Deleting Mail

To delete mail for a space, you require ‘Remove Mail’ permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information. Only a space administrator can delete all email messages for the space simultaneously.

To delete mail for a space,

1. Go to the ‘Browse Space’ view.
   - Go to the ‘Browse Space’ view. There are two ways to browse a space:
     • Go to a page in the space and select the option you want from the ‘Browse’ menu. The corresponding tab of the ‘Browse Space’ view will open.
     • Or click the icon next to the space name on the Dashboard. The ‘Pages’ tab of the ‘Browse Space’ view will open.

2. Go to the ‘Mail’ tab. A list of messages in the space is displayed in reverse chronological order.
3. Delete an individual email by clicking the trash icon beside it.
   - If you are a space administrator, you can delete all email messages within a space simultaneously by clicking on the ‘Delete All’ link at the top of the mail view. Deleted mail is stored under ‘Trash’ and can be restored by a space administrator from the ‘Space Admin’ tab.

   **Warning**
   Email messages deleted using the ‘Delete All’ option cannot be restored.

RELATED TOPICS

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Browsing a space

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