

Email Help for Microsoft Outlook

How to Change Your Settings to *Delete Email Off Your Server* for Pop Email Setup's

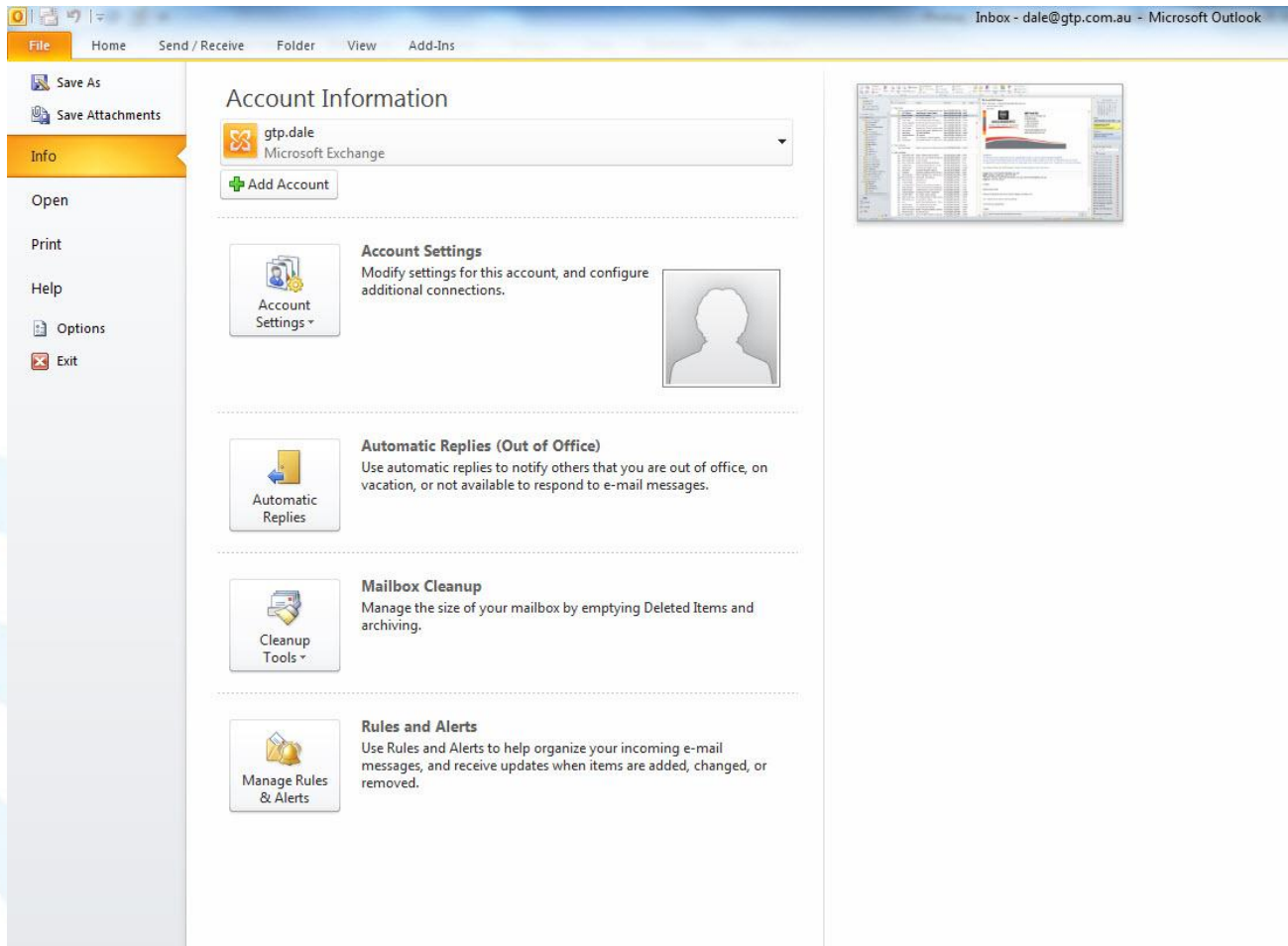
These instructions are for **POP3** email accounts

