Delete Messages

You’ve been allocated a limited amount of space on the Notes server to store your mail. To make sure that you don’t go over your quota you must continually delete the messages that you no longer need. When doing this remember to check all mail folders and views, or even better, go to the All Documents view.

**IMPORTANT** ... messages may appear in multiple folders/views. When you delete a message from any folder/view 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 button (or right click and choose Delete)
The message(s) will be moved to the Trash view

**Tip:** you can just drag and drop the message to the Trash folder 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