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

Search P	roject	s (Ctrl+E)							م
⊴ ! ⊅	00	From	Subject	Received	Size	Categories	In	8	
4 0-4									
a Date	: Olde								
		Keith La	[JIRA] Created: (SPAP-22) Don to report on HRs pro	Fri 2/11/2	2 KB				
		Don Mc	[JIRA] Created: (SPAP-20) Test webpart from amrein	Fri 2/11/2	2 KB			P	
		Don Mc	[JIRA] Created: (SPAP-19) Review Current IET Websi	Fri 2/11/2	2 KB			8	
		Andy Lu	[JIRA] Resolved: (SPAP-1) Supress "Recent Changes	Tue 2/1/20	З КВ			8	
		Maggie	[JIRA] Updated: (SPAP-1) Supress "Recent Changes"	Wed 1/26/	3 KB			Y	1
		Don Mc	[JIRA] Created: (SPAP-2) Inactive Faculty and Contra	Fri 1/21/2	2 KB			P	-
		Don Mc	[JIRA] Created: (SPAP-1) Supress "Recent Changes"	Fri 1/21/2	2 KB			P	
		Keith La	[JIRA] Assigned: (SPCN-1) Do Something	Thu 1/20/	2 KB			P	
		Keith La	[JIRA] Assigned: (SPCN-2) Do More Thing	Thu 1/20/	2 KB			P	
		Keith La	[JIRA] Created: (SPCN-1) Do Something	Thu 1/20/	2 KB			Y	
		Keith La	[JIRA] Created: (SPCN-2) Do More Thing	Thu 1/20/	2 KB			P	
		Maggie	[JIRA] Created: (LEDU-16) Develop Support plan inc	Thu 4/29/	2 KB	Service		P	
		noreply	[JIRA] Account created	Tue 4/20/2	З КВ			P	1
		Jane Wo	FW: Outlook Email not Sent Problem	Mon 2/22/	32 KB			8	
		"Paula H	Daptiv PPM Invitation Notification	Mon 12/1	2 KB			8	1
		"Grea Al	Login Enhancements	Wed 7/18/	6 KB			0	-

2. Press CTRL-A to select all messages

Keith La	[JIRA] Created: (SPAP-22) Don to report on HRs pro	Fri 2/11/2	2 KB	
Don Mc	[JIRA] Created: (SPAP-20) Test webpart from amrein	Fri 2/11/2	2 KB	
Don Mc	[JIRA] Created: (SPAP-19) Review Current IET Websi	Fri 2/11/2	2 KB	
Andy Lu	[JIRA] Resolved: (SPAP-1) Supress "Recent Changes	Tue 2/1/20	3 KB	
Maggie	[JIRA] Updated: (SPAP-1) Supress "Recent Changes"	Wed 1/26/	3 KB	
Don Mc	[JIRA] Created: (SPAP-2) Inactive Faculty and Contra	Fri 1/21/2	2 KB	
Don Mc	[JIRA] Created: (SPAP-1) Supress "Recent Changes"	Fri 1/21/2	2 KB	
Keith La	[JIRA] Assigned: (SPCN-1) Do Something	Thu 1/20/	2 KB	
Keith La	[JIRA] Assigned: (SPCN-2) Do More Thing	Thu 1/20/	2 KB	
Keith La	[JIRA] Created: (SPCN-1) Do Something	Thu 1/20/	2 KB	
Keith La	[JIRA] Created: (SPCN-2) Do More Thing	Thu 1/20/	2 KB	
Maggie	[JIRA] Created: (LEDU-16) Develop Support plan inc	Thu 4/29/	2 KB Service	·
noreply	[JIRA] Account created	Tue 4/20/2	З КВ	
1	DM: Outlook Enail and Cont Decklars	14 2/22/	33 KB	

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

File	Hom	e Send	/ Receive	Folder	View	Co	nferencing				
New E-mail I	New tems *	🚔 Ignore 🍋 Clean U & Junk 🔻	Delete	Reply	Reply F All	Forward	iiiu Meeting IM ▼ iiiu →	ि Surrey3 ि Team E-mail द्भि Reply & Delete	ि To Manager ✔ Done 梦 Create New	* * •	Move F
Nev	v	Del	ete		Re	spond		Qui	ck Steps	5	

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.