What is this Presentation About

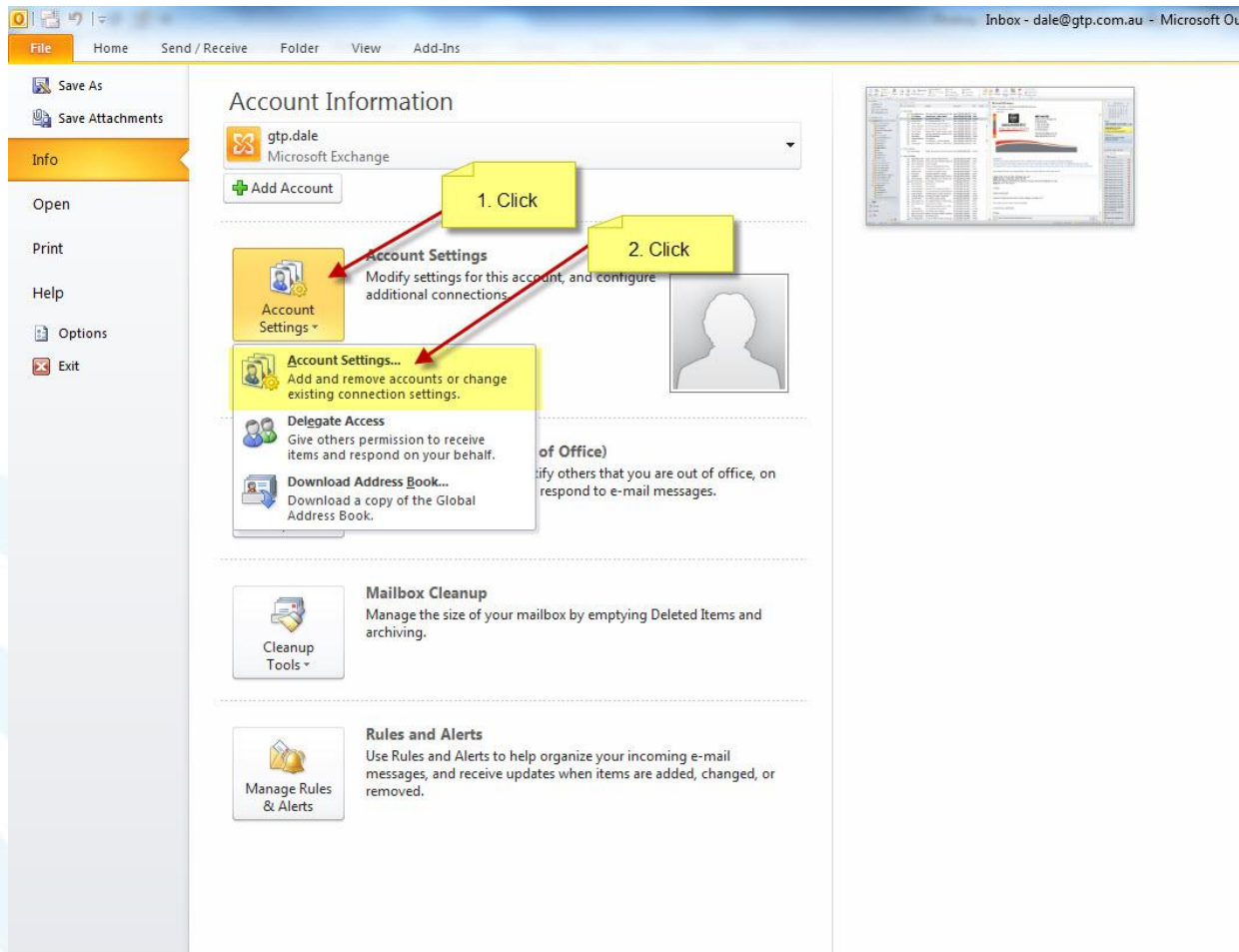
- This presentation will show you step by step how to set your outlook 2010 email account to delete email off your server after a number of days.
- Please go to the next slide to start



