

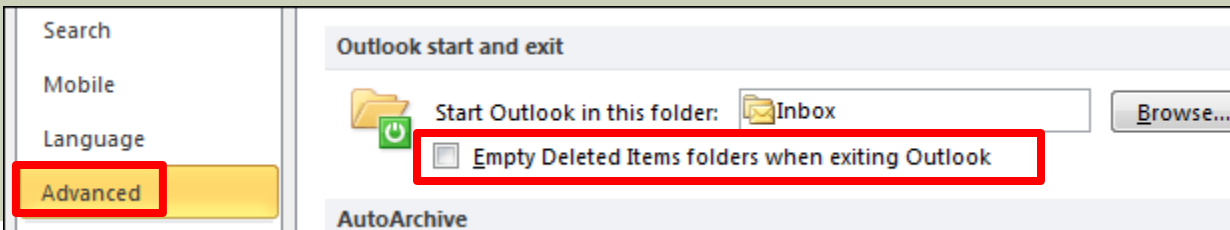
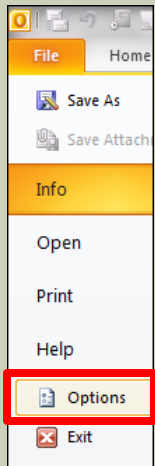
■ Empty your deleted items:

■ **Manually:** (various methods)

- right-click on folder – select “Empty Folder”;
- Highlight all items in Deleted Items and “Delete”
- File Tab – Info – Mailbox Cleanup button – ‘Empty Deleted Items Folder”

■ **Automatically:**

- File Tab – Options – Advanced – “Outlook Start and Exit” section – “Check” the option to delete items when exiting Outlook



DELETING EMAILS

-Delete Transitory records when no longer needed (no destruction form required)

-Do NOT delete records with retention value until eligible (Complete Destruction Form for records past retention)

<http://kcweb.metrokc.gov/archives/forms.aspx>