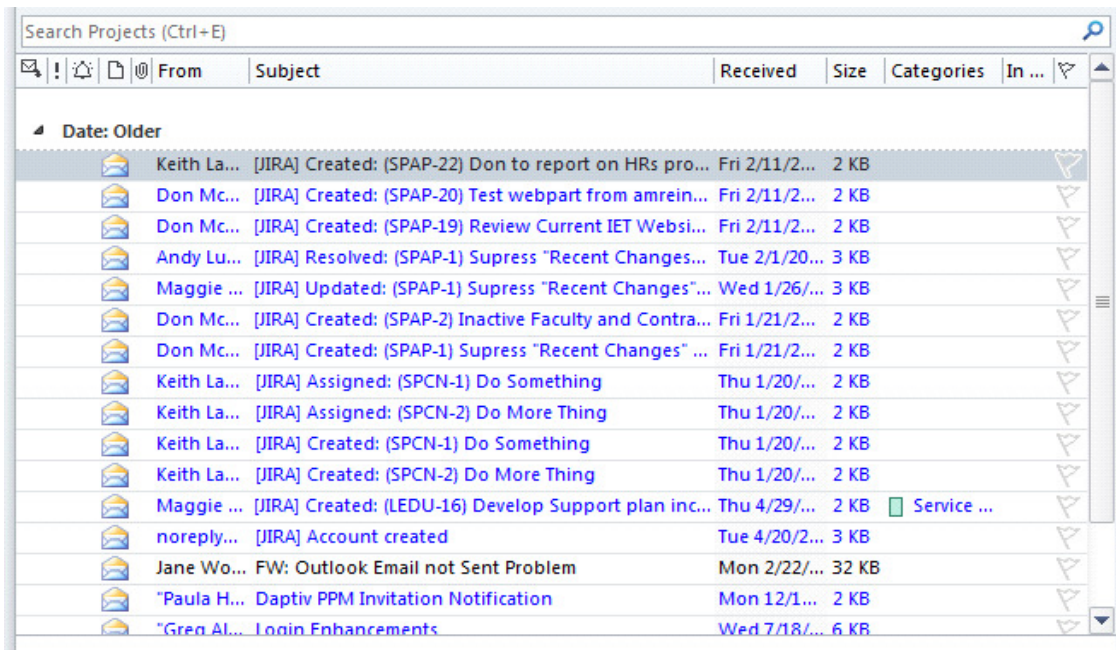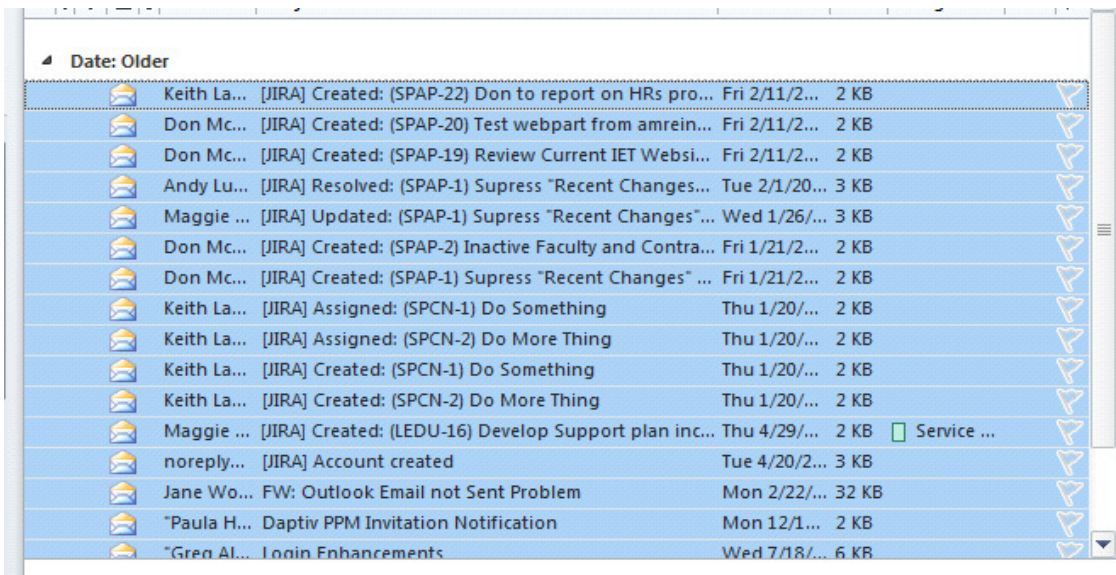# Managing Email: Deletion and Sorting.