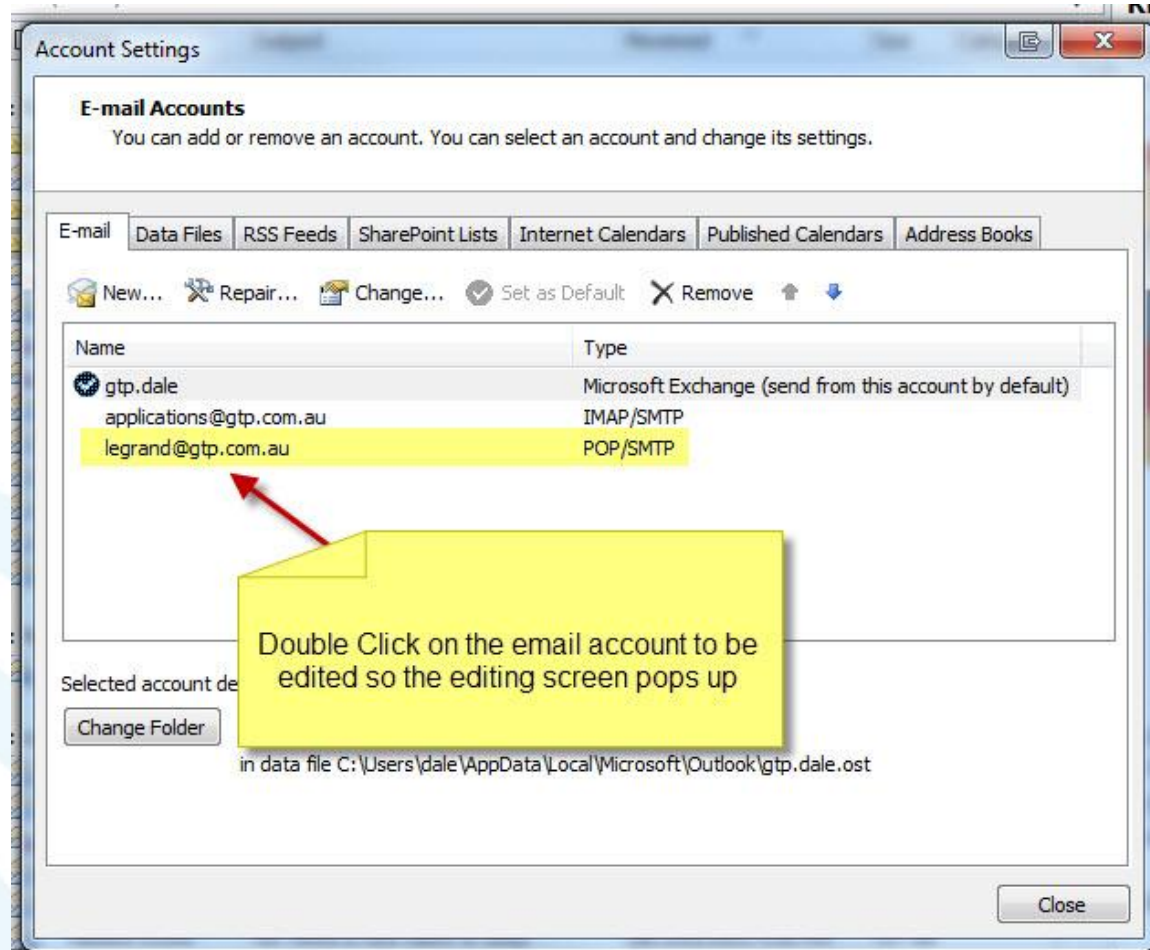
Click on File



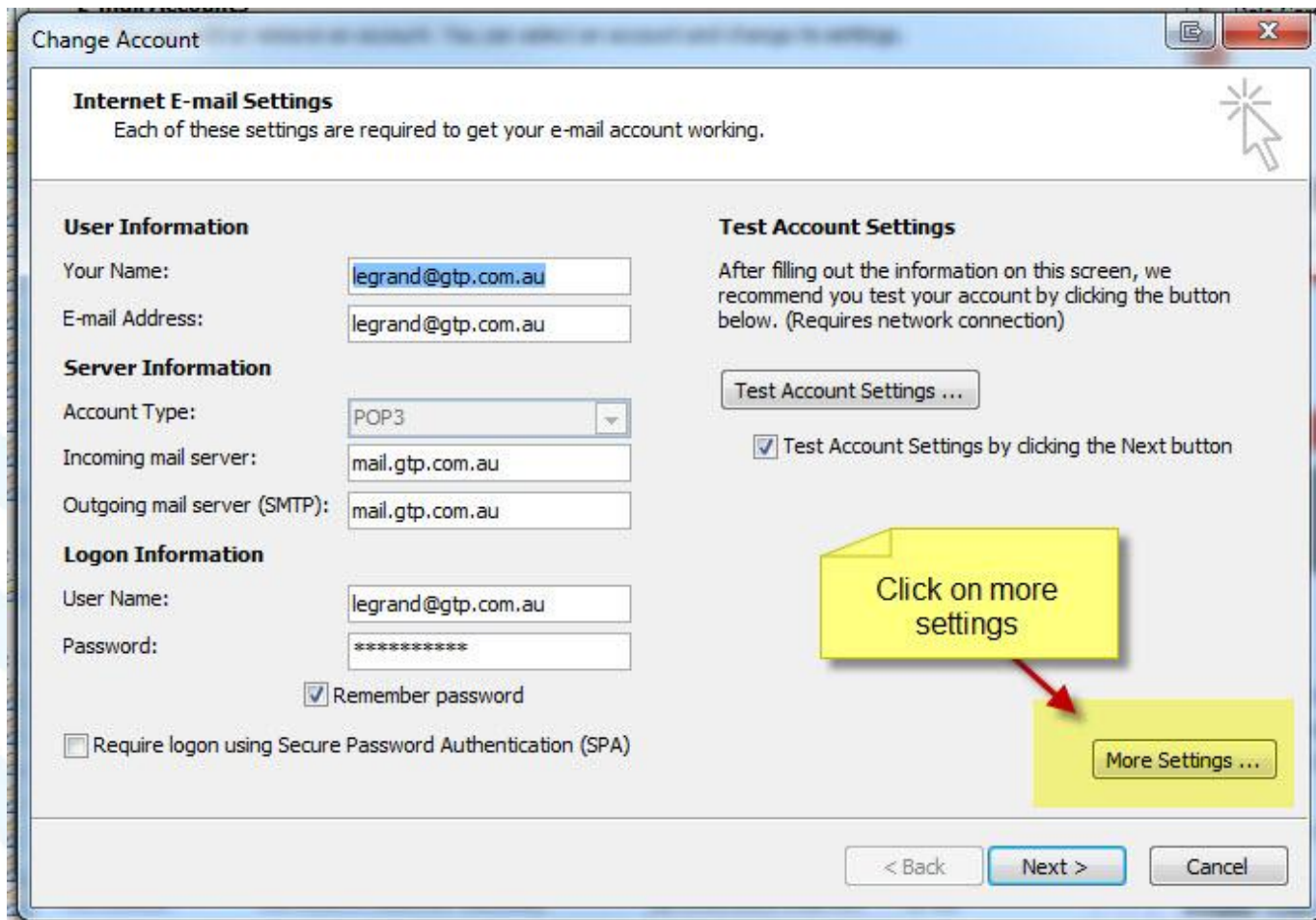
Click on Account Settings



Double Click Email Account You Wish To Edit



Click the More Settings Button



Change Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: legrand@gtp.com.au
E-mail Address: legrand@gtp.com.au

Server Information
Account Type: POP3
Incoming mail server: mail.gtp.com.au
Outgoing mail server (SMTP): mail.gtp.com.au

Logon Information
User Name: legrand@gtp.com.au
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

