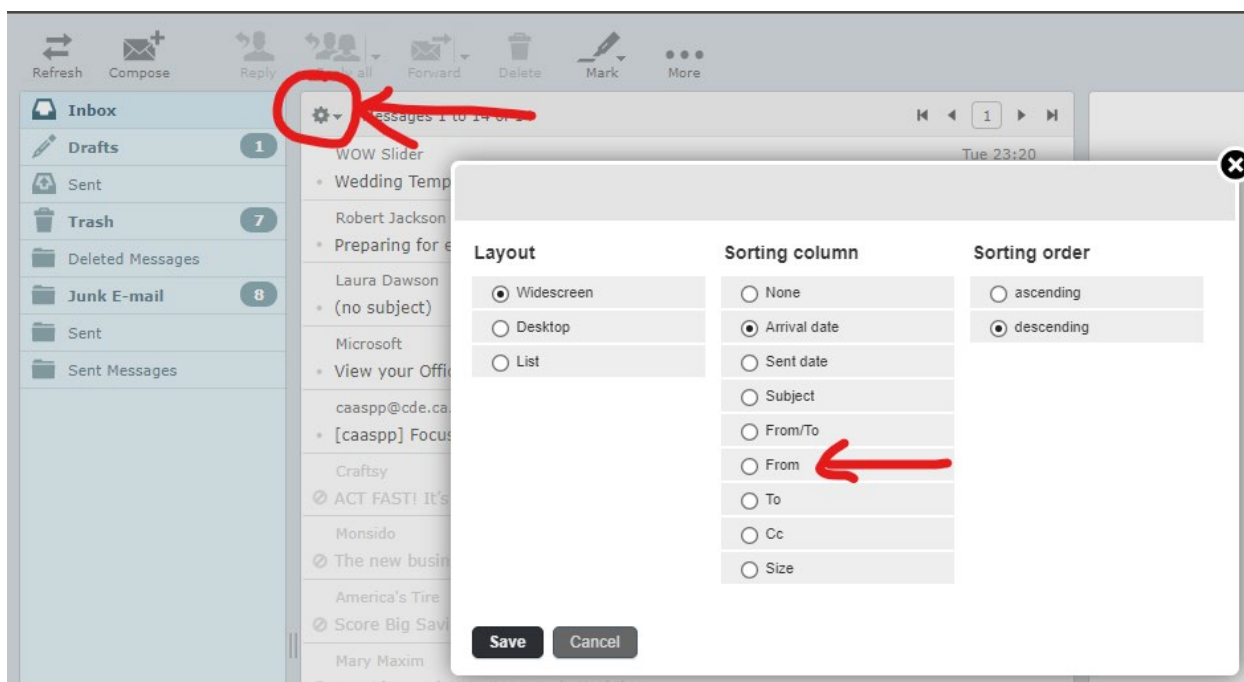
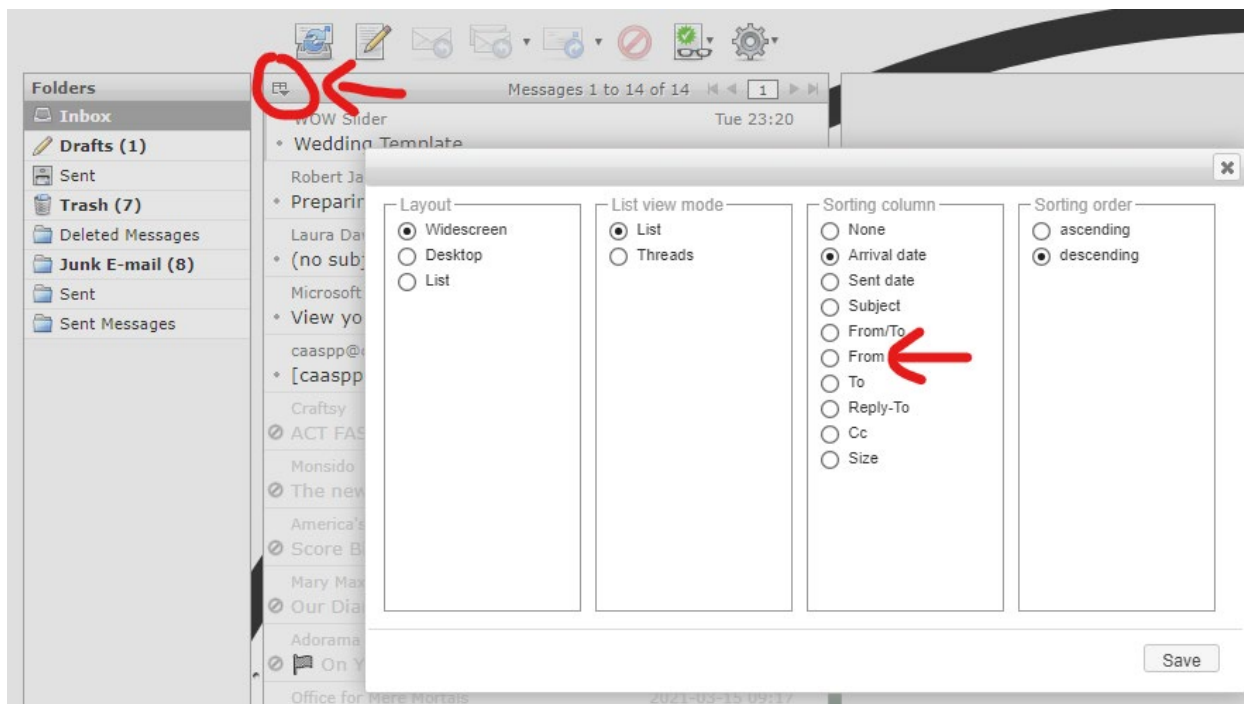
Right-Click on the Trash folder and click on Erase Deleted Items

