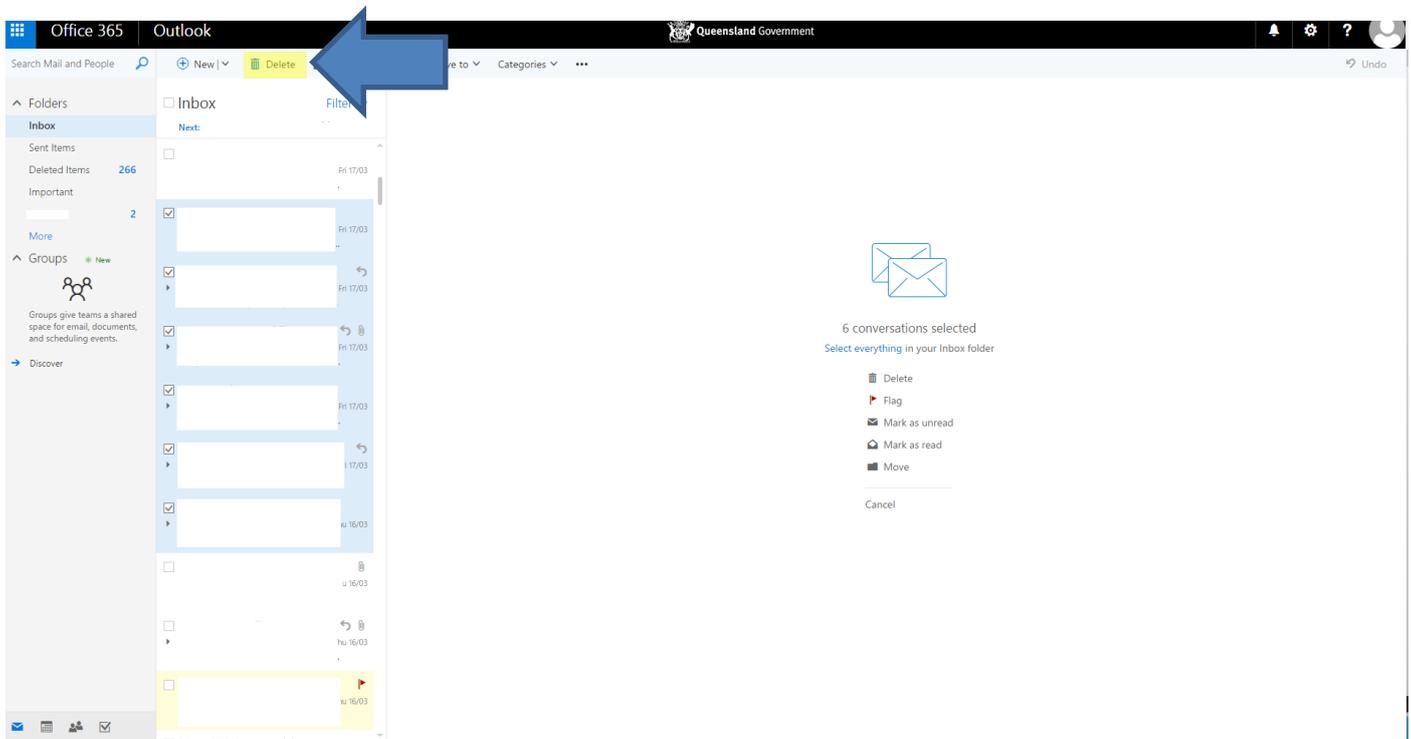
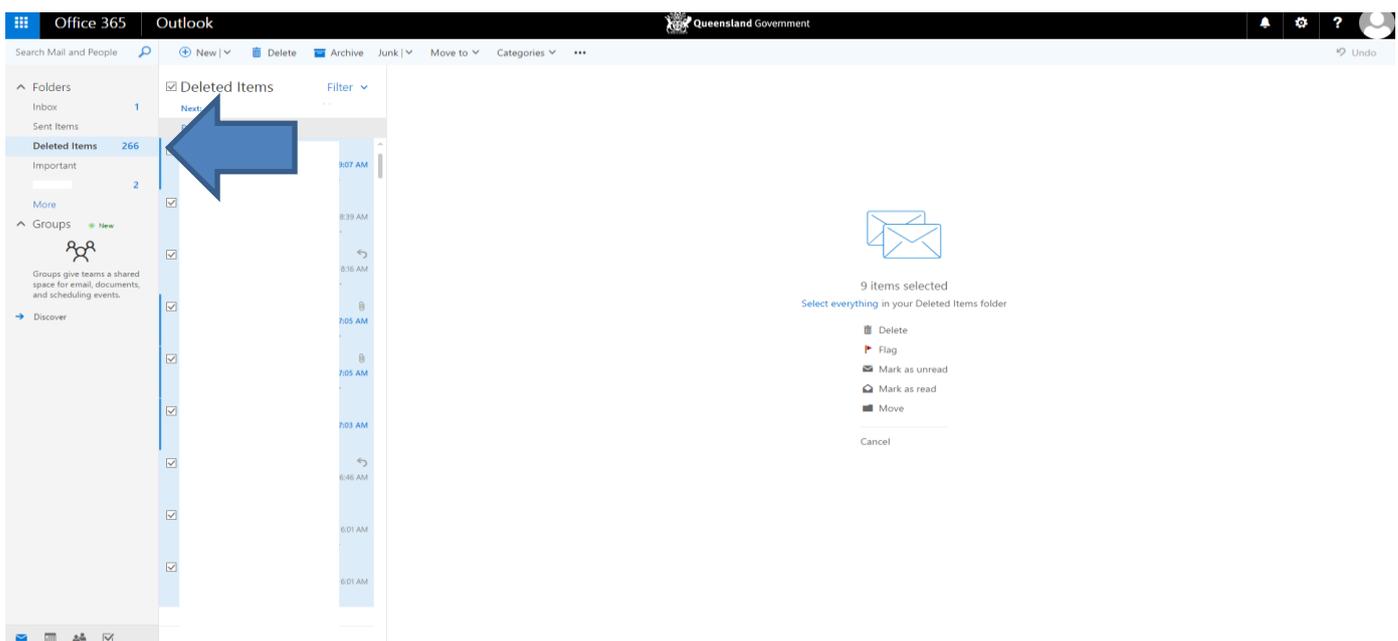


