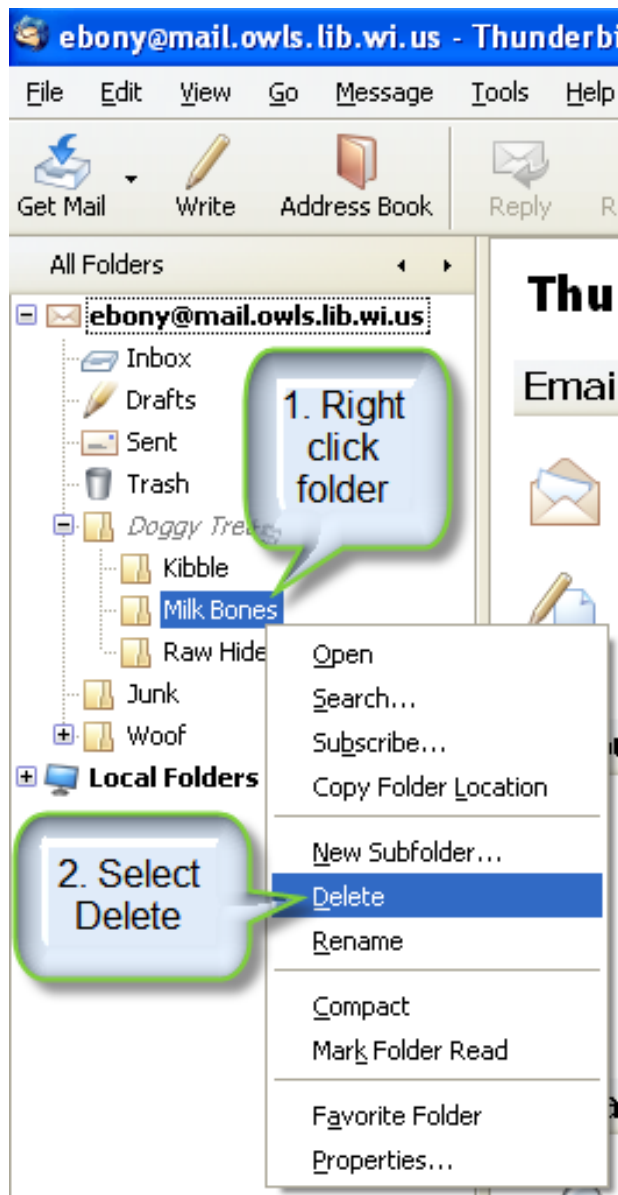


## Deleting Email Storage Folders

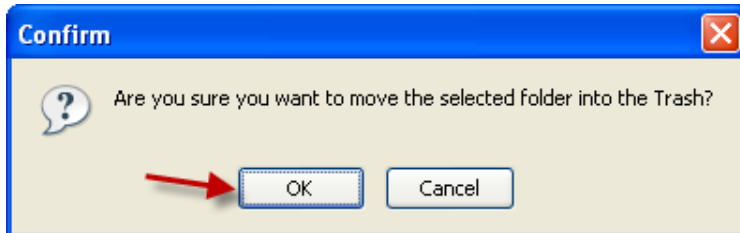
OK, now you know how easy it is to create all those email storage folders and sub folders. But how do you delete those folders when you no longer need them? Do you get an error message when you try? Here's how to correct that problem.

1. The graphic below takes you through the first couple of steps required to delete an email storage folder.

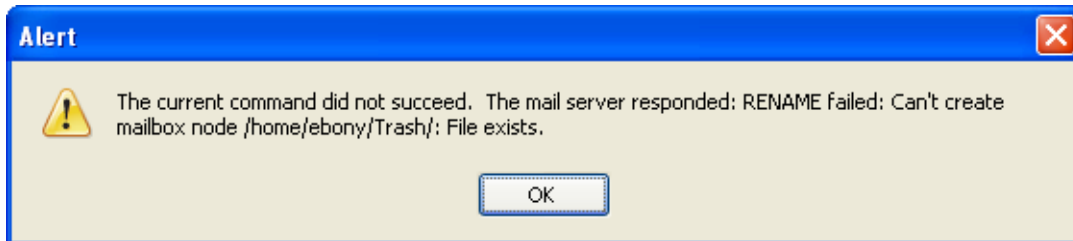


## Deleting Email Storage Folders - Continued

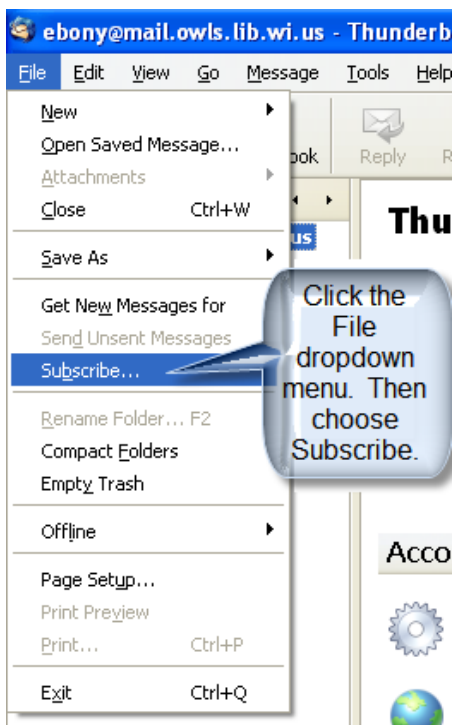
2. Click “OK” to confirm that you want to move the selected folder to Trash.



3. OOPS! Something went wrong! Just click the “OK” button and continue to the next step to learn how to correct this.



4. Click on the “File” dropdown menu.
5. Then click on “Subscribe...”



## Deleting Email Storage Folders - Continued

6. Follow the steps in the graphic below to fix the problem.
7. Now you can delete all the folders you want. Even folders that still have email stored in them. **So be careful!!!**

