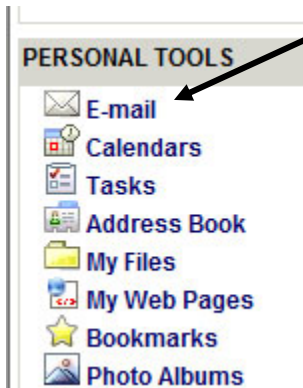


# Managing & Emptying Folders in Mustang Cruiser

1. Login to Cruiser

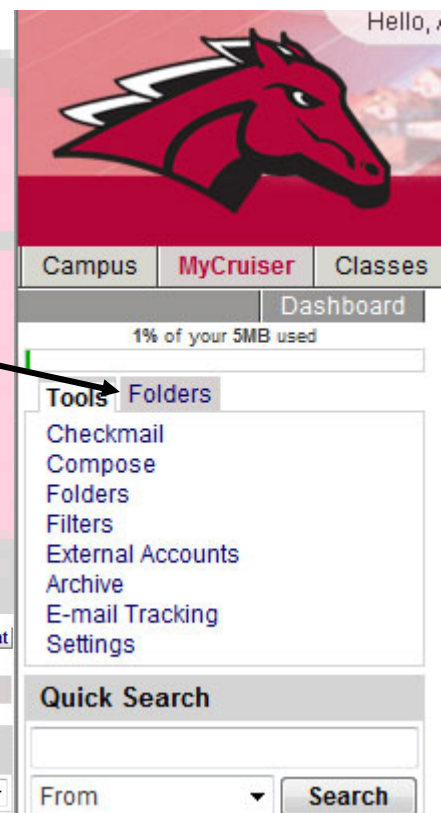
2. Click on the MyCruiser tab just under the Mustang Head

3. Click the E-mail link under Personal Tools:



4. On the left hand side under the tools tab click on Folders:

5. This screen lists all of the folders you have (Inbox, Outbox, Trash, Draft, Bulk) to empty an entire folder (deleting every item contained in it) select the item under the actions drop down next to the folder you wish to empty:

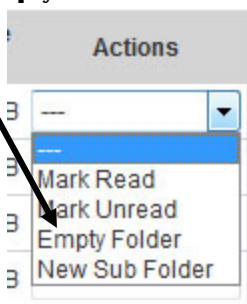


## E-mail Folders

[New Top Level Folder](#) [Recalculate Quota](#) [Printable Format](#)

Folder Name	Messages	Unread	Space Used	Actions
<a href="#">INBOX</a>	0	0	<1KB	---
<a href="#">OUTBOX</a>	2	0	66KB	---
<a href="#">TRASH</a>	0	0	<1KB	---
<a href="#">DRAFT</a>	0	0	<1KB	---
<a href="#">BULK</a>	0	0	<1KB	---
* Total	2	0	66KB	

6. Select Empty Folder from the drop down:



7. Note, this will totally empty everything in that folder and once deleted items cannot be recovered so be sure you have read through everything and there is nothing you wish to save before completing this task.