Email Help for Microsoft Outlook

How to Change Your Settings to ***Delete Email Off Your Server***

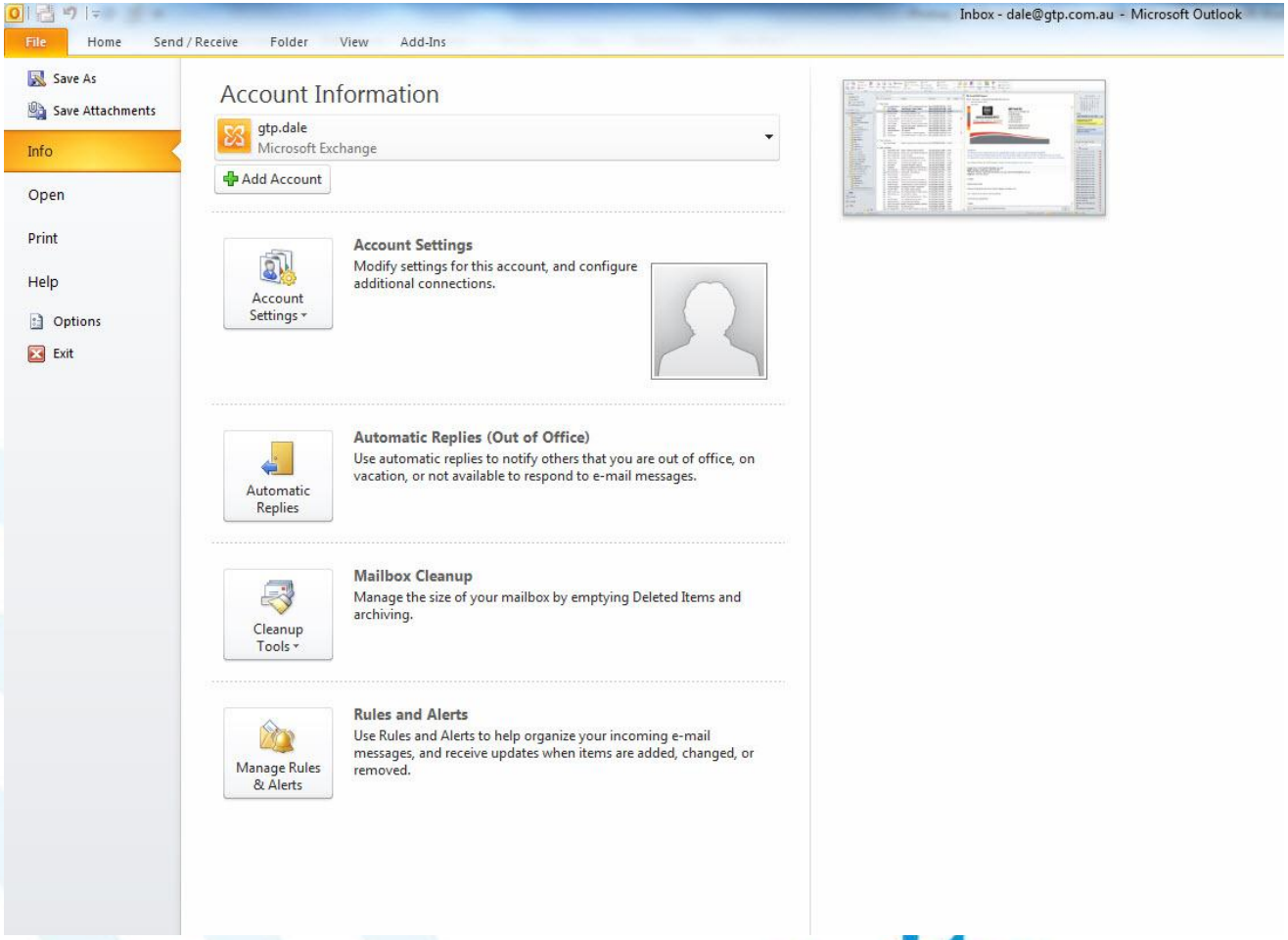
