

How do I delete a message?

A message can be deleted if it is no longer needed.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be deleted.

Messages



Select the folder name of the folder containing the message to be deleted.

Select the message.

[Messages](#) / Received < Previous Folder Next Folder >

Search for text:

View All Messages ▼

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Quick Search:

<input type="checkbox"/> Check All		Subject	Date ▾	Authored By	Label
<input type="checkbox"/>		Re: Question about due date	Mar 10, 2020 10:01 AM	Instructor, Demo (demoinstructor)	Normal
<input type="checkbox"/>		Question about due date	Mar 10, 2020 9:32 AM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>		Quiz	Mar 9, 2020 10:45 PM	Student 1, Demo (demostudent01)	Normal
<input checked="" type="checkbox"/>		Quiz	Mar 9, 2020 10:43 PM	Instructor, Demo (demoinstructor)	Normal

Select the checkbox to the left of the message to be deleted.

Click Delete.

[Messages](#) / Received < Previous Folder Next Folder >

Search for text:

View All Messages ▼

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

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<input checked="" type="checkbox"/>		Quiz	Mar 9, 2020 10:43 PM	Instructor, Demo (demoinstructor)	Normal

Confirmation message.

MESSAGES

[Link](#)[? Help](#)[Compose Message](#)

Messages / Received

[< Previous Folder](#)[Next Folder >](#)

The message(s) you selected have been successfully moved to the Deleted folder.

Search for text:

[Search](#)[Advanced Search](#)View [Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

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You will receive a confirmation message once your message has been deleted. Deleted messages are move to the **Deleted** folder.