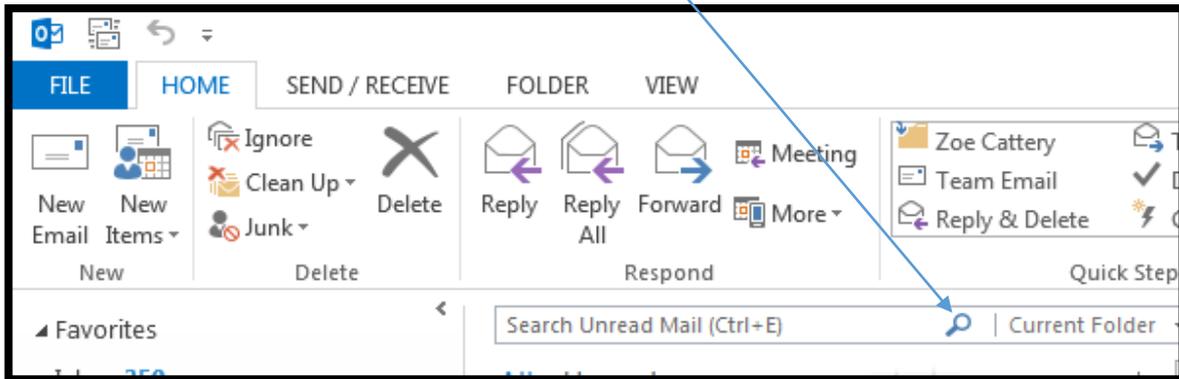
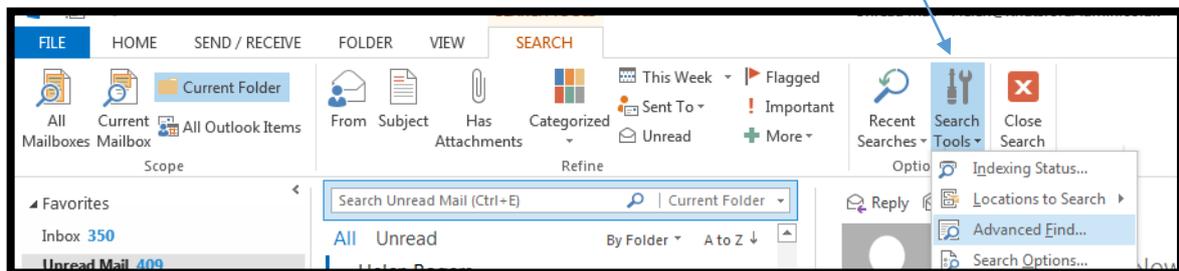


## KNUTSFORD ADMIN – HOW TO GUIDE – OUTLOOK TIDY UP

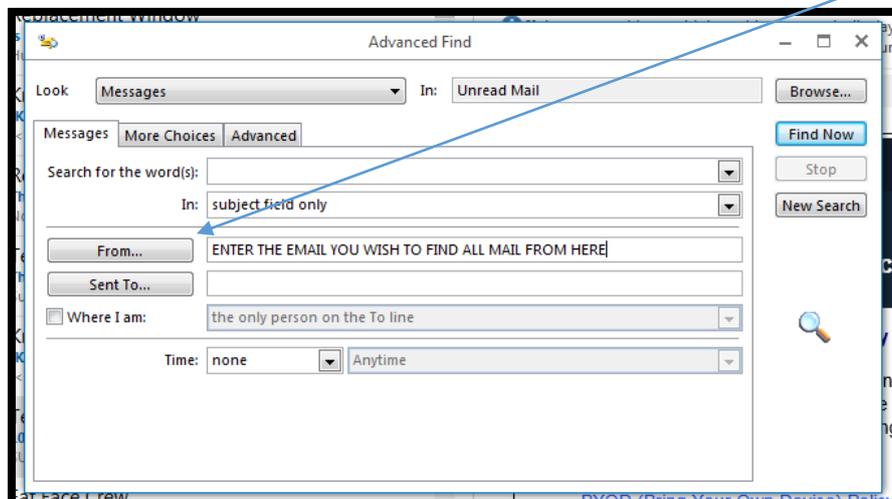
- Open up the email folder you'd like to tidy up e.g inbox.
- Click on the magnifying glass at the top.



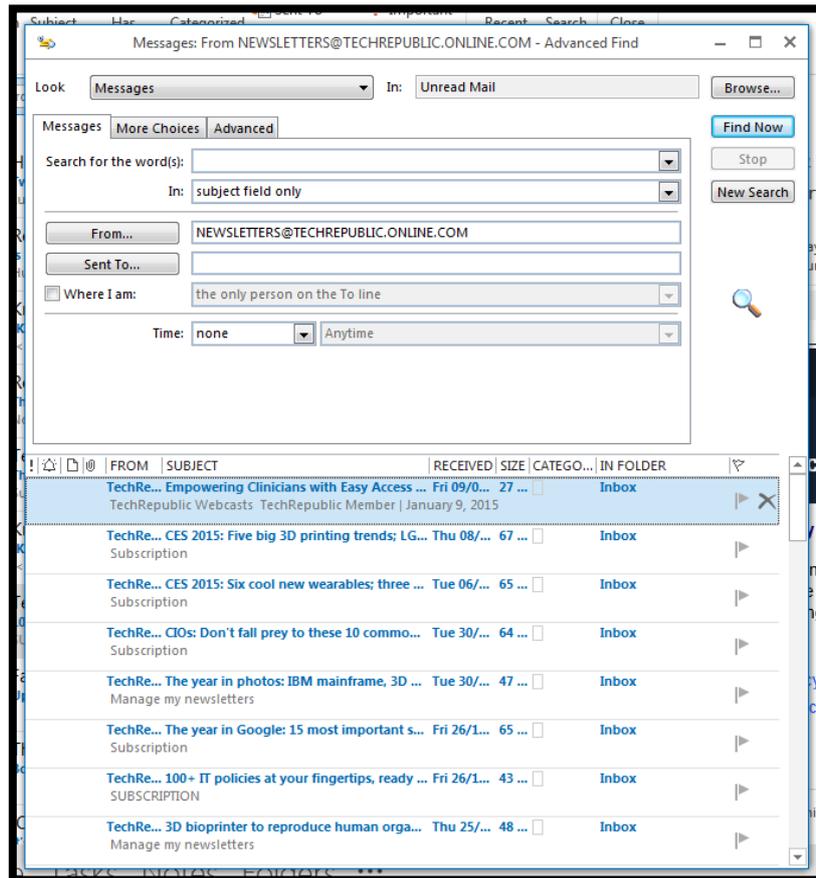
- See 'Search Tools' click the drop down, 'Advanced Find...'



- This will show you the Advanced Find box, for this example fill in the 'From' box



- Enter the email address and then you'll see all the emails listed below with a scroll bar (there will be no scroll bar if only one or two emails)



- Click the top email of the list and hold the shift key down, scroll to the bottom of the list and with the shift key still held down click on the email at the bottom. This will highlight all of the emails, at which point press delete.
- If there are not many to delete you'll immediately see the emails disappear if there are quite a number there will be a delay, be patient while the computer churns through the list to delete them all.

*Enjoy watching the total number displayed in your inbox reducing as you have a good tidy up!*

On the next page is a little more on settings

- p.s if you wish to check your SETTINGS go back to Search Tools and under 'Advanced Find ...' choose 'Search Options ...' in particular it might help to un tick 'improve search speed by limiting the number of results shown'.

