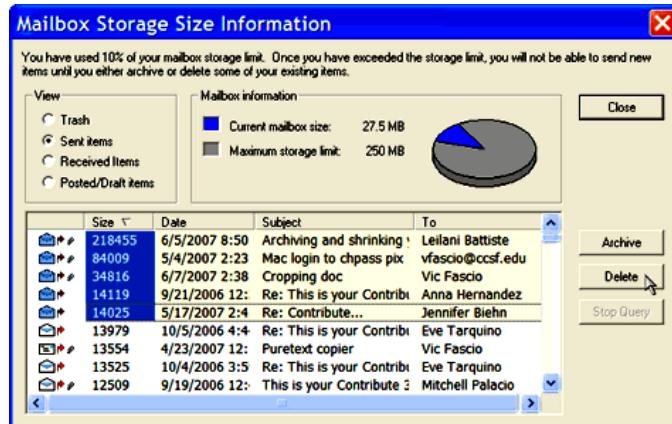


Deleting Messages Efficiently in GroupWise

Quickly Delete your largest messages: Windows version only

Mailbox Size: 8%

Click the Mailbox Size button (lower right) and a special Mailbox Storage Size Information window appears.



You can choose among your Trash, Sent Mail or Received mail using the buttons beside their names.

This window **sorts messages by size**, with the largest messages first. So, deleting the top 10 messages in Received and Sent mail **free up the maximum amount of space**.

Use the Shift-click or Control-click methods to select, and click the Delete button at the right to delete selected messages.

Note: Messages deleted using this window are completely gone – you *really* can't get them back!

To Delete many messages at once

.Windows version (from the globe icon on your CCSF Desktop)



Scroll to see all messages in any folder and you can use the normal Windows selection techniques:

GroupWise *Tip:* To see your oldest messages, click in the Date header to reverse the sort order of the message display – and watch the slider at the right to tell if you are at the bottom or top of your message list.

Click and then Shift-click

1. Open any folder where you have messages to delete.
2. Click the first message you want to delete.
3. Scroll down and then **press the Shift key** as you **click the last message** you want to delete: presto—you've selected everything from the top click to the bottom shift-click.
4. Now press the Del or Delete key to move all selected messages to the trash.

Tip: If you hold down the *Shift* key as you press Del or Delete, the messages bypass the trash and really empty out from your mailbox.

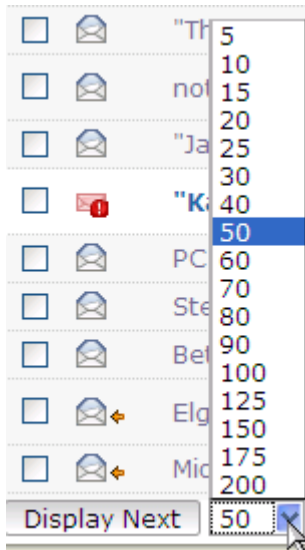
Control-Click

To select messages that aren't all together: Hold down the Control (Ctrl) key as you click messages. Again, press Del or Delete to delete the selected messages.

Tip: If you have selected a large number of messages using the Shift-click method, you can deselect individual messages by Control-clicking them.

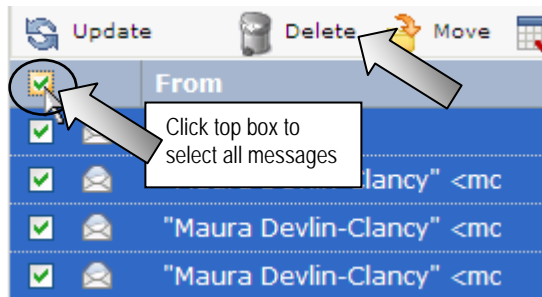
Web version (from entering **gww.ccsf.edu** in a browser)

In the Web version of GroupWise, unless you use the select all box, you have to (tiresomely) click the selection box beside each message before you click the Delete button. And, besides, the screen only displays a limited number of messages unless you choose otherwise on the options screen.



If you must use the Web version, click the down arrow (triangle) at the right of the Display next box at the bottom of the screen and choose 200.

Continue displaying until you get to the messages you want to delete and click the **Select all box** in the bar above the messages.



You can then click the boxes beside individual messages to **deselect any messages you don't want to delete**.

When your selections are what you want, click **Delete**.