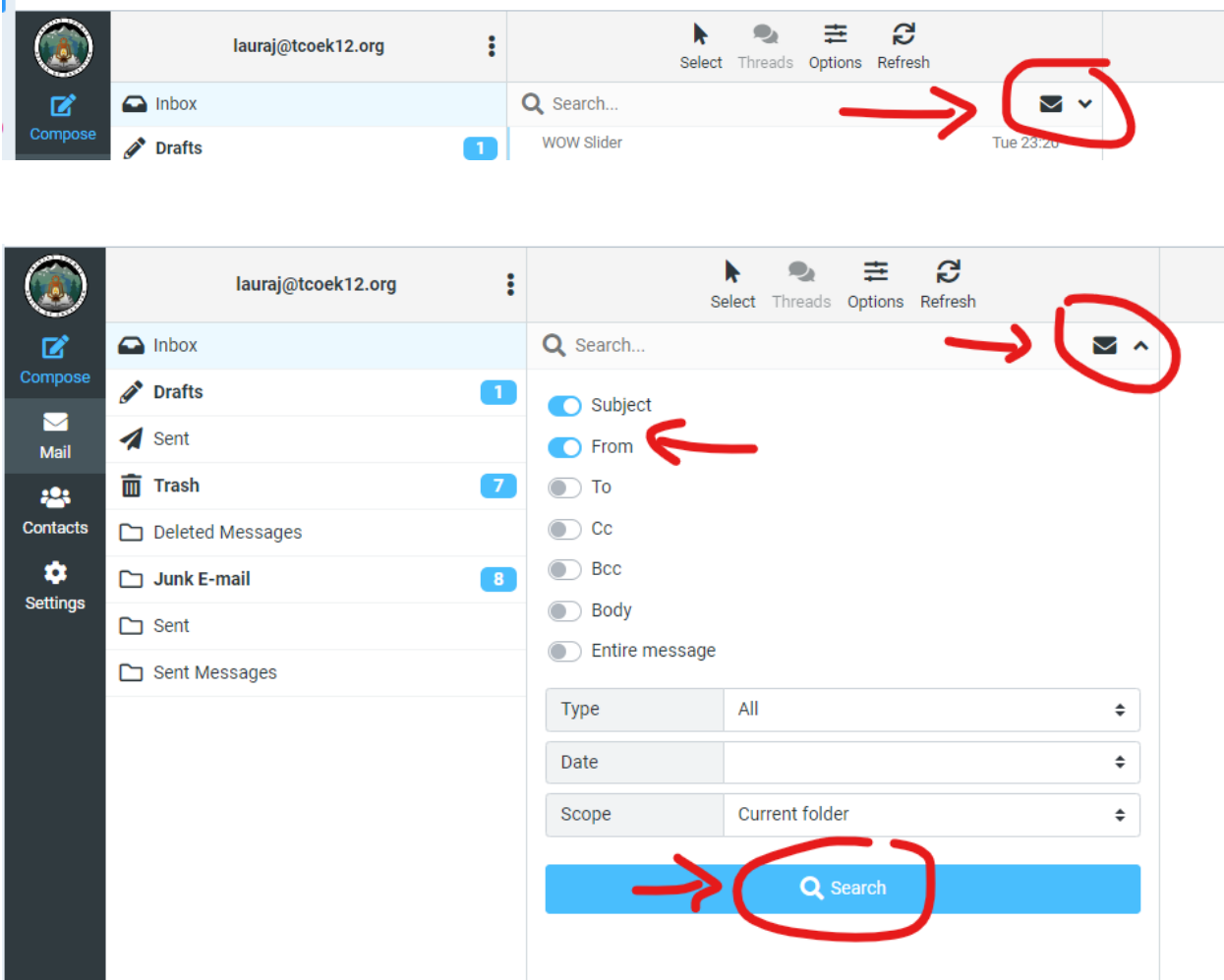


How to review and remove unwanted emails in TCOE WEBMAIL

To sort emails in the Webmail interface, **click on the settings icon** and then **click From** in the sorting column.

Your webmail will have one of the three user displays. Look for an image that is similar to your email interface. The settings icon are different in each display interface.

