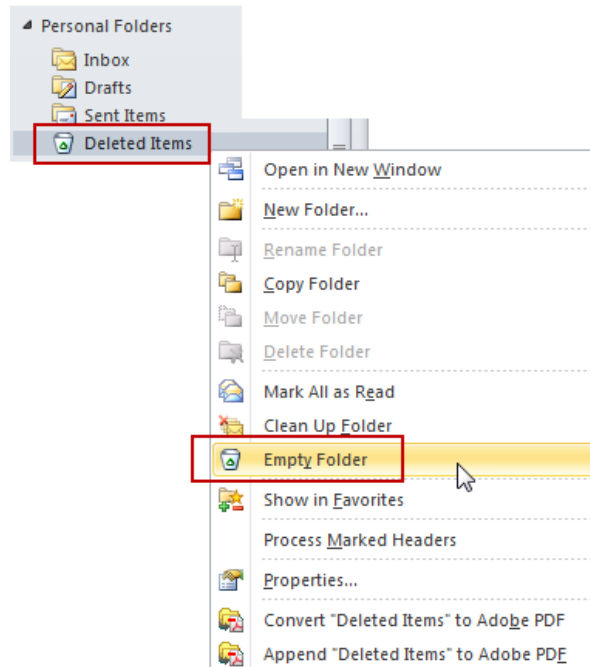


OUTLOOK 2010

Instructional Steps

Empty Deleted Items and Junk Mail folders quickly.

1. Point the mouse to the “Deleted Items” folder or “Junk Mail” folder. Click the **Right** mouse button to bring up the context menu, Left click the “Empty Folder” option.



2. Click “Yes” at the warning prompt.

