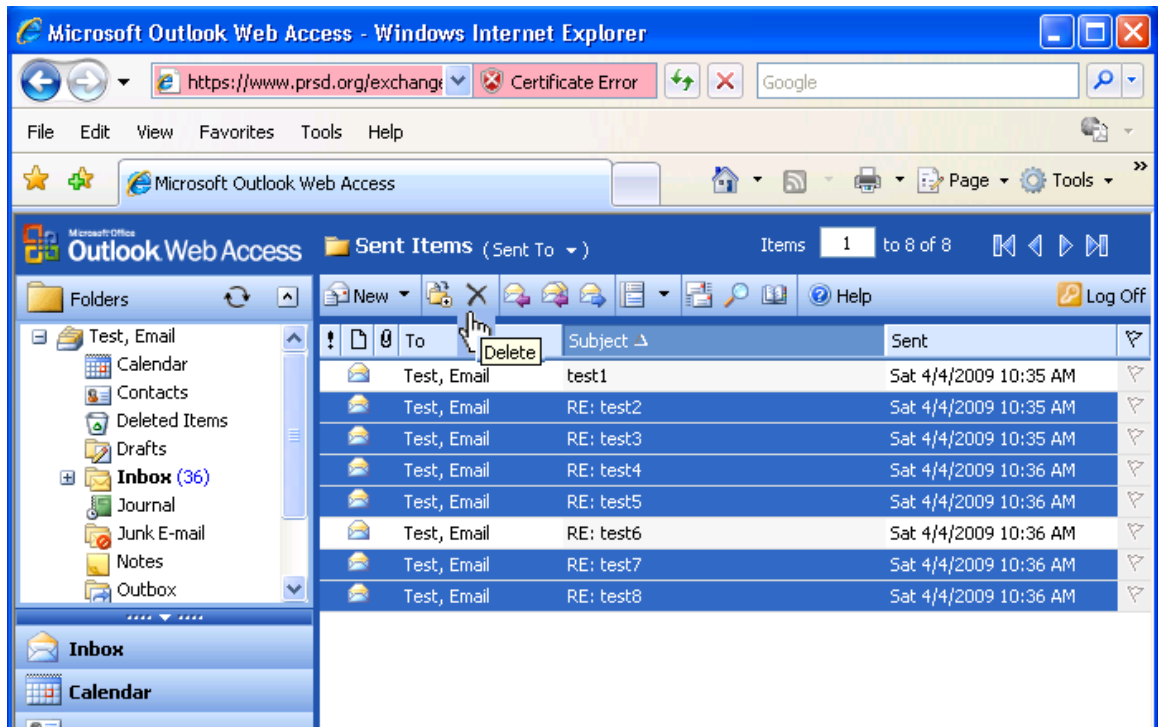


Procedure to delete multiple email messages using Outlook Web Access

1. Open Outlook Web Access by browsing to the following address:
<http://www.prsd.org/exchange>
2. Open the folder you wish to delete messages from (example: Sent Items)
3. Select the messages you wish to delete.
 - a. To select multiple messages in sequence, click the first message and hold the “Shift” key down while clicking the last message. All selected messages will turn blue.
 - b. To select multiple messages not in sequence, click each message while holding the “Ctrl” key down. All selected messages will turn blue.
4. Click the “X” from the menu bar as shown below.



The selected messages should move into your deleted items folder.

5. Click on the trashcan icon in the menu bar to empty the deleted items.

