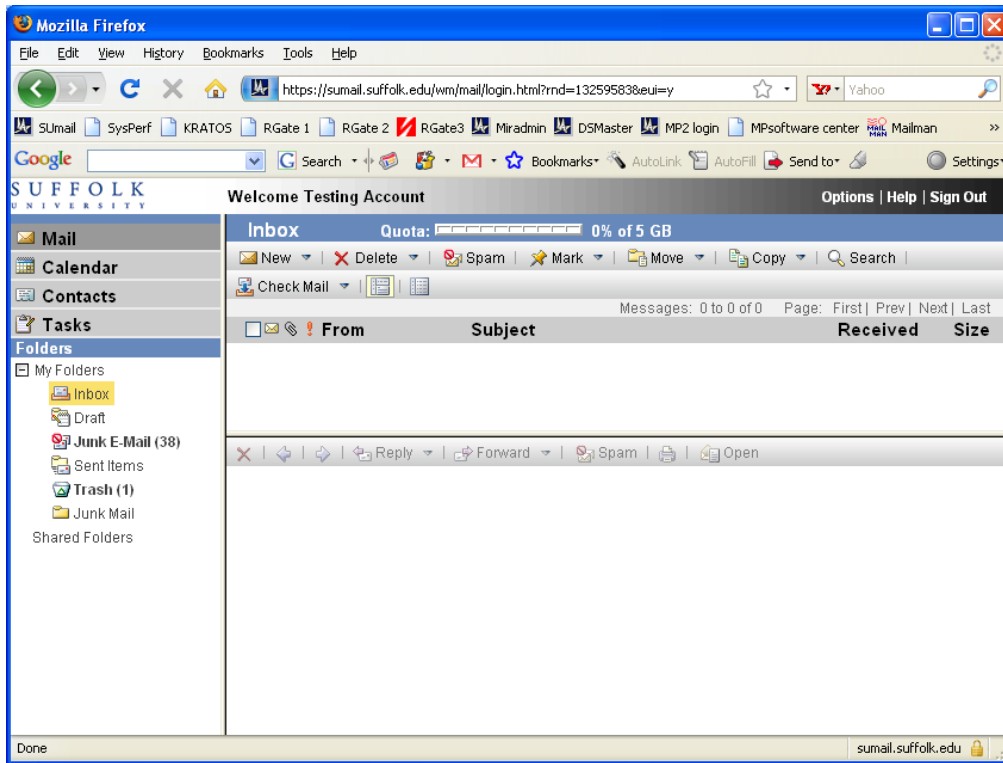


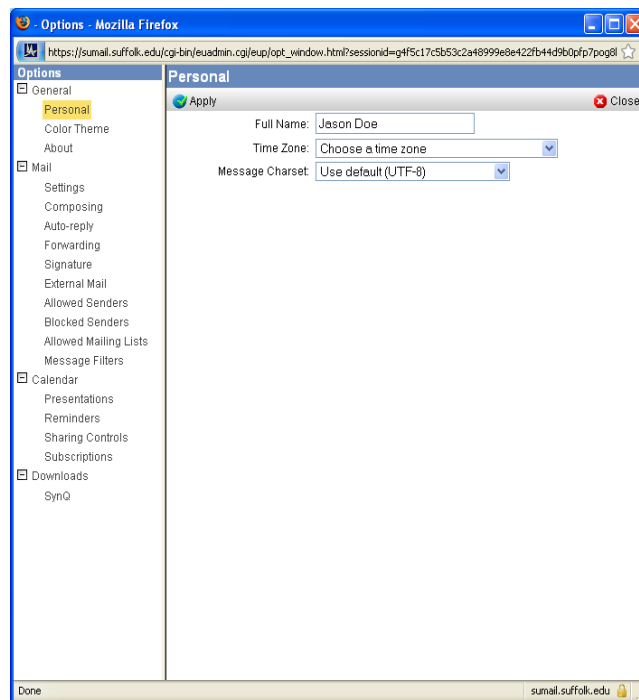
## Deleting Email and Email Folders in WebMail (https://sumail.suffolk.edu)

