

**From:** dopmannouncement  
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**To:** DOPM All Users <DOPMAllUsers@uabmc.edu>  
**Subject:** Computer Tip of the Week -- Delete an email message

## Delete an email message

Brought to you by  
**Lisa Schwaiger**  
- DOPM HelpDesk Triage  
and Computer Tech in MT-  
403



### SITUATION:

I have an email message that I know for sure I don't need.  
And I want to really delete it, instead of just moving it to my "Deleted Items".

How do I do that?

### SOLUTION:

Hold down [Shift] and hit the [Delete] key.

Please *use with caution* because there is no "undo" (no "going back") if you do this.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>