

# Delete Received Emails from Transactions

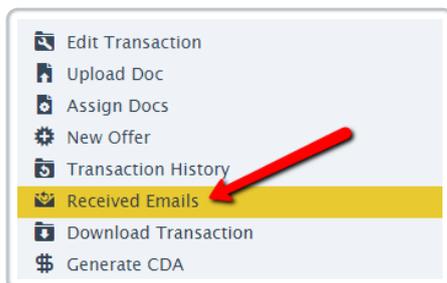
## SUMMARY

Master admin can delete received emails and their corresponding notes from transactions.

## Delete an Email from Received Emails

To delete an email from Received Emails:

- 1 Navigate to the transaction.
- 2 Click [Received Emails] from the left menu.

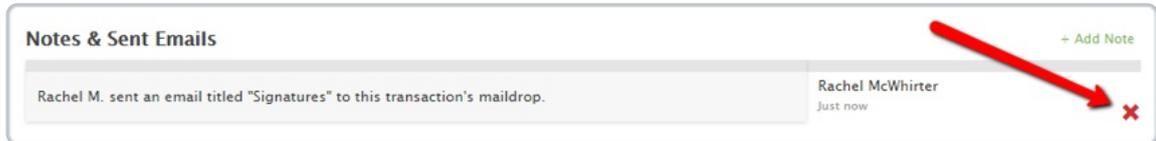


- 3 Click on the email you would like to delete. The email will expand allowing you to review the body.
- 4 Click the [X] at the bottom of the email to delete.
- 5 Confirm the deletion.

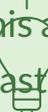
## Delete an Email's Corresponding Note on a Transaction

To delete an email's corresponding Note on a transaction:

- 1 Navigate to the transaction.
- 2 Hover over the note to be deleted and click the [X] that appears to the right of the note.



- 3 Confirm the deletion.

 This ability to delete emails and corresponding notes is only available to Master Admins. To learn more about Master Admin permissions, see: [Master Admin Permissions](#) →

 Received emails are part of a transaction's audit trail. We recommend that you only delete an email if it was sent in error.