How to Empty the Deleted Items Folder

1. Log into Microsoft Outlook Web Access with your network credentials.
2. Once logged in, right-click on the Deleted Items folder.
3. Click Empty Deleted Items.

4. Click OK when asked if you are sure that you want to delete all the items and subfolders in the Deleted Items folder.
   Note: Depending on how many items you have in the Deleted Items folder, it can take a few minutes for the emails to be permanently deleted.
5. Your emails have now been deleted from the Deleted Items folder.