To delete all emails or groups of emails from folders, please follow these instructions:
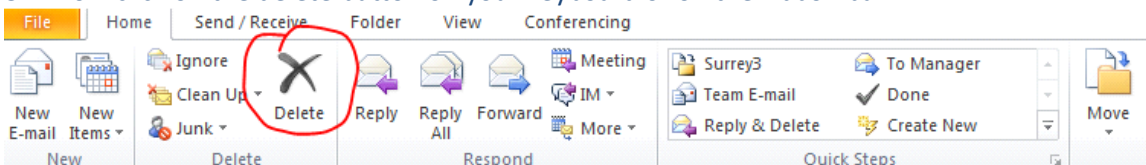
1. Click on the first File in the folder you want to delete all items in

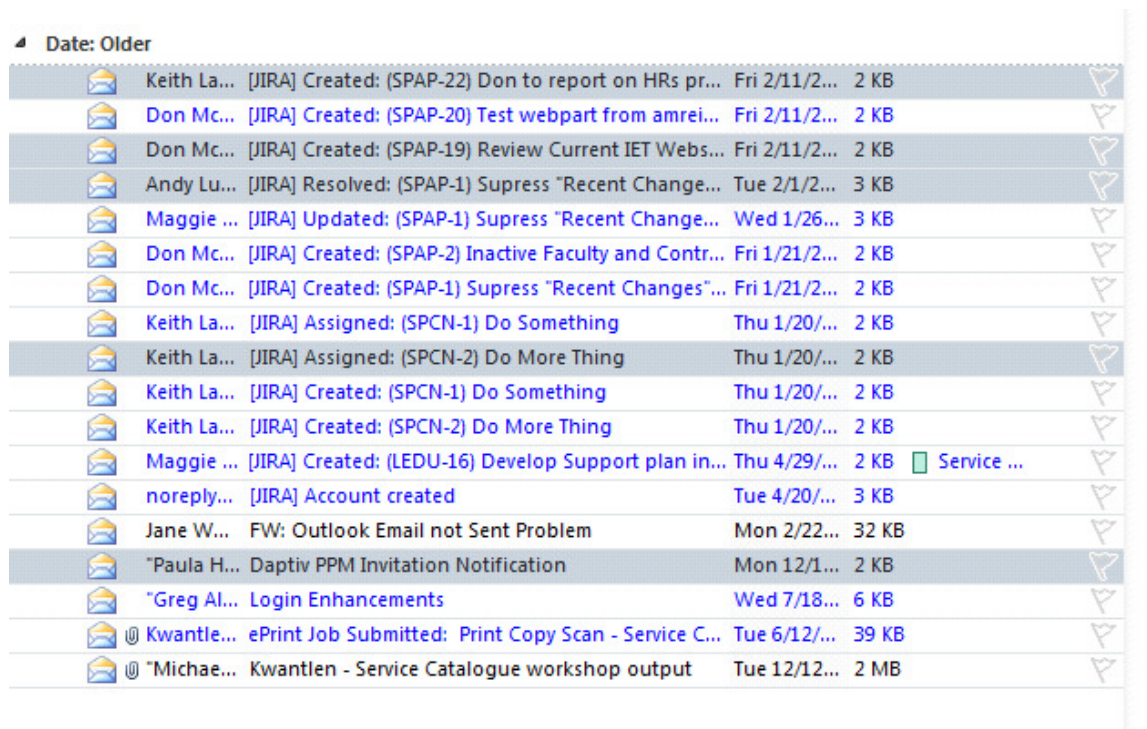2. Press CTRL-A to select all messages

3. Now click on the delete button on your keyboard or on the ribbon bar.
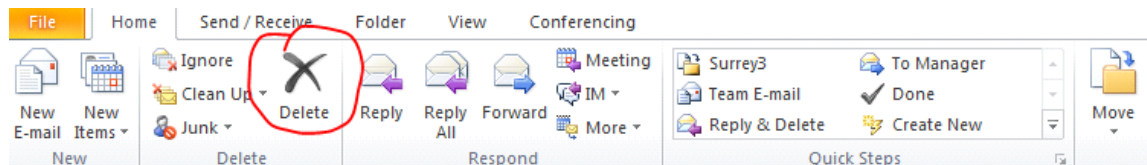

This will delete all messages in that folder.

