

## Deleting accessBCC Email

It is a good idea to regularly delete unwanted email from your **accessBCC** email account. This will help prevent your mailbox from becoming full with messages which can stop additional email from being delivered to your account. Remember to regularly delete unwanted email messages from all the folders in your email account.

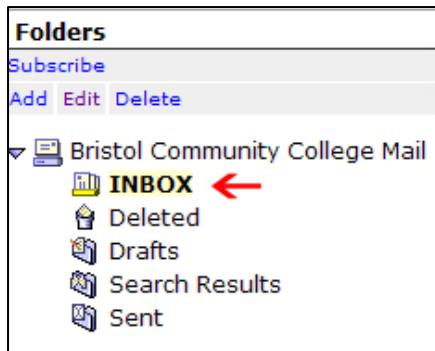
To delete email:

1. Login to your **My accessBCC** account.

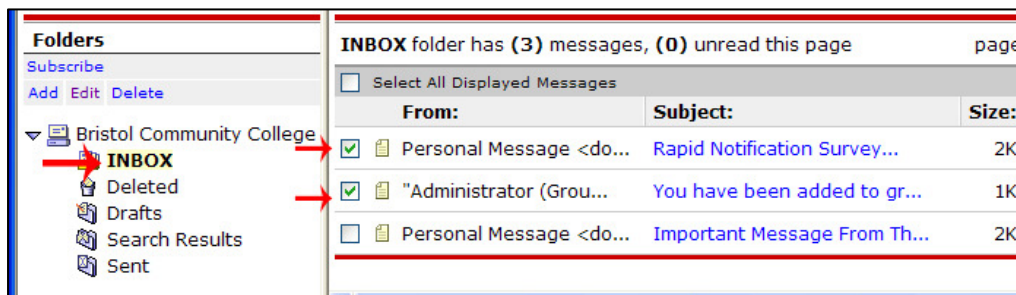
2. Click on the email icon.



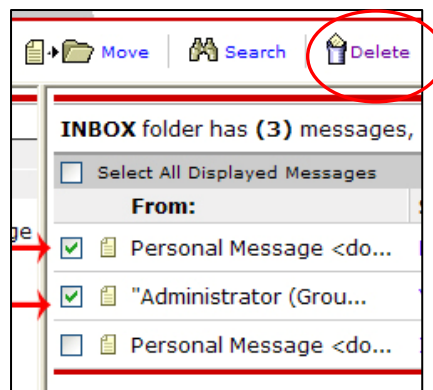
3. Click on the folder that contains email messages you would like to delete.



4. Select the checkbox next to the messages that you would like to delete.



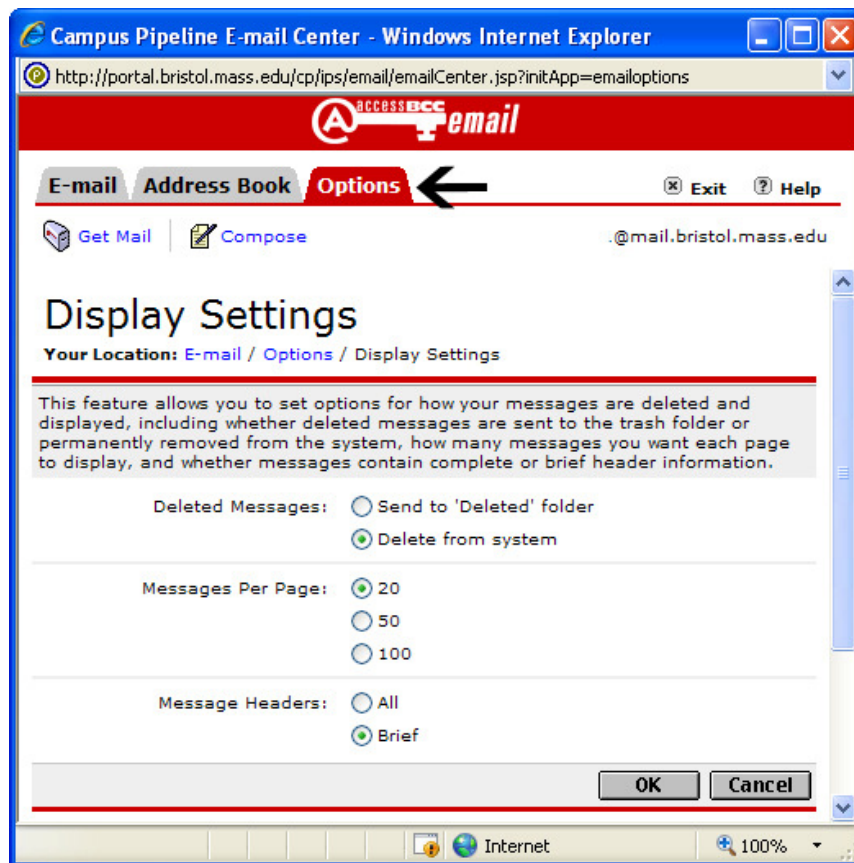
5. Select the **Delete** icon, to remove the selected messages. *Tip: To quickly delete all messages, select the checkbox next to **Select All Displayed Messages** and then click the **Delete** icon.*



Your messages will be deleted according to the **Display Settings** under **Options** tab.

If the option selected is **Send to Deleted Folder**, you will need to delete messages from the Delete folder to permanently remove the messages from your account. Sending deleted messages to the Deleted folder is a useful option if you ever need to recover messages; however the messages contribute to your email account limit.

If the option selected is **Delete from System**, the messages are permanently deleted from your account when you click the Trash icon.



If your email account contains several pages of messages that need to be deleted, adjust the **Messages Per Page** display setting to 50 or 100. This will display more messages per page and enable you to quickly delete messages.