

DELETING AN EMAIL IN PANTHERMAIL

ABOUT PANTHERMAIL

PantherMail is Georgia State University's campuswide email system for students. PantherMail is hosted by Windows Live and includes new features such as Mail, Spaces, and Calendar. The system is user-friendly and customizable.

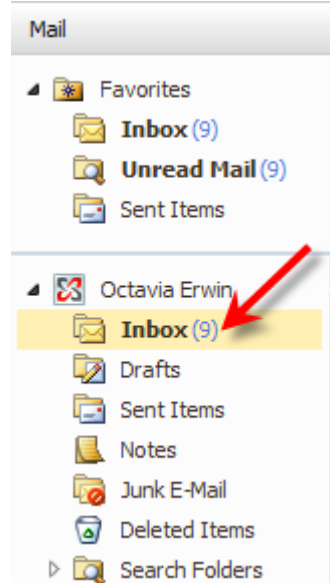
GETTING FAMILIAR WITH THE PANTHERMAIL ENVIRONMENT

The purpose of this documentation is to familiarize you with the PantherMail environment. PantherMail has many features, including Mail, Calendar and Contacts, which are all easily accessible from the email home page. Before using this guide, login to PantherMail using your email address and student number. For more information about logging in, click [here](#).

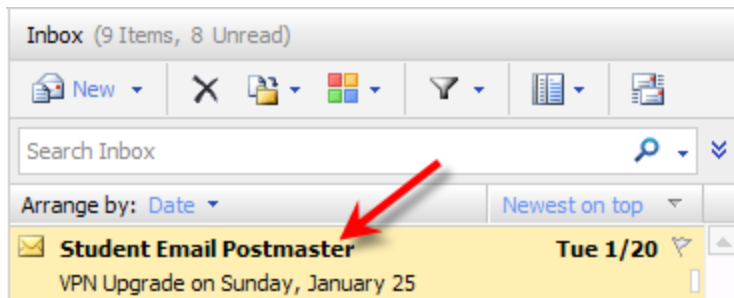
DELETING AN EMAIL

Follow the steps below to delete an email in PantherMail.

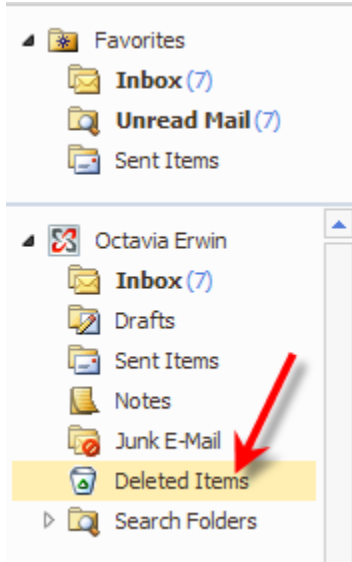
1. Using your email address and password, login to the PantherMail.
2. From the home page, select **Mail** (if not already selected).
3. Select **Inbox** from the email sidebar if it is not already selected.



4. From your Inbox, highlight the message that you would like to delete.



5. Drag the message to the **Delete Items** icon on the left of the page, or right click on your mouse and select **Delete**



6. Once the item is deleted, it will no longer be visible in your Inbox.

7. Click **Deleted Items** in the sidebar to view the deleted message or move it back to your Inbox if you have made a mistake. To *permanently* delete items from your mailbox, right click on the Deleted Items icon and select Empty Deleted Items

FURTHER SUPPORT

Further support for using PantherMail is available from the IS&T Help Desk at 404.413.4357.