Removing e-mail marked for deletion

How do I expunge messages marked for deletion in the AKO/DKO webmail? How do I purge a message that have been marked for deletion?

Instead of using a trash folder to manage your emails you can configure your mailbox to mark your messages for deletion so that you can expunge them at a later date. This functionality is similar to how Outlook works when configured for AKO **mail**.

Webmail Classic

To turn this feature on/off

- Log in to webmail
- Click the Options link
- Click Settings
- Select the option to "mark messages as deleted" to enable or select "Move deleted messages" to disable.
- *The option to remove deleted messages from inbox will automatically expunge your box when you log out.*

To delete mail

- Select the **mail** to be deleted by checking the box next to the **mail** item.
- Click the 'Delete' button on screen in your inbox window.
- Open the dropdown box next to where it says 'View' and select the option labeled 'Deleted'.
- Select the email to be permanently expunged (selecting no emails will expunge the entire list).
- Open the dropdown box that reads 'Actions' and select 'Expunge' and click to confirm.

Webmail 2.0

To turn this feature on/off

- Log in to webmail 2
- Click the Options link
- Click 'General' on the left underneath the '**Mail**' header.
- Select "mark messages as deleted" to enable or select "Move messages to..." to disable.
- *The option to expunge messages marked deleted will automatically expunge your box when you log out.*

To delete mail

- Select the **mail** to be deleted and press the delete button.
- This message will become greyed out with a red X next to it signifying it is marked for deletion.
- Click the expunge button when you want to remove every email that has been marked for deletion.