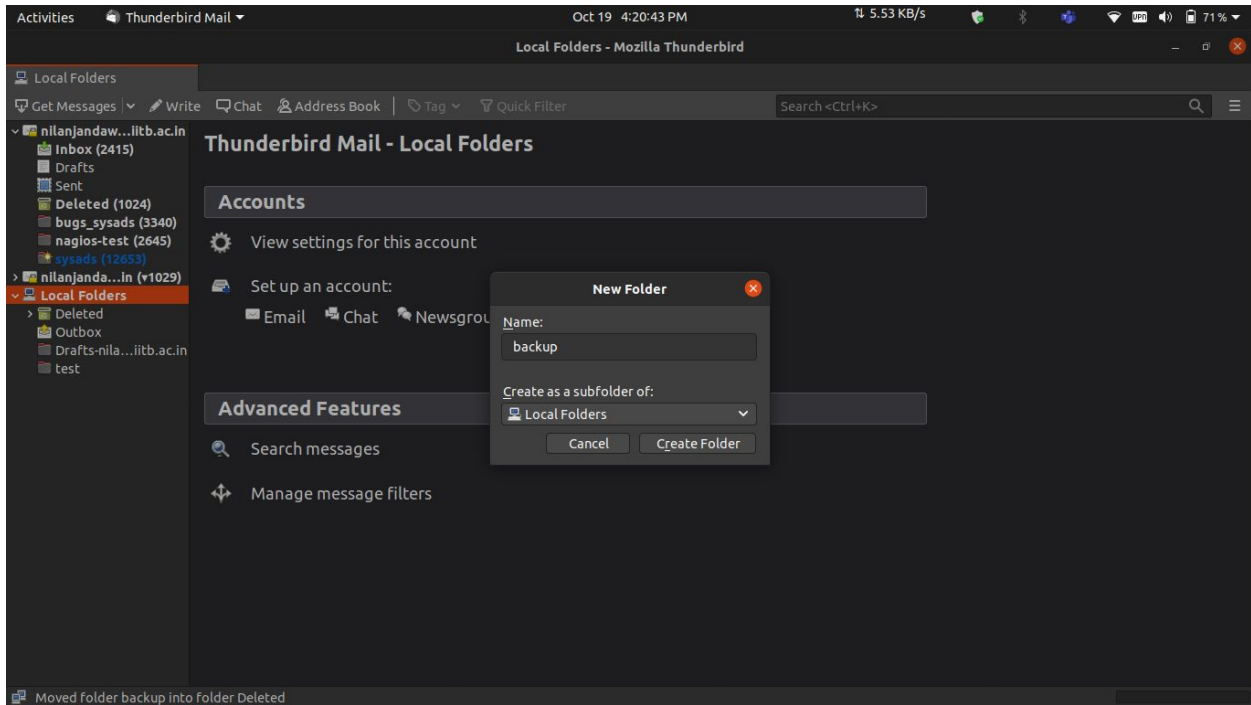
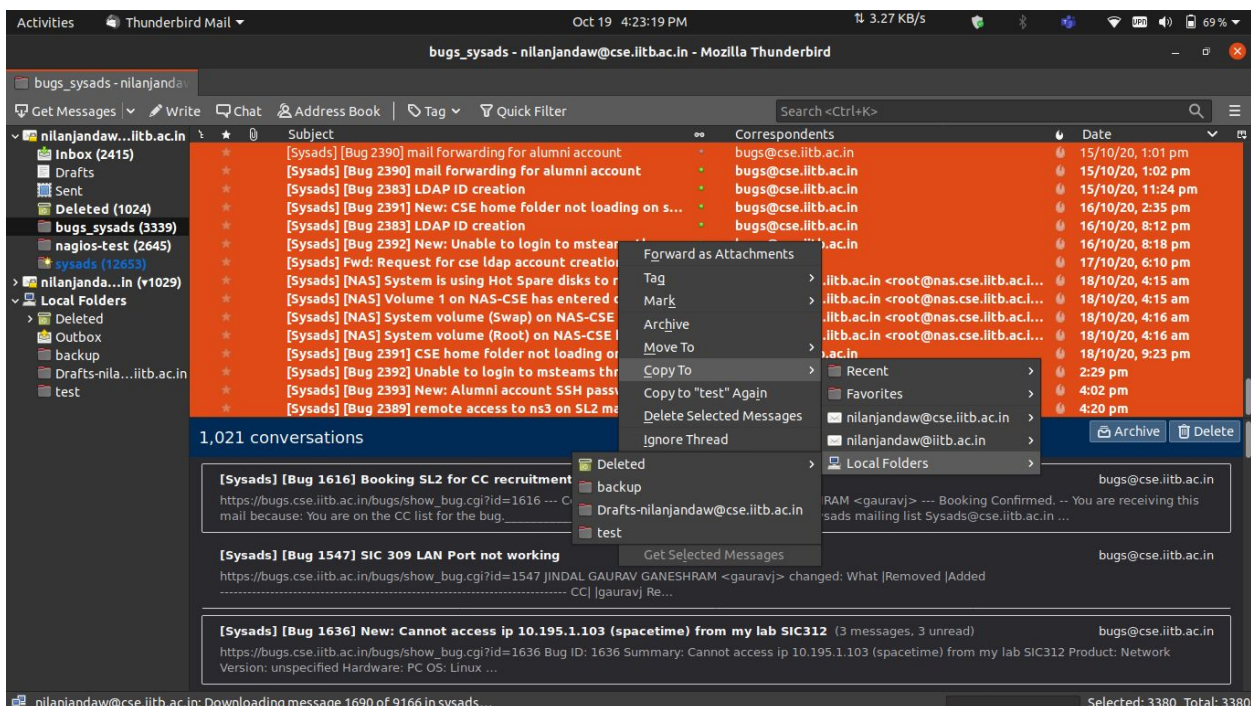