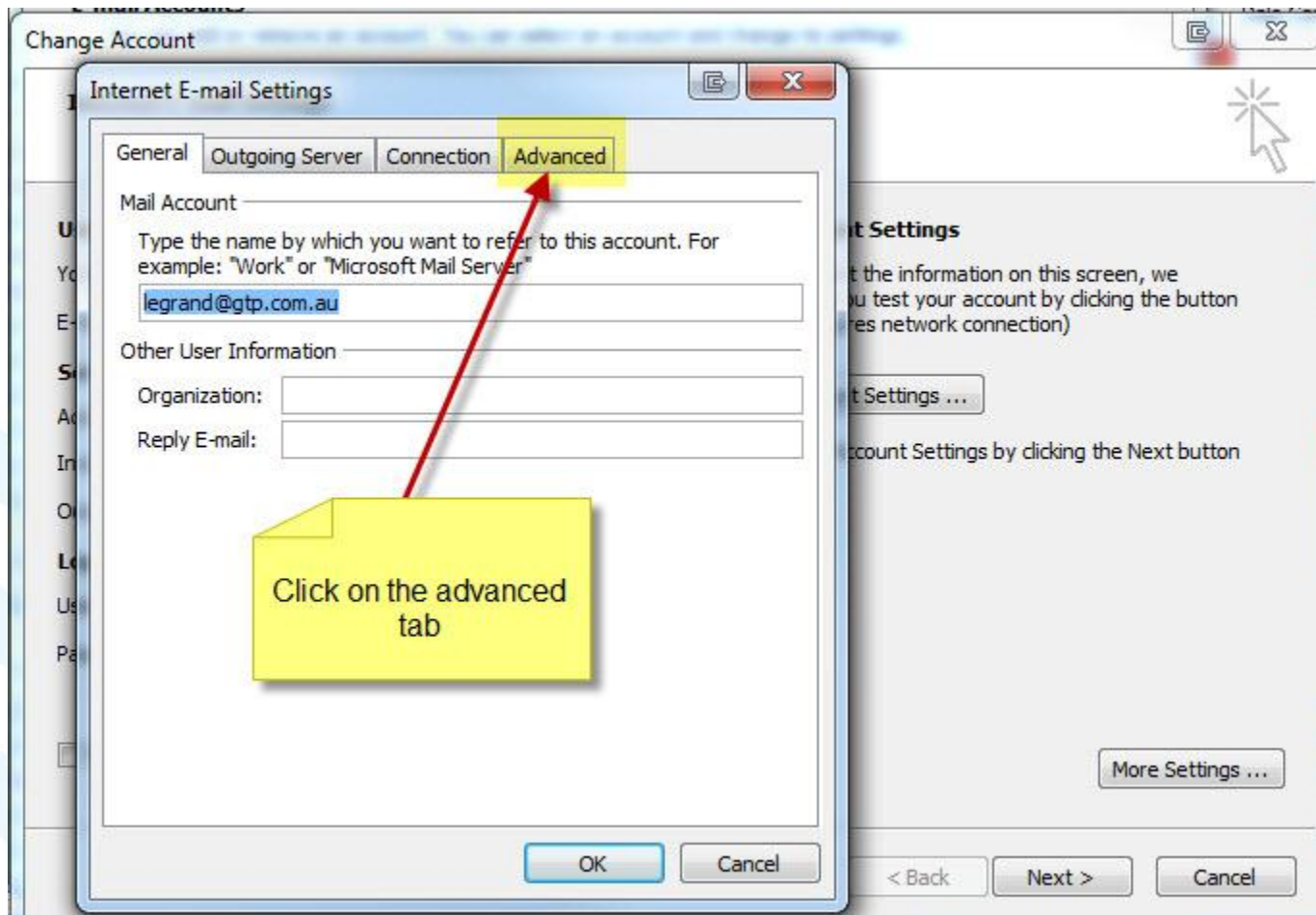
Test Account Settings by clicking the Next button

