

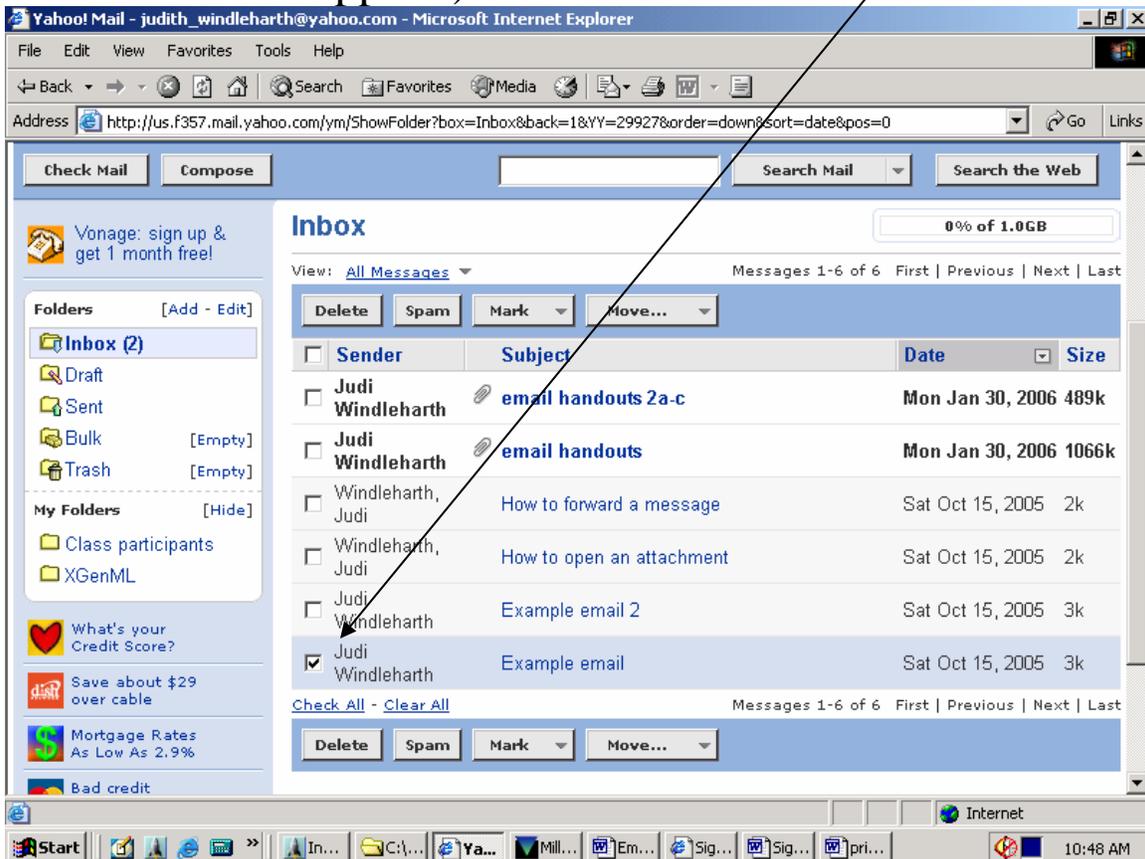


# San Diego County Library Introduction to Email Class

## Deleting Messages

To **delete** a message, first go to your “Inbox” (where you have the list of messages”).

Choose a message to delete, by clicking on the checkbox next to the message. (When you click inside the box, a checkmark will appear.)





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Click once on the “Delete” button. This will delete any message that you have selected with a checkmark.

The screenshot shows a Yahoo! Mail interface in Microsoft Internet Explorer. The browser window title is "Yahoo! Mail - judith\_windleharth@yahoo.com - Microsoft Internet Explorer". The address bar shows the URL: <http://us.f357.mail.yahoo.com/ym/ShowFolder?box=Inbox&back=1&YY=29927&order=down&sort=date&pos=0>. The page has a blue header with buttons for "Check Mail", "Compose", "Search Mail", and "Search the Web". On the left, there are folders: "Inbox (2)", "Draft", "Sent", "Bulk [Empty]", "Trash [Empty]", "My Folders [Hide]" (containing "Class participants" and "XGenML"), and promotional banners for "Vonage", "Credit Score", "Save about \$29 over cable", "Mortgage Rates As Low As 2.9%", and "Bad credit". The main area is titled "Inbox" and shows a list of 6 messages. The selected message is "Example email" from Judi Windleharth, dated Sat Oct 15, 2005, with a size of 3k. Above the message list are buttons for "Delete", "Spam", "Mark", and "Move...". A line from the text above points to the "Delete" button. The bottom of the browser shows the Windows taskbar with the Start button, several open applications (In..., C:\..., Ya..., Mill..., Em..., Sig..., Sig..., pri...), and the system clock showing 10:56 AM.

| <input type="checkbox"/>            | Sender            | Subject                   | Date             | Size  |
|-------------------------------------|-------------------|---------------------------|------------------|-------|
| <input type="checkbox"/>            | Judi Windleharth  | email handouts 2a-c       | Mon Jan 30, 2006 | 489k  |
| <input type="checkbox"/>            | Judi Windleharth  | email handouts            | Mon Jan 30, 2006 | 1066k |
| <input type="checkbox"/>            | Windleharth, Judi | How to forward a message  | Sat Oct 15, 2005 | 2k    |
| <input type="checkbox"/>            | Windleharth, Judi | How to open an attachment | Sat Oct 15, 2005 | 2k    |
| <input type="checkbox"/>            | Judi Windleharth  | Example email 2           | Sat Oct 15, 2005 | 3k    |
| <input checked="" type="checkbox"/> | Judi Windleharth  | Example email             | Sat Oct 15, 2005 | 3k    |