

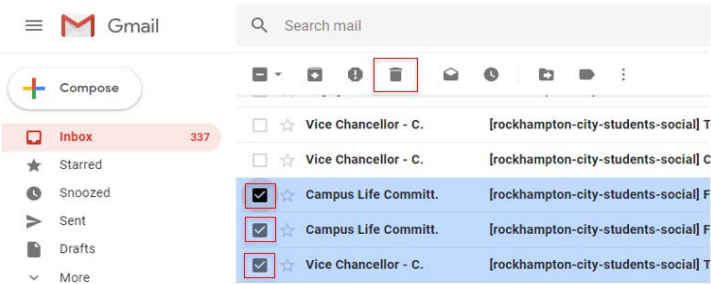
# DELETE, RESTORE & BIN SETTINGS FOR CQUNIVERSITY STUDENT GMAIL

BE WHAT YOU WANT TO BE  
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This guide will provide instructions on how to delete emails, restore deleted emails and empty your bin within your CQUniversity student email account.

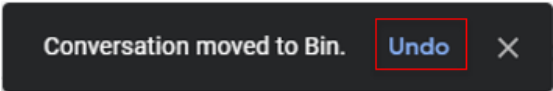
## Deleting Emails

1. Log into Student Portal [sportal.cqu.edu.au](http://sportal.cqu.edu.au) and *click* on the mail icon in the top right-hand corner to launch your student emails in Gmail.
2. From your inbox view, *click* the tick box next to the emails you wish to delete (pictured right).
3. *Click* the **Bin** symbol, located along the top ribbon of icons (pictured right).



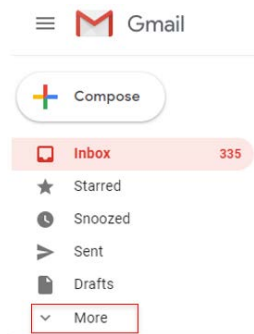
## Find & Restore Deleted Emails

Just after an email is deleted, a pop-up box will appear in the bottom left-hand corner of the webpage. This box will show an **Undo** button. If you wish to restore the latest email you deleted, *click Undo* (pictured below). This will place the email back into your inbox.



Alternatively, emails can be restored from the bin by following the steps below.

1. On the left-hand side panel, *click More* (pictured right).
2. *Scroll* down and *click Bin*.
3. *Click* the tick box next to the email you wish to restore.
4. *Click* the **Move to** symbol located along the top ribbon of icons (pictured below).



5. *Click Inbox*, the email will be restored back into your inbox.

## Emptying the Bin

Emails will automatically be deleted from the bin after 30 days.

Alternatively, the bin can be manually emptied by following either one of the processes below.

To delete selected emails, follow the steps below.

1. On the left-hand side panel, *click* **More** and *click* **Bin**.
2. *Click* the tick box next to the email you wish to delete from the bin.
3. *Click* **Delete Forever**.

To delete the whole bin, follow the steps below.

1. On the left-hand side panel, *click* **More** and *click* **Bin**.
2. Above the email list, there will be a dialogue box with a link **Empty Bin now** (pictured below).



Messages that have been in the Bin for more than 30 days will be deleted automatically. [Empty Bin now](#)

3. *Click* the **Empty Bin now** link.
4. A **Confirm deleting messages** pop-up box will appear, *click* **OK**.