# Clearing your EQ Mailbox

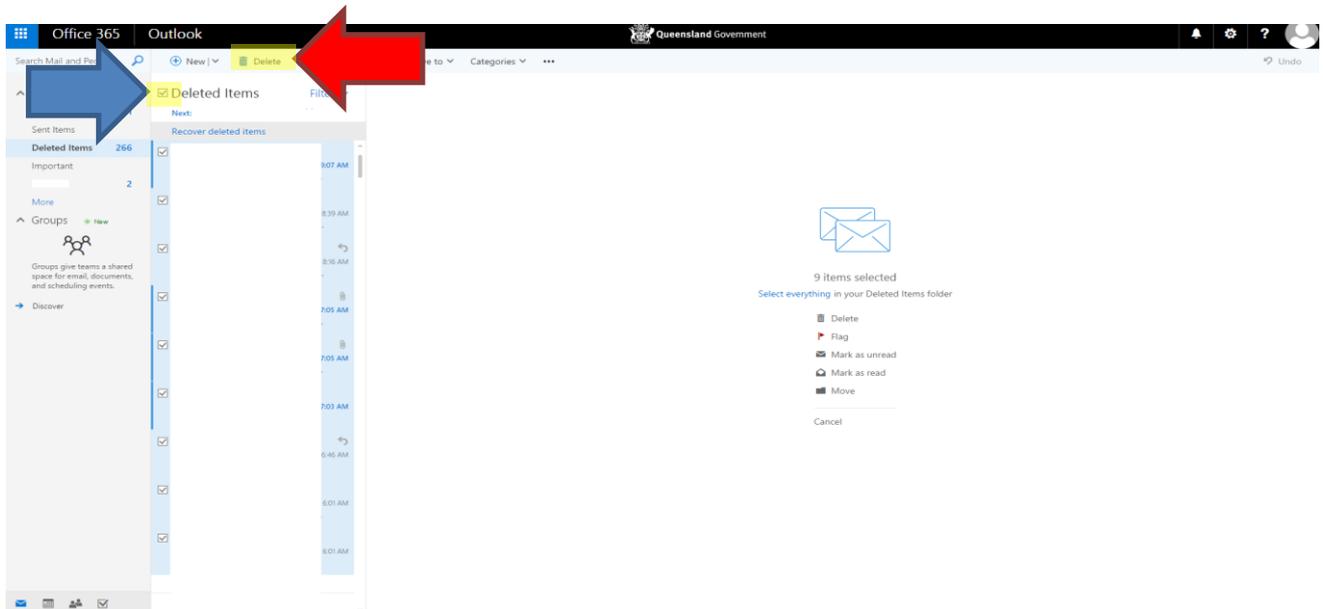
1. Log onto your EQ emails
2. Find any emails you do not need and either **delete them one by one** or **highlight each of them** and delete at the same time



3. Go to your **deleted items**



4. In the **deleted items**, select the check box next to **deleted items** (see blue arrow)  
This will select all the items in that folder. Select the **delete** button again (see red arrow) which will clear the item from your mailbox.



Please note: this will make emails unrecoverable. Do not delete anything you may need at a later date.