Date: Old	ter				
	Keith La	[JIRA] Created: (SPAP-22) Don to report on HRs pr	Fri 2/11/2	2 KB	7
	Don Mc	[JIRA] Created: (SPAP-20) Test webpart from amrei	Fri 2/11/2	2 KB	P
	Don Mc	[JIRA] Created: (SPAP-19) Review Current IET Webs	Fri 2/11/2	2 KB	8
2	Andy Lu	[JIRA] Resolved: (SPAP-1) Supress "Recent Change	Tue 2/1/2	З КВ	
	Maggie	[JIRA] Updated: (SPAP-1) Supress "Recent Change	Wed 1/26	З КВ	r
	Don Mc	[JIRA] Created: (SPAP-2) Inactive Faculty and Contr	Fri 1/21/2	2 KB	P
	Don Mc	[JIRA] Created: (SPAP-1) Supress "Recent Changes"	Fri 1/21/2	2 KB	Y
	Keith La	[JIRA] Assigned: (SPCN-1) Do Something	Thu 1/20/	2 KB	Y
2	Keith La	[JIRA] Assigned: (SPCN-2) Do More Thing	Thu 1/20/	2 KB	
	Keith La	[JIRA] Created: (SPCN-1) Do Something	Thu 1/20/	2 KB	P
	Keith La	[JIRA] Created: (SPCN-2) Do More Thing	Thu 1/20/	2 KB	P
	Maggie	[JIRA] Created: (LEDU-16) Develop Support plan in	Thu 4/29/	2 KB 🔲 Service	P
	noreply	[JIRA] Account created	Tue 4/20/	З КВ	8
	Jane W	FW: Outlook Email not Sent Problem	Mon 2/22	32 KB	P
	"Paula H	Daptiv PPM Invitation Notification	Mon 12/1	2 KB	7
	"Greg Al	Login Enhancements	Wed 7/18	6 KB	8
	Ø Kwantle	ePrint Job Submitted: Print Copy Scan - Service C	Tue 6/12/	39 KB	P
	0 "Michae	Kwantlen - Service Catalogue workshop output	Tue 12/12	2 MB	P

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

File	Hon	ie Send / Rec	eive Folder	View	Conferencing				
New E-mail	New Items *	ि Ignore ign	Delete Reply	Reply Fo	orward Weeting	L Surrey3 술 Team E-mail c Reply & Delete	i To Manager ✓ Done ⅔ Create New	4 V V	Move F
Ne	w	Delete		Res	pond	Qui	k Steps	G.	

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.

¤ ! ☆ D 0	From	Subject	Received	Size	Categories	In F Ÿ	7
▲ Size: Huge	e (1 - 5 MB)						
0 🖾	"Michael R	Kwantlen - Service Catalogue workshop output	Tue 12/12/20	2 MB		F	2
▲ Size: Medi	ium (25 - 100 l	KB)					
0 😒	Kwantlen	ePrint Job Submitted: Print Copy Scan - Service Catalogue V1	Tue 6/12/200	39 KB		F	7
	Jane Wong	FW: Outlook Email not Sent Problem	Mon 2/22/20	32 KB		F	7
 Size: Tiny 	(< 10 KB) "Gree Alst	Login Enhancements	Wed 7/18/20	6 KB			
	Andy Lund.	[IIRA] Resolved: (SPAP-1) Supress "Recent Changes" in My Pro	Tue 2/1/2011	3 KB		2	7
	noreply@k	[JIRA] Account created	Tue 4/20/201	3 KB		F	7
	Maggie Fu	[JIRA] Updated: (SPAP-1) Supress "Recent Changes" in My Prof	Wed 1/26/20	з кв		F	7
	Keith Lau ([JIRA] Assigned: (SPCN-2) Do More Thing	Thu 1/20/201	2 KB		F	7
	Keith Lau ([JIRA] Assigned: (SPCN-1) Do Something	Thu 1/20/201	2 KB		F	7
	Keith Lau ([JIRA] Created: (SPAP-22) Don to report on HRs progress in cl	Fri 2/11/2011	2 KB		F	7
	Maggie Fu	[JIRA] Created: (LEDU-16) Develop Support plan including kn	Thu 4/29/201	2 KB	Service Des	k F	7
()	Don McGo	TIRAL Created: (SPAP-2) Inactive Faculty and Contract Employe	Fri 1 /21 /2011	2 KR		R	7