# Lesson Plan #3

# Deleting an Email

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| Topic | Deleting an Email from your Bsafe Account. |
| Aims | To show how to delete an email from your Bsafe Account. |
| Procedure | 1. When you are logged into your account click on “Inbox” to the left-hand side of the page. 2. This should then display all the e-mail’s you have received to date. 3. You should then see this image to the right-hand side . 4. Simply click on this this image to delete the email that you wish to delete. |