

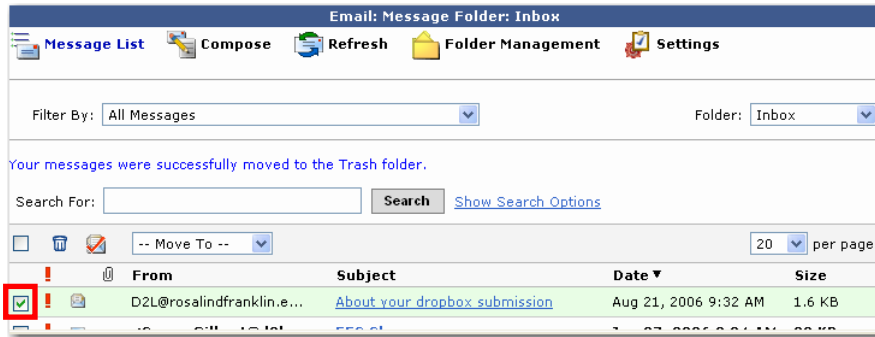


Educational Technology Student Orientation to D2L

Deleting an Email Message

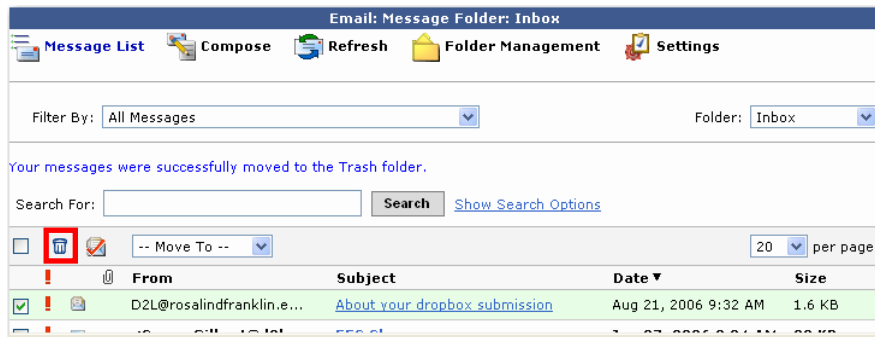
Step 1

From within the main Email Screen, SELECT the checkbox next to the email you wish to delete



Step 2

SELECT the Trash icon above the message list.



Your message should now be deleted.