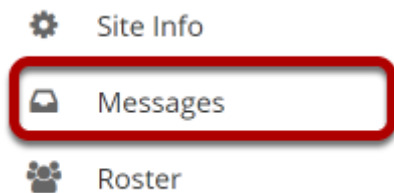


# How do I delete a message?

A message can be deleted if it is no longer needed.

## Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

## Open the folder containing the message to be deleted.

### Messages



Select the folder name of the folder containing the message to be deleted.

## Select the message.

[Messages](#) / Received

< Previous Folder

Next Folder >

Search for text:

Search

Advanced Search

View All Messages

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Quick Search:

<input type="checkbox"/>			Subject	Date ▾	Authored By	Label
<input type="checkbox"/>			<a href="#">Re: Question about due date</a>	Mar 10, 2020 10:01 AM	Instructor, Demo (demoinstructor)	Normal
<input type="checkbox"/>			<a href="#">Question about due date</a>	Mar 10, 2020 9:32 AM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>			<a href="#">Quiz</a>	Mar 9, 2020 10:45 PM	Student 1, Demo (demostudent01)	Normal
<input checked="" type="checkbox"/>			<a href="#">Quiz</a>	Mar 9, 2020 10:43 PM	Instructor, Demo (demoinstructor)	Normal

Select the checkbox to the left of the message to be deleted.

## Click Delete.

[Messages](#) / Received

< Previous Folder

Next Folder >

Search for text:

Search

Advanced Search

View All Messages

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Quick Search:

<input type="checkbox"/>			Subject	Date ▾	Authored By	Label
<input type="checkbox"/>			<a href="#">Re: Question about due date</a>	Mar 10, 2020 10:01 AM	Instructor, Demo (demoinstructor)	Normal
<input type="checkbox"/>			<a href="#">Question about due date</a>	Mar 10, 2020 9:32 AM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>			<a href="#">Quiz</a>	Mar 9, 2020 10:45 PM	Student 1, Demo (demostudent01)	Normal
<input checked="" type="checkbox"/>			<a href="#">Quiz</a>	Mar 9, 2020 10:43 PM	Instructor, Demo (demoinstructor)	Normal

# Confirmation message.

MESSAGES

Link

Help

Compose Message

Messages / Received

< Previous Folder

Next Folder >

The message(s) you selected have been successfully moved to the Deleted folder.

Search for text:

Search

Advanced Search

View

All Messages

Mark Read

Mark Unread

Delete

Move

Quick Search:

<input type="checkbox"/>	Check All			Subject	Date	Authored By	Label
<input type="checkbox"/>				Re: Question about due date	Mar 10, 2020 10:01 AM	Instructor, Demo (demoinstructor)	Normal
<input type="checkbox"/>				Question about due date	Mar 10, 2020 9:32 AM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>				Quiz	Mar 9, 2020 10:45 PM	Student 1, Demo (demostudent01)	Normal

You will receive a confirmation message once your message has been deleted. Deleted messages are move to the **Deleted** folder.