for Pop Email Setup's

These instructions are for **POP3** email accounts

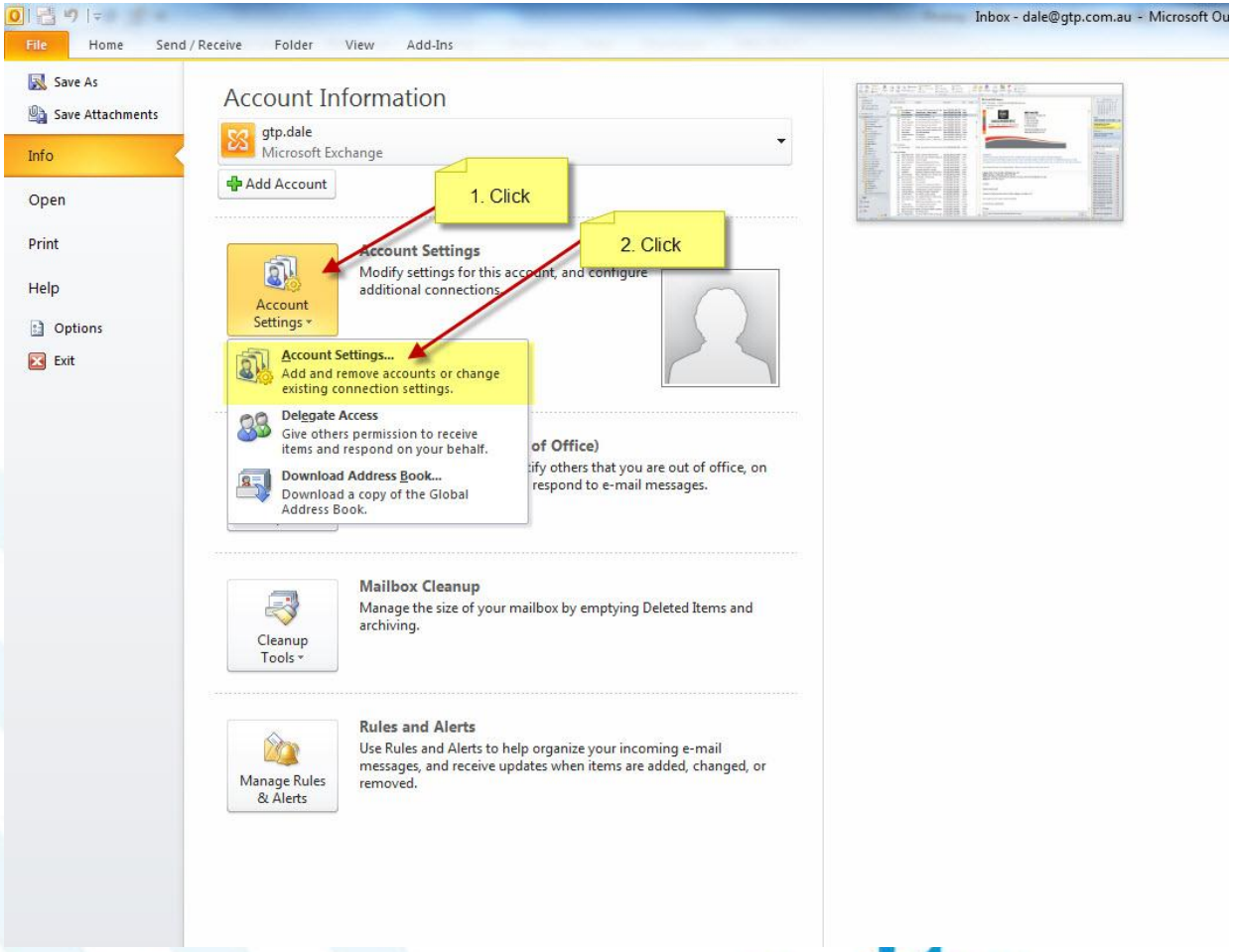
