

Lotus Notes - Delete Messages

To keep your mail database manageable, make sure you periodically delete the messages that you no longer need.

You can delete messages from any folder/view but remember ... when you delete a message it is deleted from **every** folder/view that it was in.

Deleted messages are stored in the **Trash** view for up to **48 hours**. This gives you a chance to restore messages that you may have accidentally deleted. After that time they are permanently deleted from your mail database and cannot be restored by you.

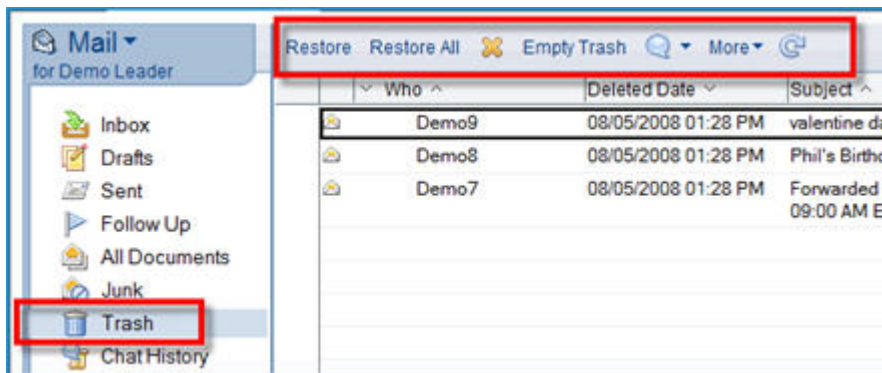
Messages that are in the **Trash** are taking up storage space on the server (toward your quota).

Deleting Messages From Any View or Folder

- Select the message by clicking it once (or select multiple messages)
- Click the **Delete** action - it looks like a garbage can (or right click and choose Delete)
- The message(s) will be moved to the **Trash** view
- **Tip:** you can just drag the message and drop it in the Trash view in the Navigation Pane

Manage the Trash

- Open the **Trash view** and review the messages



- Select the message and click **Restore** to remove a message from the Trash and return it to its original view
- Click **Empty Trash** to permanently delete all messages