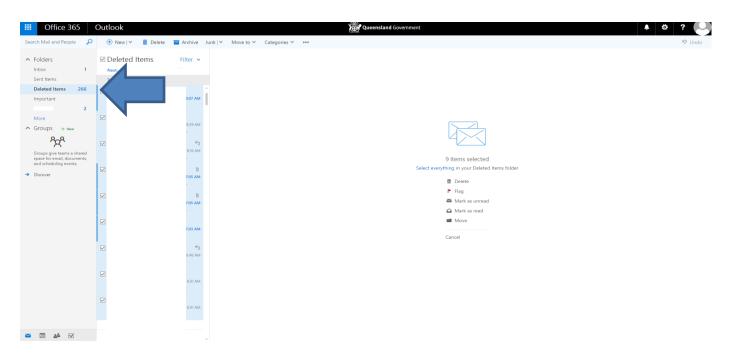
## Clearing your EQ Mailbox

- 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

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Deleted Items 266		Fri 17/03
Important		
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More		Fri 17/03
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Groups give teams a shared		
space for email, documents, and scheduling events.	✓	<b>5</b>
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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.