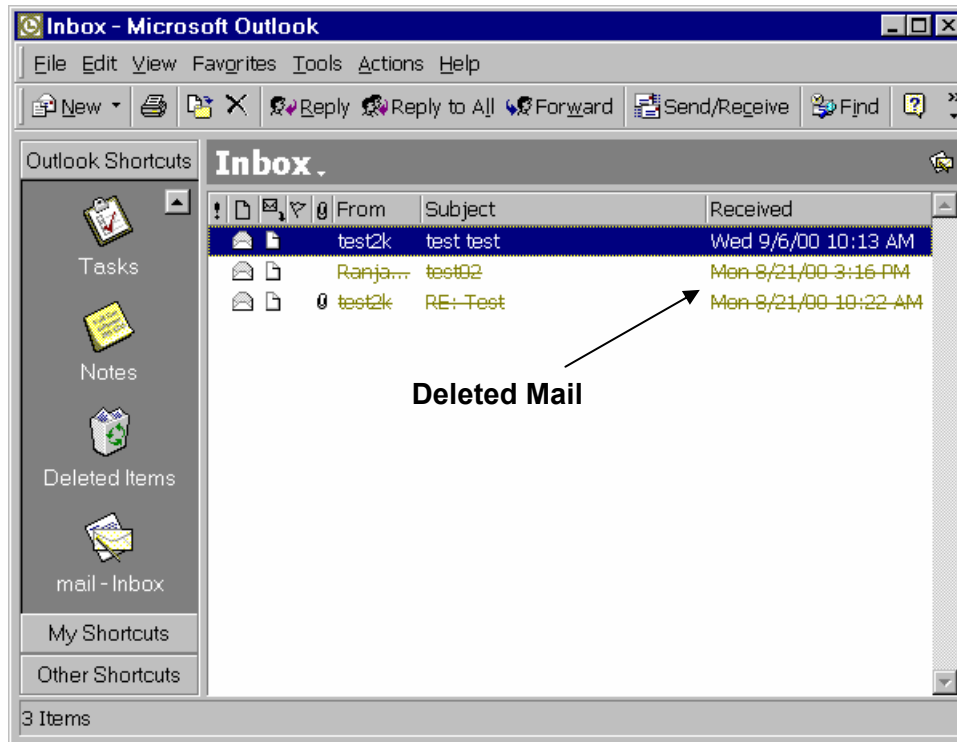


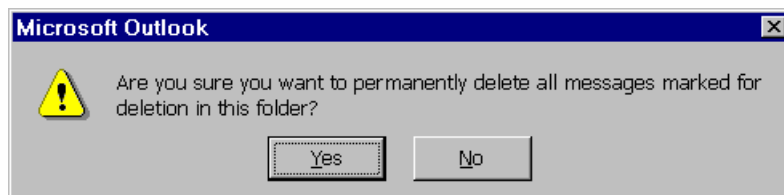
Permanently Deleting Email Messages

When you delete email messages in Outlook, the deleted email will be shown with a strikethrough line across the message (shown below).



To remove these deleted messages permanently from your Inbox,

1. Click **Edit...Purge Deleted Messages** from the menu bar.
2. Click **Yes** to the following message.



If you have problems, please call the Information Technology Software Help Desk at (248) 858-8812.