

How to Delete Email Messages using Outlook Express

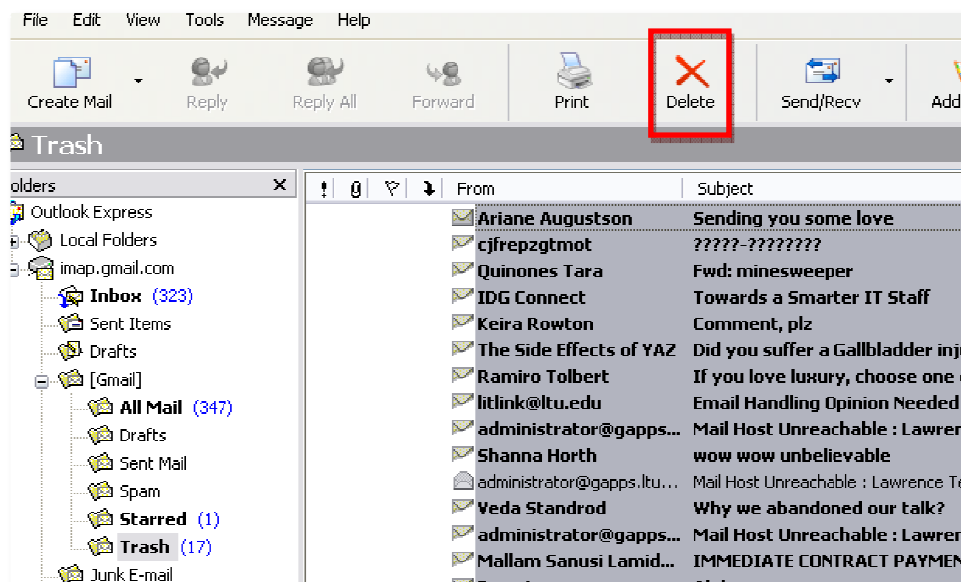
Clicking the Delete button in Outlook Express will not completely delete a mail message in Gmail (Google Apps). Even if you purge a deleted message, it will not be removed from Gmail unless it has been moved to the Gmail Trash folder. Mail must be in the Gmail Trash folder before it can be completely removed.

To delete email messages using Outlook Express:

1. Expand the [Gmail] folder by clicking on the + (plus sign) so that all sub-folders are displayed including Trash



2. Select a message or group of messages, and drag and drop them to the Trash folder under the [GMAIL] folder.
3. Open the Trash folder by clicking on it. The messages in the Trash folder will display.
4. Select all the messages in it and click the Delete button. This will strike through the selected messages.



5. Once the messages appear with a strike through them, Purge the folder to completely remove the messages from the account. Click the Purge button and the messages will be deleted from Gmail.

Once the message have been Purged, they cannot be recovered.