What is this Presentation About

- 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

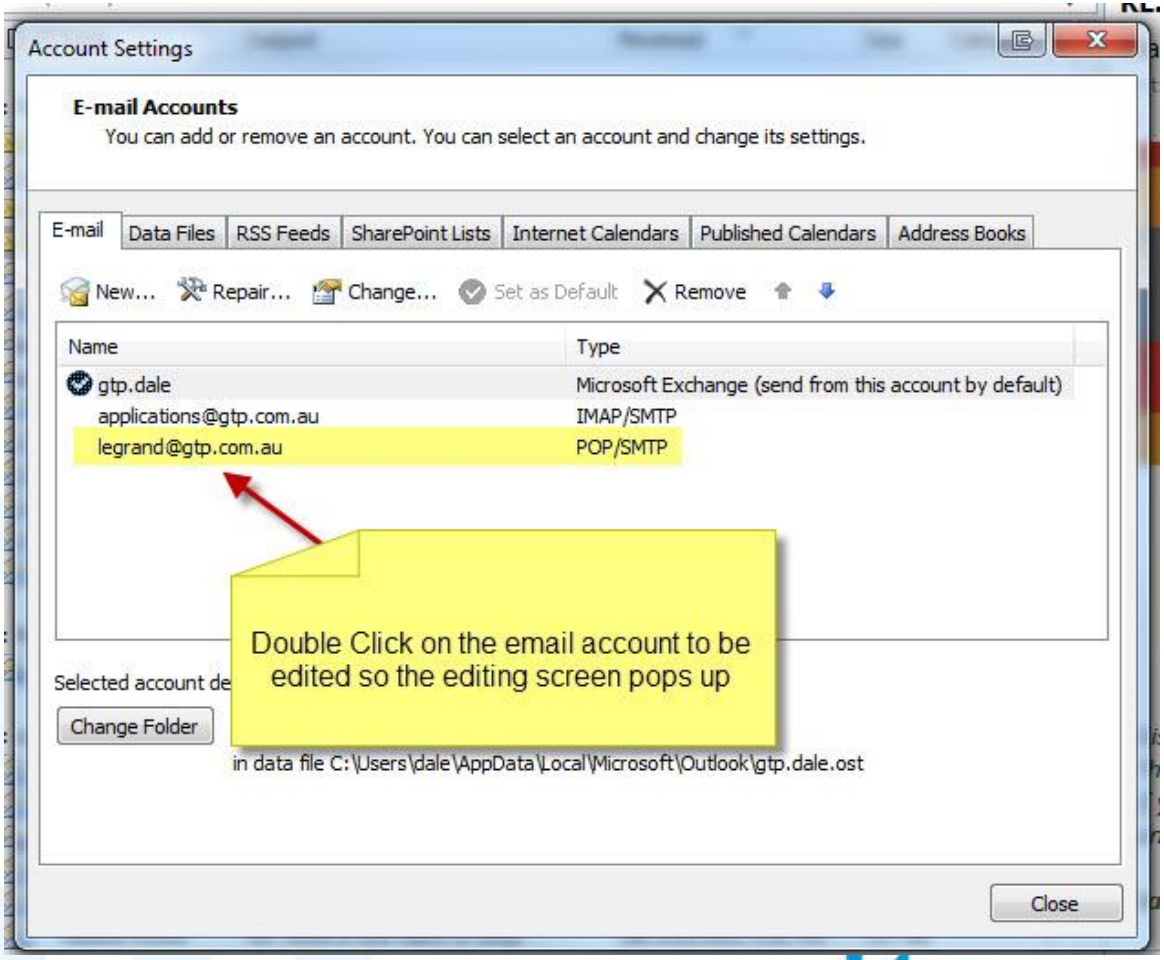
