

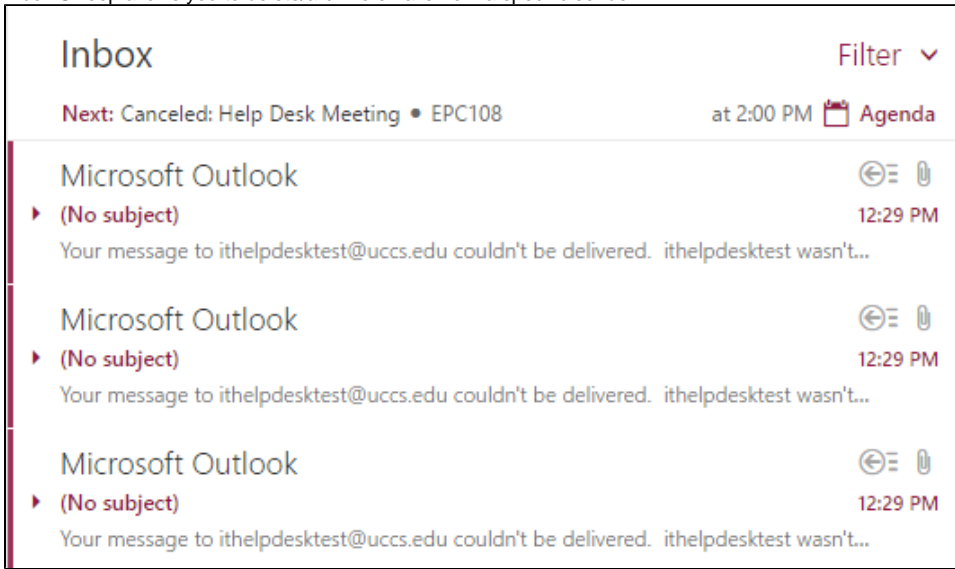
Using the Sweep Option in OWA

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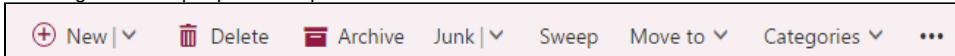
Step 1: Click on the email from the sender you would like to delete/archive

- Inbox Sweep allows you to delete/archive emails from a specific sender.



Step 2: Select the **Sweep** option.

- Selecting the "Sweep" option will open a new menu.



There are a few options to clean out your Inbox:

- **Delete/Archive** all messages from the Inbox folder
 - Delete** - This does a one-time sweep through your Inbox folder and deletes all messages from the sender.
 - Archive** – This does a one-time sweep through your Inbox folder and moves all messages from the sender to the Archive folder.
- **Delete/Archive** all message from the Inbox folder and any future messages
 - Delete** - This does a one-time sweep through the Inbox folder and deletes all messages from the sender. It also creates an additional Sweep Rule to delete any future messages from the sender.
 - Archive** – This does a one-time sweep through the Inbox folder and moves all messages to the Archive folder. It also creates an additional Sweep Rule to move all future messages to the archive folder.
- Always keep the latest message and **Delete/Archive** the rest
 - Delete** – This will do a one-time sweep through your Inbox folder and delete all messages, except the most recent message, from the sender. It will also create an additional Sweep Rule to delete future messages from the sender, except the most recent message.
 - Archive** – This will do a one-time sweep through your Inbox folder and move all messages, except the most recent message, from the sender to the Archive folder. It will also create an additional Sweep Rule to move all future messages to the Archive folder, except the most recent message.
- Always **Delete/Archive** messages older than 10 days
 - Delete** – This will do a one-time sweep through your Inbox folder and delete all messages from the sender that are older than 10 days. It will also create an additional Sweep Rule to delete future messages from the sender that are 10 days old.

Archive – This will do a one-time sweep through your Inbox folder and move all message from the sender that are older than 10 days to the Archive folder. It will also create an additional Sweep Rule to move all future messages from the sender that are 10 days old to the Archive folder.

Once you have made your selection, click "Sweep" to perform the action.

For email from
Microsoft Outlook
(MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@uccsOffice365.onmicrosoft)

Delete all messages from the Inbox folder

Delete all messages from the Inbox folder and any future messages

Always keep the latest message and delete the rest

Always delete messages older than 10 days

[View rules](#) Sweep Cancel

- All of the emails from the sender will be deleted or archived from your Inbox once you select **Sweep**