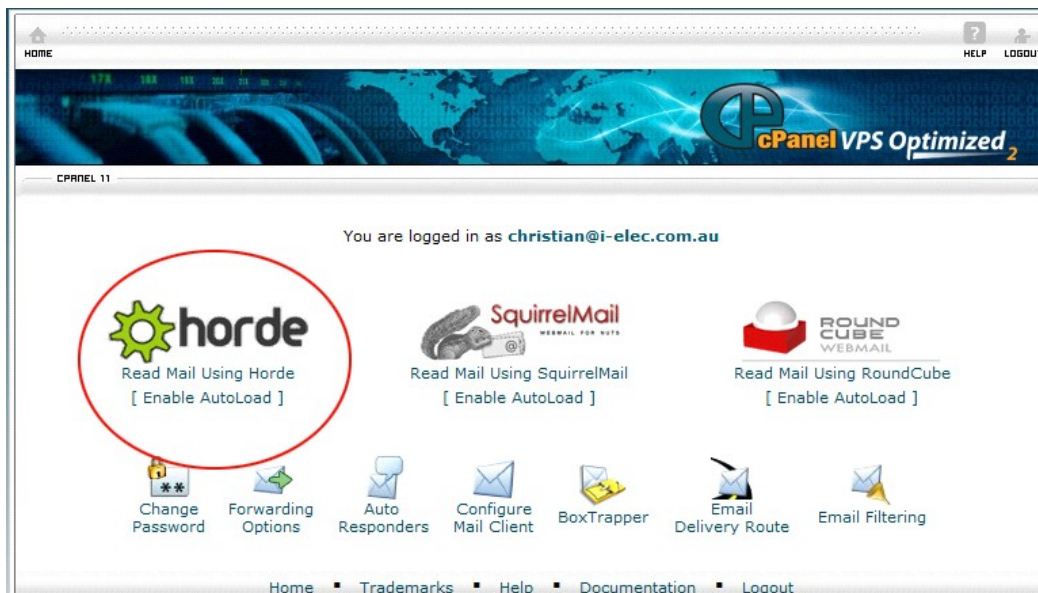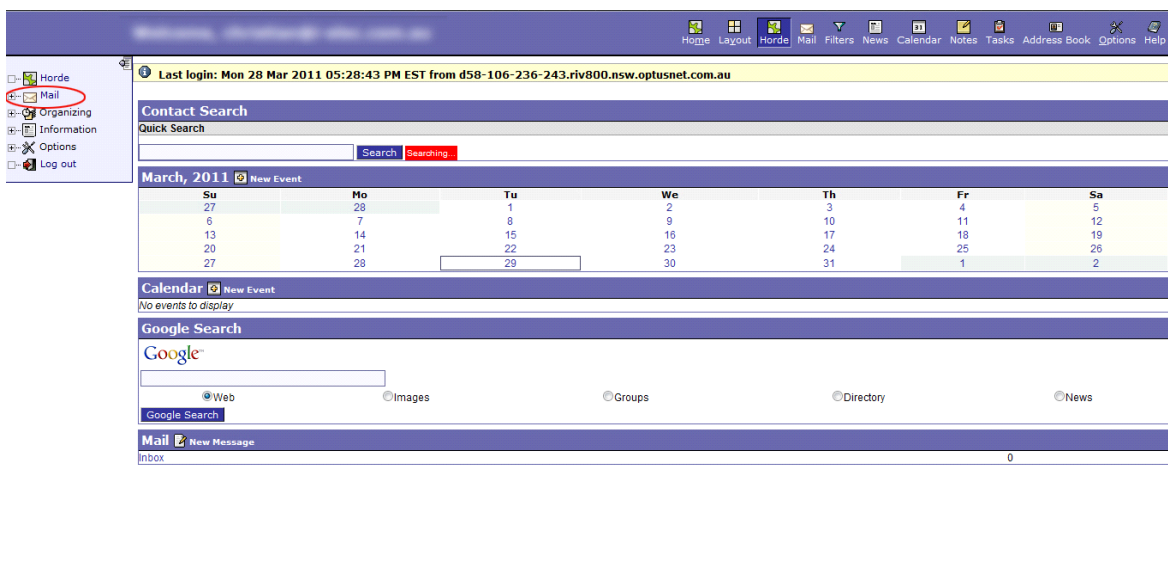# How to delete emails in Webmail (Horde) interface?

- Please Log-In to your webmail using the password we have provided for you:

- When you enter your details you will be presented with the following selection:
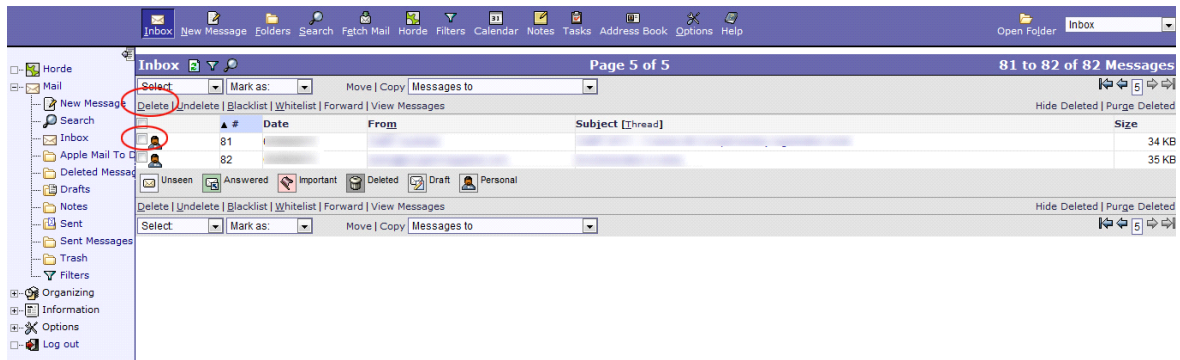

- Please choose the option HORDE(circled above)

- Once you have logged in you will see the following window:

- Please select the '+' symbol next to mail "Mail" option(circled above)

- Once you click the symbol click on 'inbox'

- Click on the check box(circled above) next an email to mark it, then press the button of the action you would like to perform. i.e Delete(circled on image image above)

That is all.