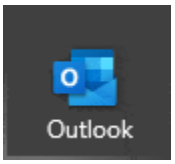
How to Delete Email Messages in Outlook 2021

Microsoft Outlook · https://www.aeserver.com/support/how-to-delete-email-messages-in-outlook-2021/

You can easily remove email in Outlook 2021.

If you use the POP email protocol, the email will only be removed from Outlook 2021 and remain on the mail server. With IMAP, email is deleted on both Outlook 2021 and the mail server.

1. Open Outlook 2021.



2. Go to **Inbox**, right-click on the message you want to remove and click on **Delete**.