To increase the number of messages viewed per page

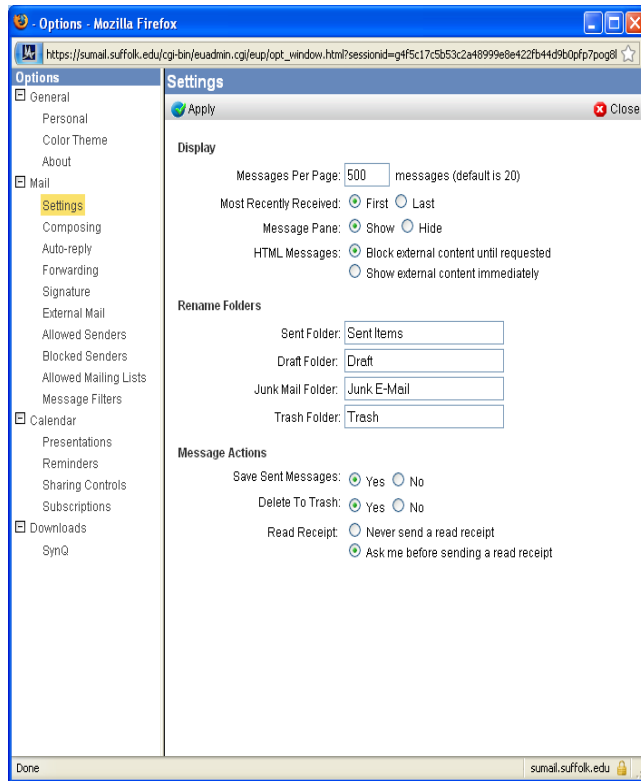
- 1) Click on the options in the upper right hand corner of the screen.



- 2) Click on "Settings" under the "Mail" Options



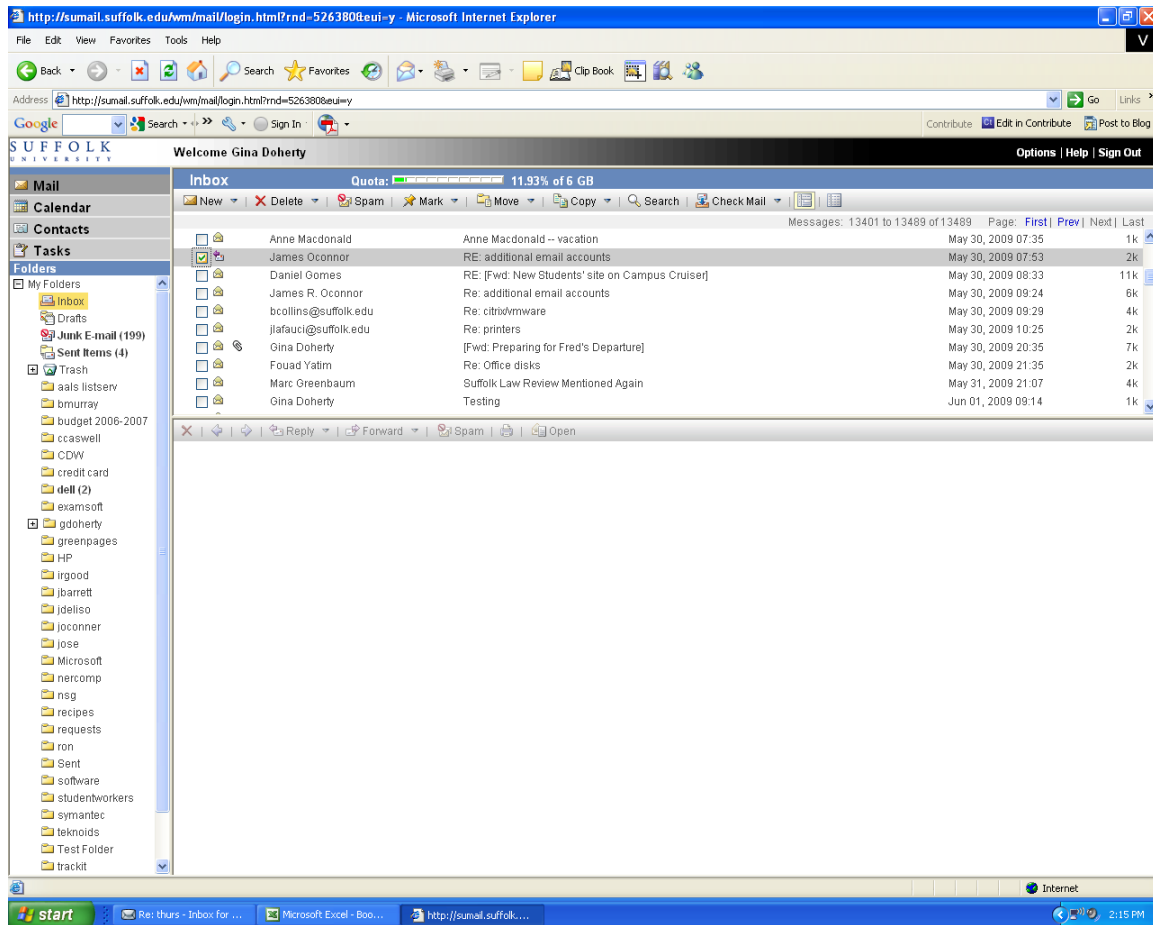
- 3) Change the value in the “Messages Per Page” section. The maximum amount that can be displayed is 500.