Click on more settings

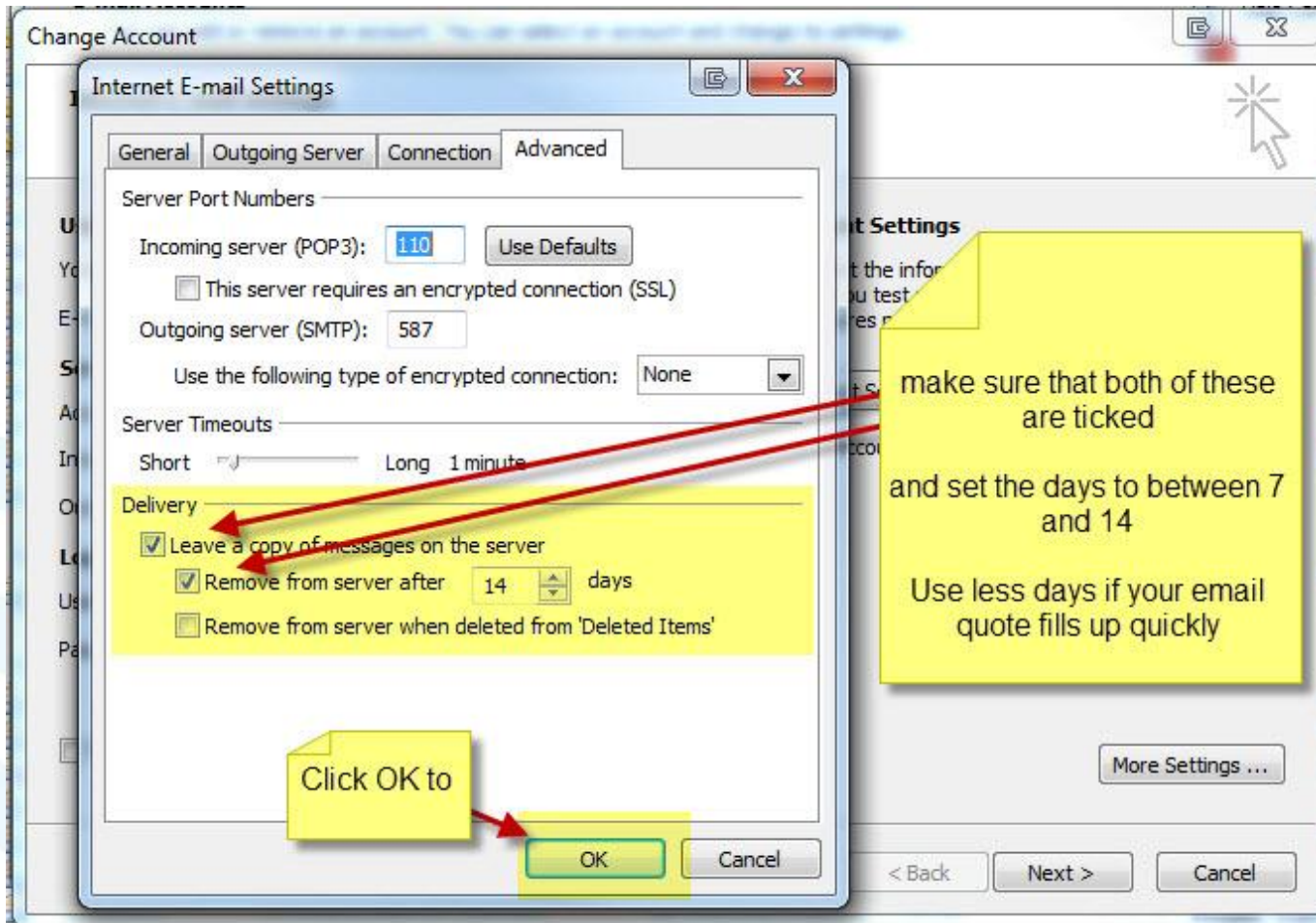
More Settings ...

< Back Next > Cancel

Click the Advanced Tab



Tick the Shown Delivery Tick Boxes and Click OK



The screenshot shows the 'Internet E-mail Settings' dialog box, specifically the 'Advanced' tab. The 'Delivery' section is highlighted in yellow and contains the following options:

- Leave a copy of messages on the server
- Remove from server after 14 days
- Remove from server when deleted from 'Deleted Items'

Red arrows point from a yellow callout box to the 'Leave a copy of messages on the server' and 'Remove from server after 14 days' options. Another yellow callout box points to the 'OK' button.

