Apple iOS

Deleting Email Messages
from an Apple iPad

Over a period of time, you will accumulate dozens, if not hundreds of email messages. It is a good idea to spend a few minutes each week deleting those unwanted messages, as it will ensure that your Inbox is kept neat and tidy and that it is relatively easy to locate those all important messages!

The following instructions walk you through how to delete unwanted email messages on an iPad.

Note 1: These instructions assume that you are using the default Mail app found on all iPads. They also assume that your iPad is running iOS 13 or later.

1.   From the Home Screen, tap the Email icon. For reference, this is usually found at the bottom of the screen. It has a picture of a white envelope on a blue background. Upon doing this, the email app will be opened!

2.   The Email apt is split into 2 vertical windows. The left side of the screen displays all messages in the selected email account. The right side of the screen displays the contents of an open email message.

3.   At the upper left corner of the screen, you will find the Back button, which also includes the name of the currently selected email account. Tap this button! Upon doing this, the Mailboxes screen will be displayed.

4.   In the Mailboxes screen, locate and tap the email account you wish to delete email messages from. Upon doing this, the Inbox folder for that account will be displayed. This is the folder which contains all messages you have received.

Note 2: If you only have the one email account, tap the folder labelled Inbox.

5.   Now tap the Edit button, situated at the top of the screen. Upon doing this, you will be in edit mode. The screen's contents will look the same as before, with the exception of some additional buttons.

You are now ready to start deleting those unwanted messages. However, before you can delete any messages, you must first select them. There are 2 approaches you can take. The first is to select all messages and then deselect those you wish to keep. The second is to select messages one at a time. The approach you take will depend on how many messages you have! For this example, you are going to select all messages and then deselect those messages you wish to keep.

6. Tap the Select All button, situated at the upper left corner of the screen. Upon doing this, the button will change to become the Deselect button and all messages will be selected. By default, they will be highlighted in blue!

7. If you wish to deselect a message, simply tap it. Upon doing this, the blue highlight will be removed from that message. Continue deselecting those messages you wish to keep.

8. When you have deselected all of those messages you wish to keep, tap the Move button, situated at the bottom of the screen. Upon doing this, a list of folders associated with the selected account will be displayed. Tap the folder labelled Bin. This will result in all messages being deleted and moved to the Bin!

That's it, you have successfully deleted those unwanted messages from your Inbox folder!

Emptying the Bin Folder

To empty the Bin folder, thus removing all messages from your iPad, follow these suggested steps:

1. Tap the Back button, situated at the upper left corner of the screen, until the Mailboxes screen is displayed.

2. In the Mailboxes screen, locate and tap the account from which you deleted the messages. Then, tap the Bin folder. Upon doing this, the contents of that folder will be displayed.

Note 3: If you only have one email account, simply tap the folder labelled Bin.

3. Now tap the Edit button, situated at the top of the screen. Upon doing this, you will be in edit mode.

4.   Tap the Select All button, situated at the upper left corner of the screen. Upon doing this, all of the messages will be selected.

5.   Finally, tap the Delete button, situated at the bottom of the screen. Upon doing this, a popup message will be displayed consisting of a single button labelled "Delete". Tap this button and the messages will be removed from your iPad for ever!

That's all there is to it!