- 4) Click Apply and then Click Close

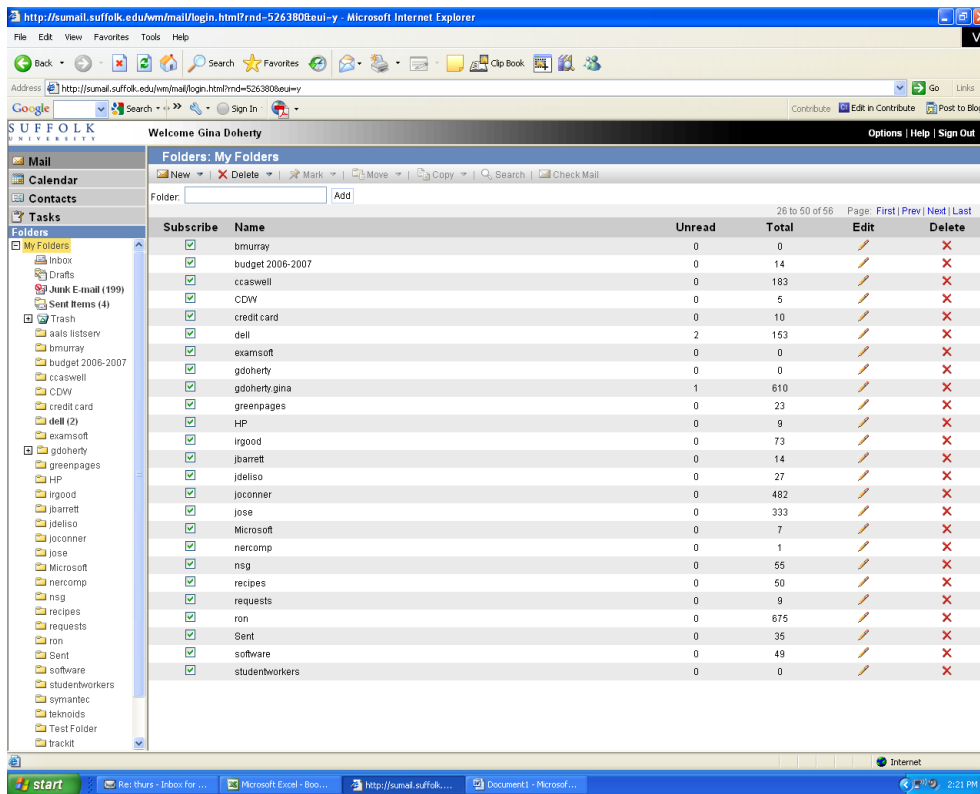
To delete email inside a folder:

- 1) Check the box or boxes to the left of the email(s) you want to delete
- 2) Click on **X Delete** in the top toolbar



To delete an entire folder:

- 1) Click on My Folders in the left column (above all listed folders)



2) Click on the **X** (Delete) to the right of the Folder name.

3) You will be asked to Confirm Folder Delete,  
Click Delete Button.

This will delete the folder and all its contents.