Click on File



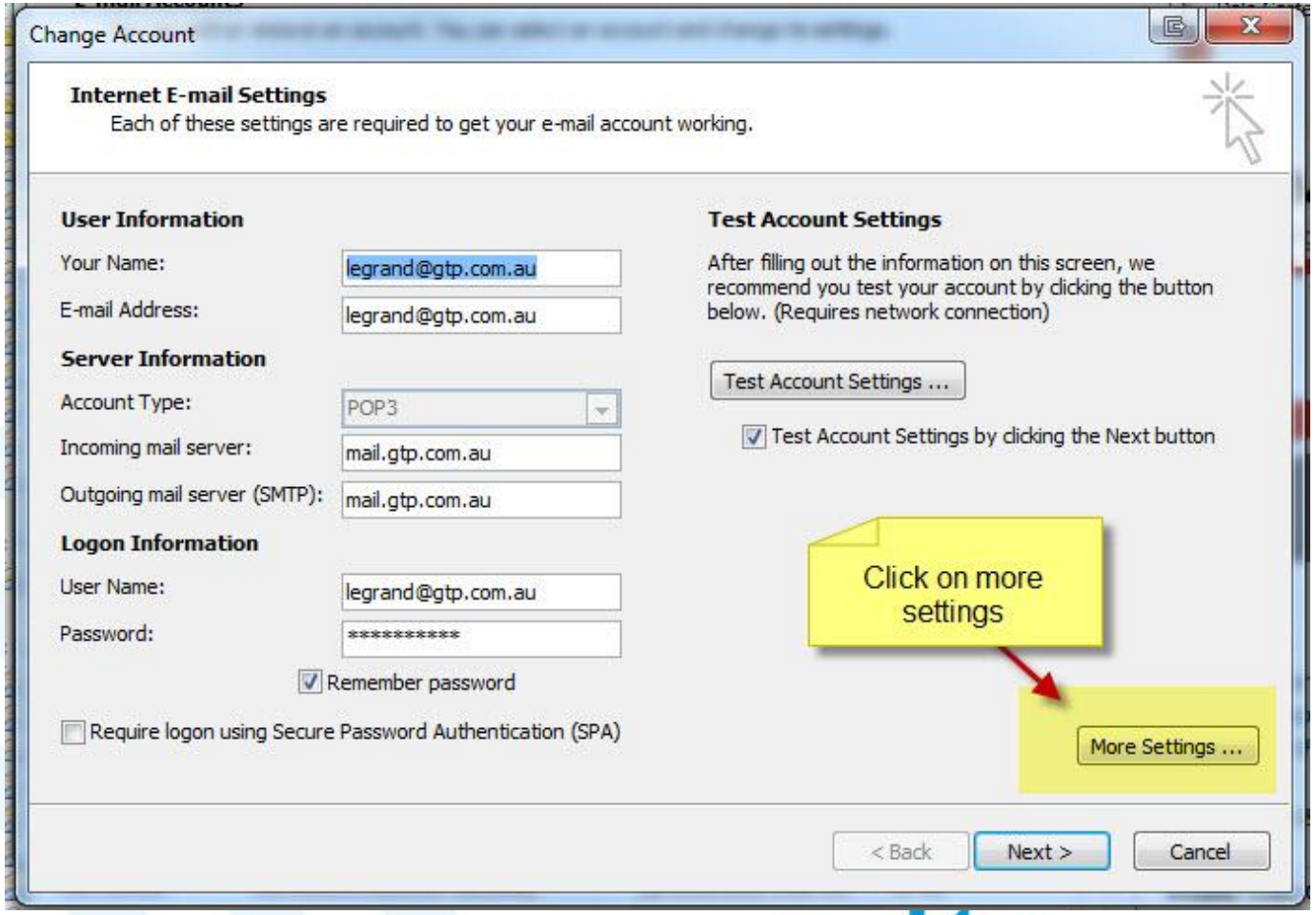
Click on Account Settings