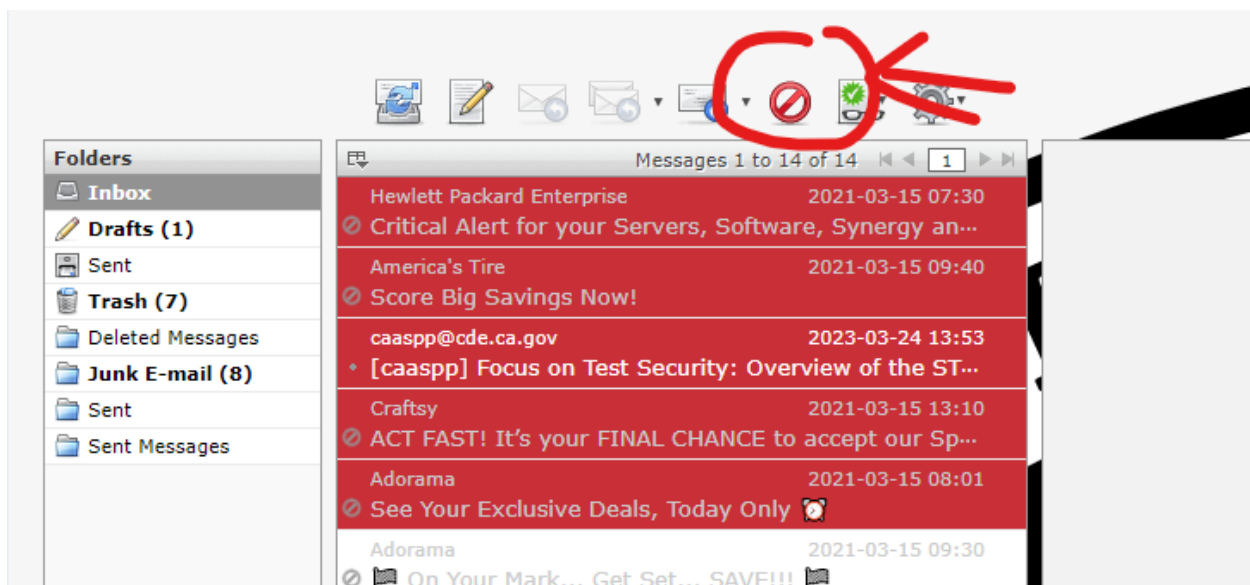




Delete Emails in the Junk and Trash Folders

To delete multiple emails, press the CTL key and click on the desired emails, and then click on the DELETE icon.

Or click on an email, then press CTL+A keys to select all emails then click on the Delete icon.



How to review and remove unwanted emails in MAC MAIL