# 1. Create local folder:

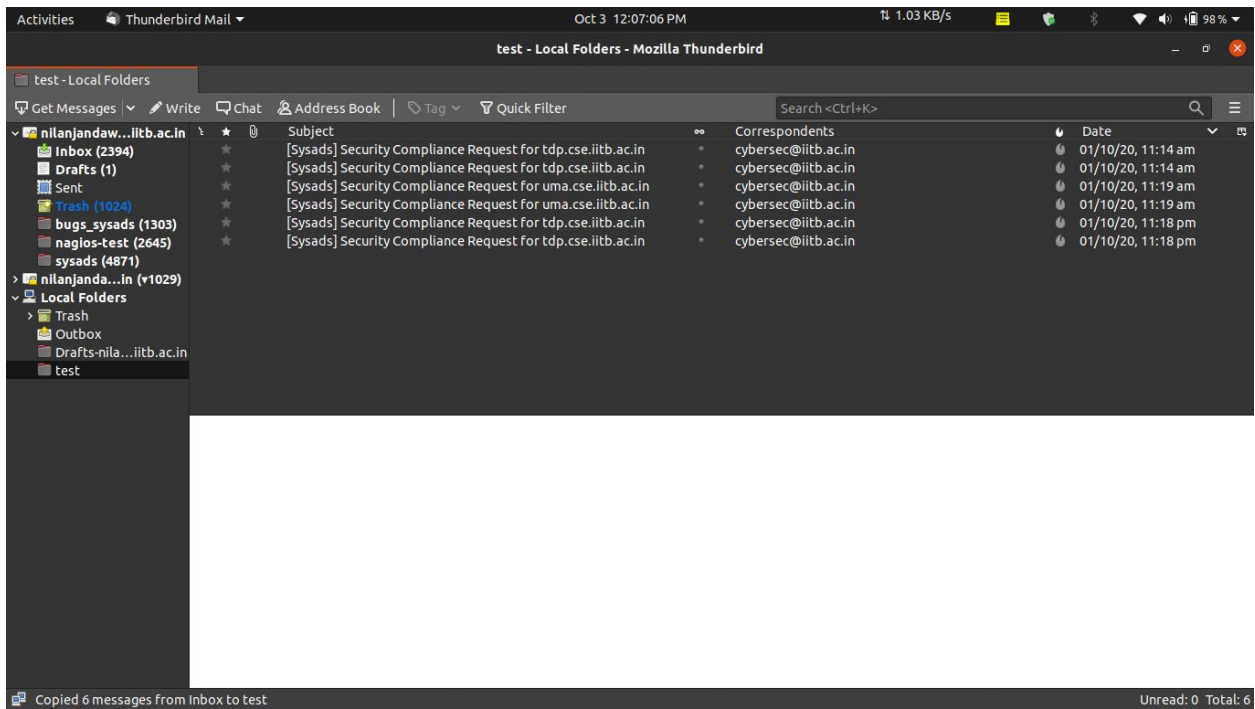


2. Select All emails in a folder / inbox using Ctrl + A or Ctrl + Shift + Up/Down to select a block or Ctrl + Mouse click to select / deselect specific files.

3. Copy emails to local folder



#### 4. Emails stored on local folder:



#### 5. Delete with the delete Option(after selecting emails to be deleted as detailed in Step 2):