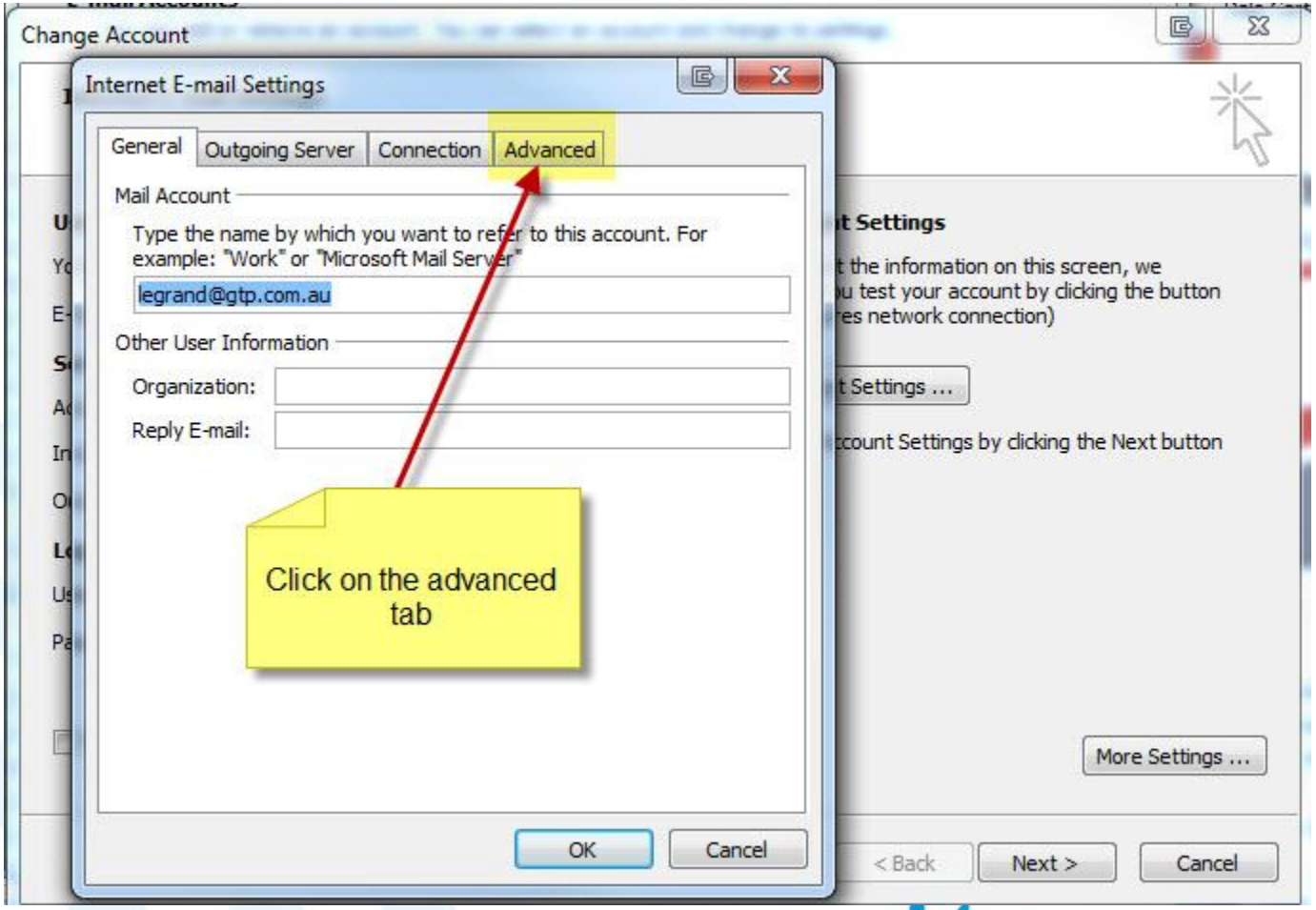
Double Click Email Account You Wish To Edit



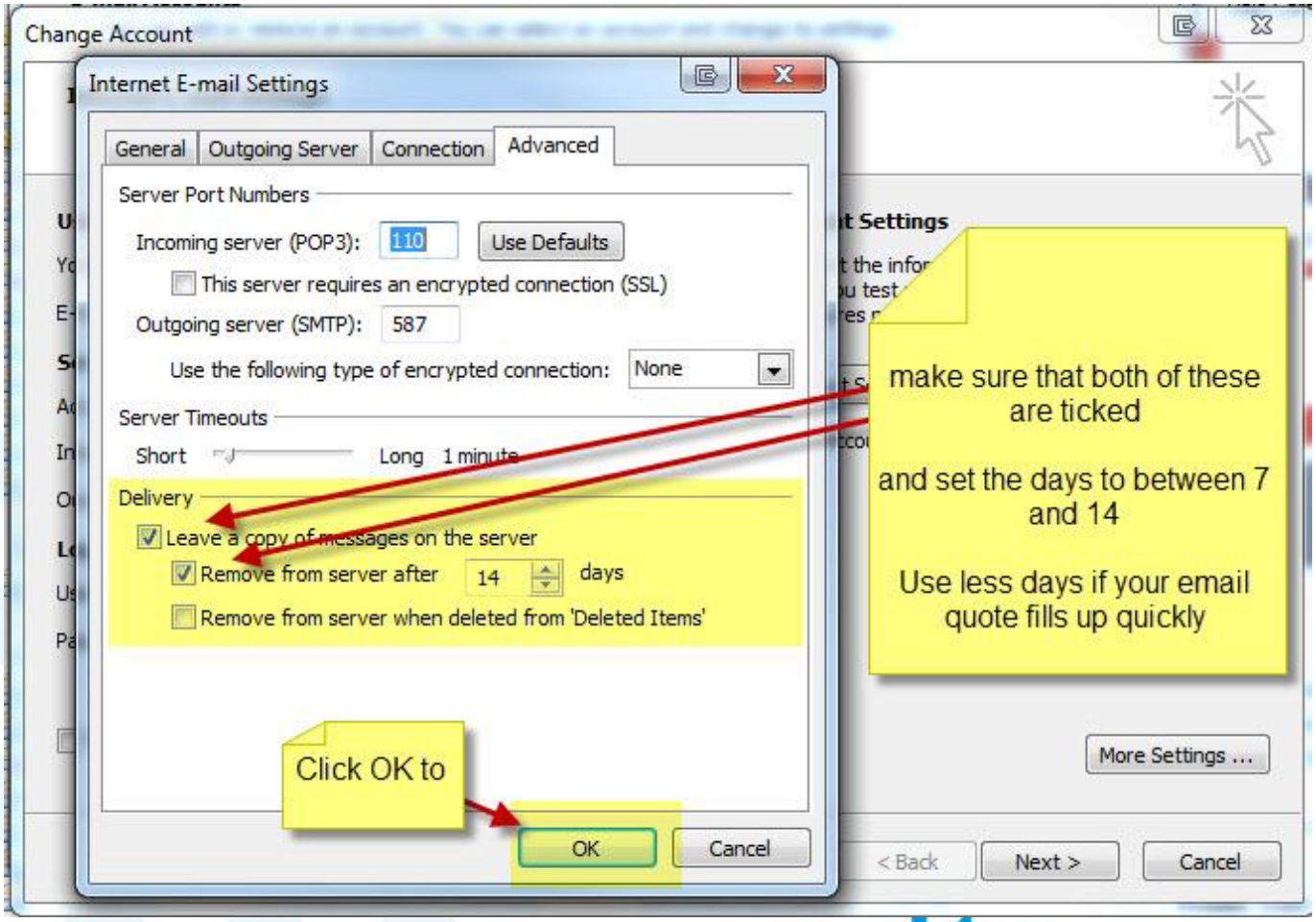