make sure that both of these are ticked

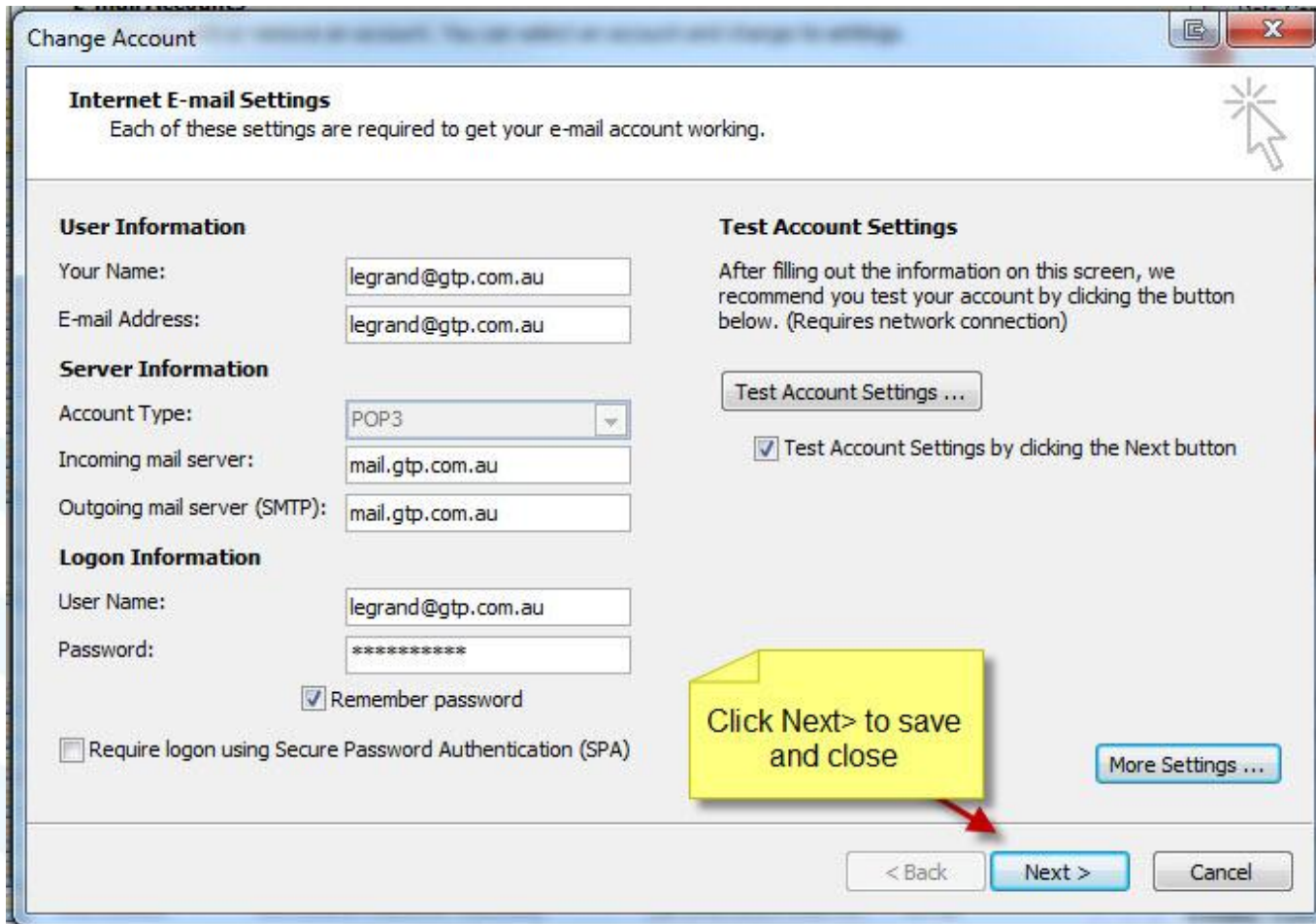
and set the days to between 7 and 14

Use less days if your email quote fills up quickly

Click OK to

Buttons visible: OK, Cancel, More Settings ..., < Back, Next >, Cancel.

Click Next to Save and Close



Change Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

Click Next> to save and close

Congratulations

- You have now successfully changed the email settings to delete email off your server after X days.
- This will stop your email box filling up
- If it does fill up try reducing the number of days to leave email on the server.



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Contact Information

- support@gtp.com.au
- + 61 1300 856 533
- SMS: +61 411 352 766
- Twitter: perthwebdesign
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