How do I delete just certain messages?

1. You can delete ranges of emails by holding down the CTRL key on your keyboard and selecting each message in the folder that you want to delete with your mouse.
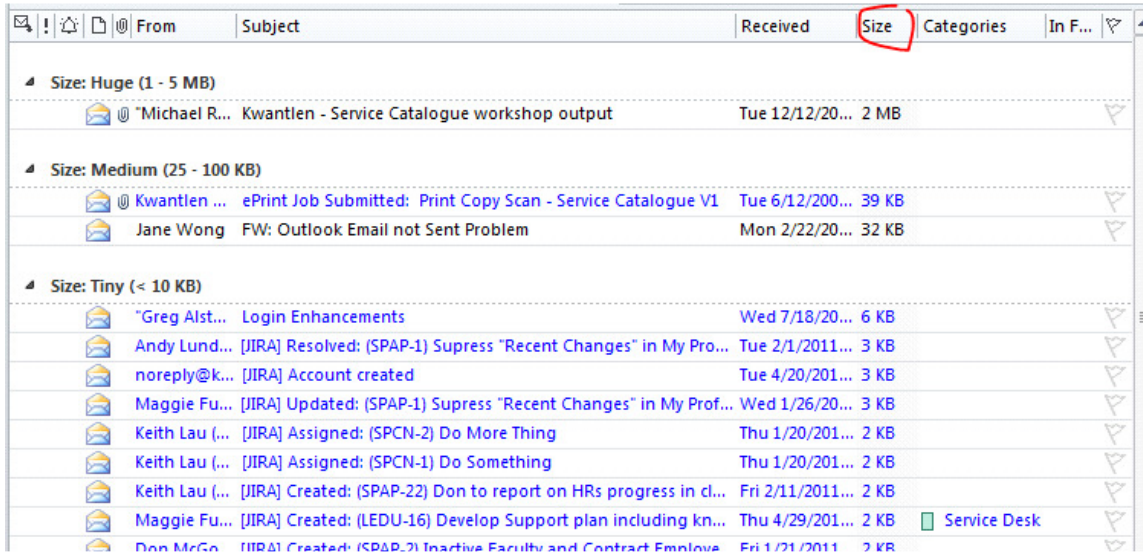

2. Now click on the delete button on your keyboard or on the ribbon bar. Only the highlighted emails will be deleted.

How do I sort Emails by Size so I can target the biggest emails first?

To arrange your emails by size do the following:

1. Click on the size column header. This will change the view and put the largest emails on top.

From	Subject	Received	Size	Categories	In F...
Size: Huge (1 - 5 MB)					
"Michael R...	Kwantlen - Service Catalogue workshop output	Tue 12/12/20...	2 MB		
Size: Medium (25 - 100 KB)					
Kwantlen ...	ePrint Job Submitted: Print Copy Scan - Service Catalogue V1	Tue 6/12/200...	39 KB		
Jane Wong	FW: Outlook Email not Sent Problem	Mon 2/22/20...	32 KB		
Size: Tiny (< 10 KB)					
"Greg Alst...	Login Enhancements	Wed 7/18/20...	6 KB		
Andy Lund...	[JIRA] Resolved: (SPAP-1) Supress "Recent Changes" in My Pro...	Tue 2/1/2011...	3 KB		
noreply@k...	[JIRA] Account created	Tue 4/20/201...	3 KB		
Maggie Fu...	[JIRA] Updated: (SPAP-1) Supress "Recent Changes" in My Prof...	Wed 1/26/20...	3 KB		
Keith Lau (...	[JIRA] Assigned: (SPCN-2) Do More Thing	Thu 1/20/201...	2 KB		
Keith Lau (...	[JIRA] Assigned: (SPCN-1) Do Something	Thu 1/20/201...	2 KB		
Keith Lau (...	[JIRA] Created: (SPAP-22) Don to report on HRs progress in cl...	Fri 2/11/2011...	2 KB		
Maggie Fu...	[JIRA] Created: (LEDU-16) Develop Support plan including kn...	Thu 4/29/201...	2 KB	Service Desk	
Don McGo...	[JIRA] Created: (SPAP-2) Inactive Faculty and Contract Employe...	Fri 1/21/2011	2 KB		