Click the More Settings Button



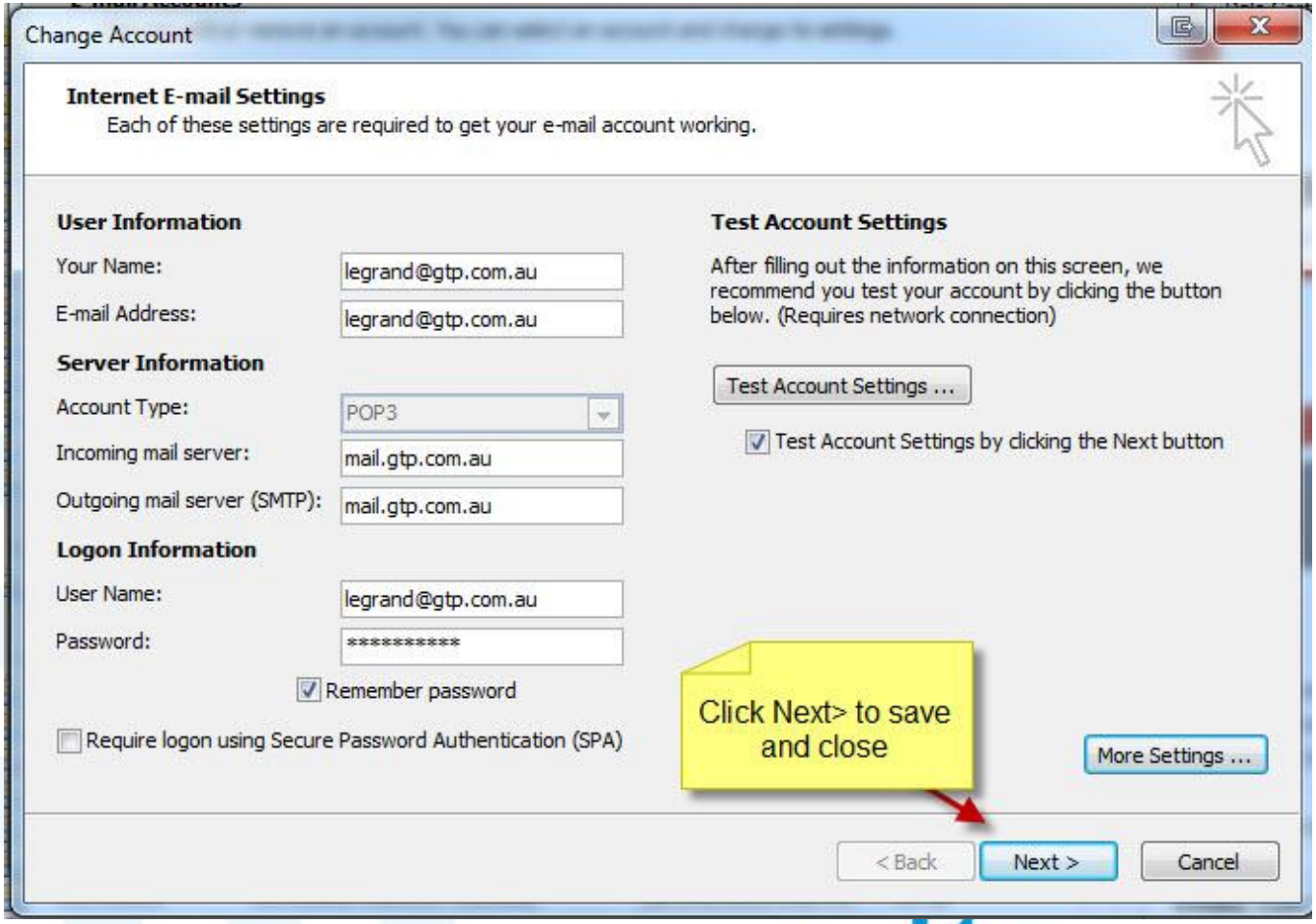
Click the Advanced Tab



Tick the Shown Delivery Tick Boxes and Click OK



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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