Unsubscribing to your emails in outlook will clear your inbox and make it easier to delete unwanted emails. This will assist in keeping your inbox organized and more manageable.

Create a Filter with more options to choose from in preparation to delete emails

1. Click on View

2. Click View Settings

3. Click on Filter and type the word “unsubscribe” in the “Search for the word(s) filed and select the appropriate option for the “In” field then click Ok
Search for the emails that you would like to delete
1. Click the Search box and type unsubscribe

2. All emails that contain the word unsubscribe will appear

Select and Delete emails
1. Open the email and click unsubscribe form each one. This is usually located at the bottom of the mail.
   Or
2. Select the email and Click “Delete” on the keyboard or from the mouse

   Or
3. Highlight all of the emails (Ctrl→A or Shift→down and/or up arrow) then “Delete”