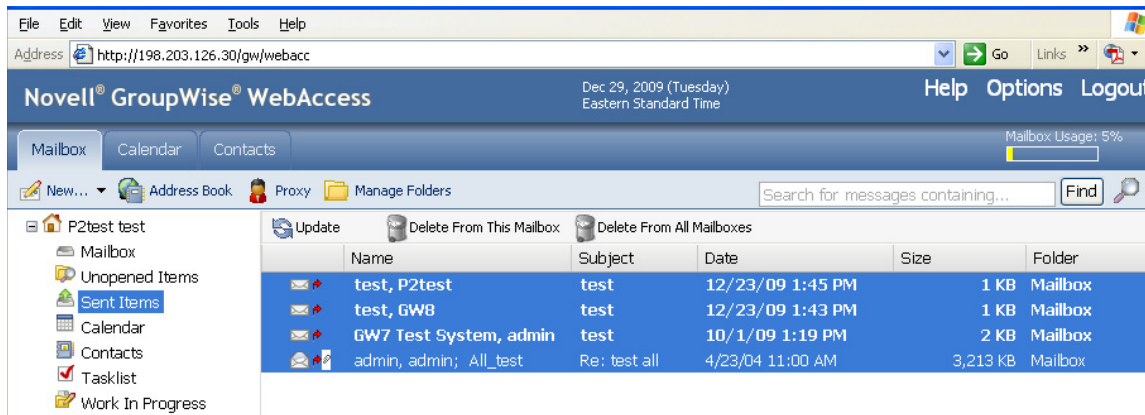


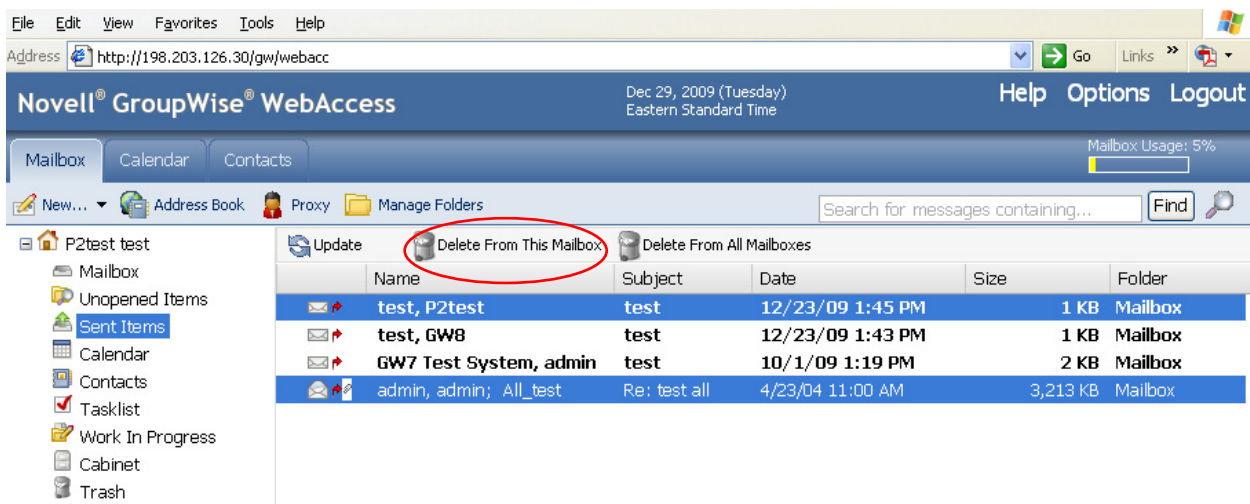
## How to Delete Items in WebAccess

Click on the folder you want to delete the items from (Mailbox, Sent, etc.) There are 2 ways to delete items.

1. Click on the first item to delete and scroll down to the last item, while holding the shift key click on the last item you want to delete.

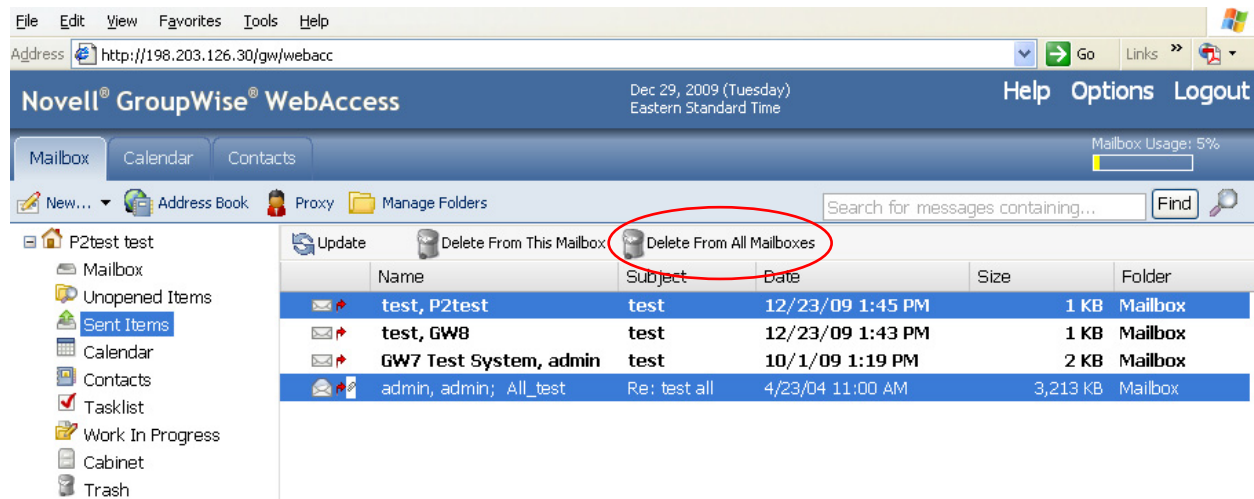


2. If you want to delete some items while keeping others, hold the CTRL key down while clicking on the items you want to delete.



Choose **Delete from this Mailbox** (see image above), will remove the items from your folder to the Trash. Remember all the items that are deleted will remain in your Trash for 7 days. After the 7 days, the system will automatically delete them.

Choose **Delete from all Mailboxes** (see image below), will remove items from both sender and recipients mailboxes but only if the recipient has not opened the email.



The screenshot shows the Novell GroupWise WebAccess interface. The browser address bar displays `http://198.203.126.30/gw/webacc`. The page header includes the date and time: Dec 29, 2009 (Tuesday), Eastern Standard Time. The main navigation bar shows 'Mailbox', 'Calendar', and 'Contacts'. Below this, there are icons for 'New...', 'Address Book', 'Proxy', and 'Manage Folders', along with a search bar for messages. The left sidebar lists folders: 'P2test test', 'Mailbox', 'Unopened Items', 'Sent Items', 'Calendar', 'Contacts', 'Tasklist', 'Work In Progress', 'Cabinet', and 'Trash'. The main content area shows a table of emails with columns for Name, Subject, Date, Size, and Folder. Above the table, there are two delete options: 'Delete From This Mailbox' and 'Delete From All Mailboxes', with the latter circled in red.

Name	Subject	Date	Size	Folder
test, P2test	test	12/23/09 1:45 PM	1 KB	Mailbox
test, GW8	test	12/23/09 1:43 PM	1 KB	Mailbox
GW7 Test System, admin	test	10/1/09 1:19 PM	2 KB	Mailbox
admin, admin; All_test	Re: test all	4/23/04 11:00 AM	3,213 KB	Mailbox

Remember, if you are over your quota limits, you will need to empty your trash to remove the items completely from your mailbox.