




How to Delete an Email

You may wish to delete old or unsent drafts of emails to keep your EasyContact account organized.

To delete an existing email:

- ➔ Click on the “Manage Emails” tab near the top of the EasyContact application screen.
- ➔ On the “Manage Emails” screen, you’ll see a list of Existing Emails. Find the name of the email you wish you delete, then click the “Delete” icon  in the far right column to delete the email. When the confirmation window opens, click **Yes**.