Emptying your email trash

Many people think that when they delete a message from their email Inbox that it is gone. It really isn’t gone. It’s just been moved to your email Trash. This trash is different than the “Recycle Bin” that resides on your PC desktop. Email trash accumulates over time. It also takes up space on the email server. We ask that everyone manage their trash by the following methods:

Open your mail as usual. Locate the Trash bin in the left-hand panel. Notice you have two trash bins. The one under your Mail box is the trash mail left on the server. The one under Local Folders resides on your PC. You will want to empty the trash that resides on the server which is the upper Trash container.

To empty your trash, right mouse-click on Trash and choose Empty Trash. Remember that there is no “undo” if you didn’t mean to empty it.
You can also empty your trash from the web interface for email.

Visit the email site: http://mail.lls.edu. Enter your email **username** and **password** where prompted. Click **Login**.

You will normally be taken to our mail **Inbox**. Toward the upper left corner of the mail window, click the **Folders** link and you should see a screen similar to this:

Click the gray button labeled “**Empty Trash**” to remove your email trash.