## How do I empty my Trash folder?

This article assumes that you are using the webmail. If you are not using the webmail, you'll need to consult the documentation for your specific email client.

Once logged into the webmail, look for the trash folder on the left folder pane:

Mail	8
Compose new	
Inbox	
Drafts	
Sent	
Spam	
Trash	
More Folders	
-System Recycling-	
Archive	
Archives	
▶ Labels	
Searches	

Right click this folder to present the following menu and select the **Purge Trash** option.



This will empty the folder. Please note that if you have many messages in your Trash folder, the process may take a while.

Unique solution ID: #1015 Author: Meganet Support Last update: 2025-01-02 15:12