Deleting Email and Email Folders in WebMail
(https://sumail.suffolk.edu)

To increase the number of messages viewed per page

1) Click on the options in the upper right hand corner of the screen.

2) Click on “Settings” under the “Mail” Options
3) Change the value in the “Messages Per Page” section. The maximum amount that can be displayed is 500.

4) Click Apply and then Click Close
To delete email inside a folder:

1) Check the box or boxes to the left of the email(s) you want to delete
2) Click on X Delete in the top toolbar
To delete an entire folder:

1) Click on My Folders in the left column (above all listed folders)

2) Click on the X (Delete) to the right of the Folder name.

3) You will be asked to Confirm Folder Delete,
   Click Delete Button.

This will delete the folder and all its contents.