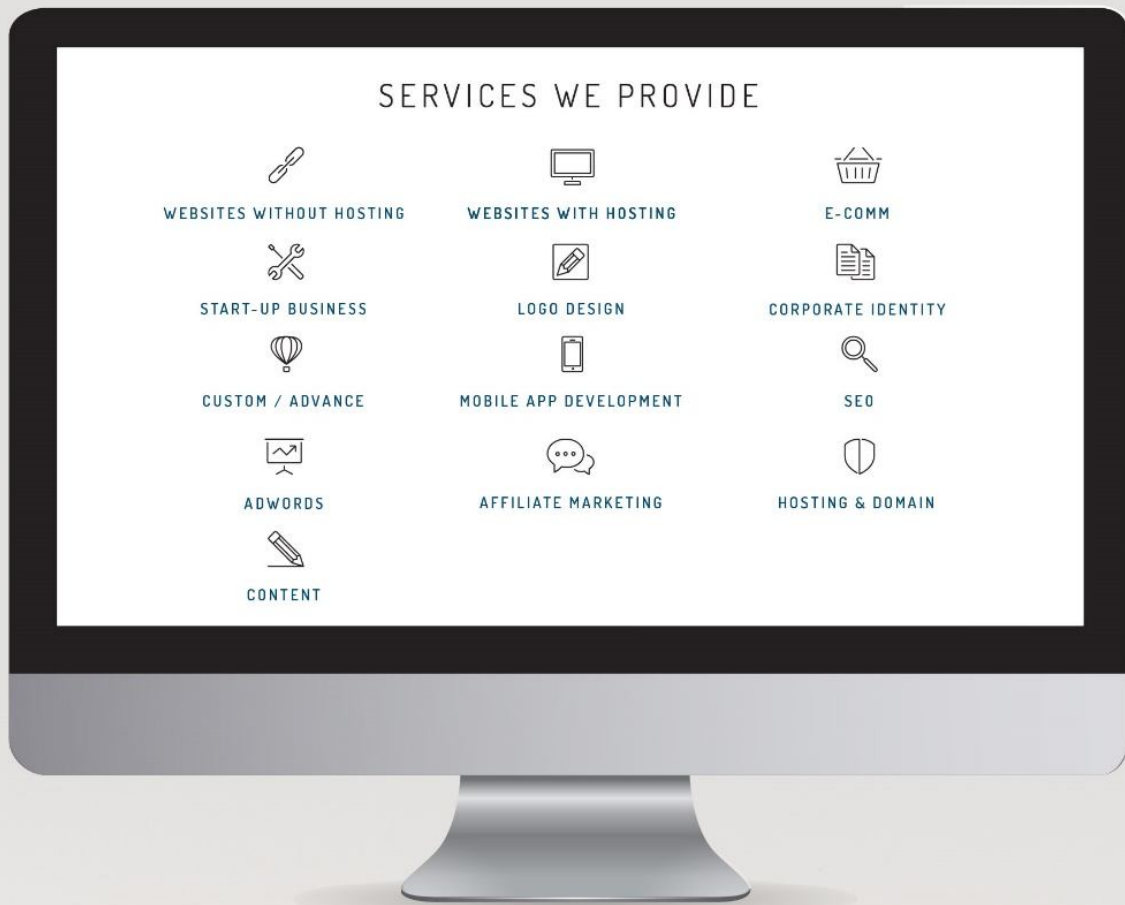
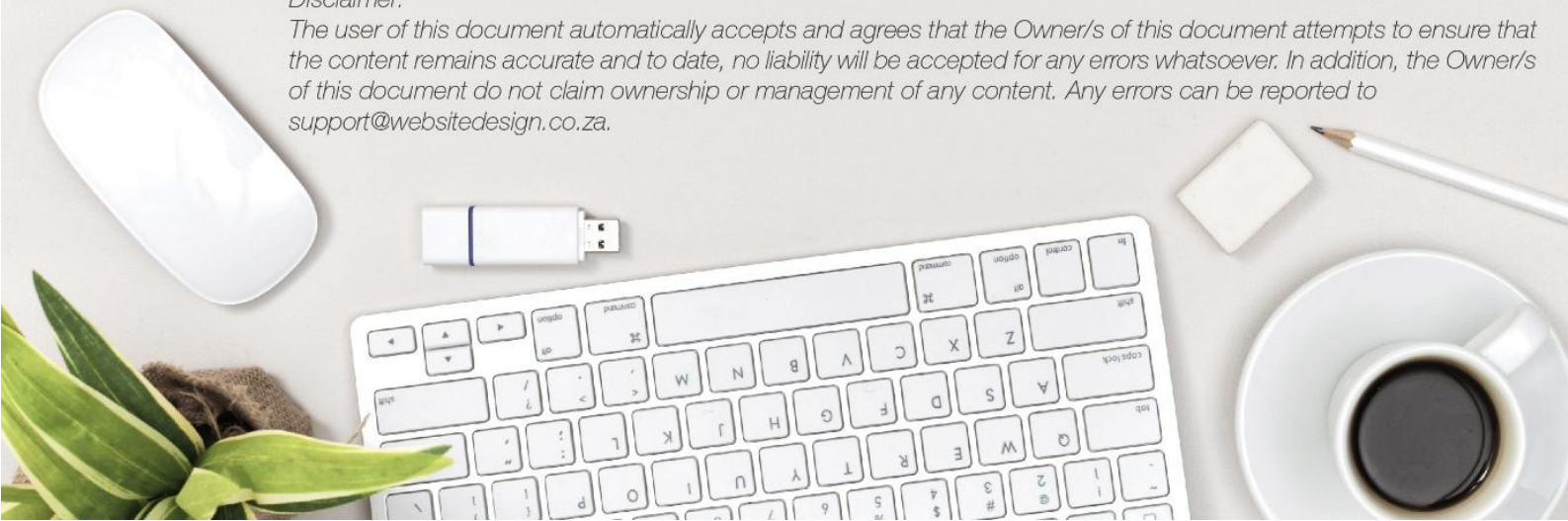


# Delete Mails off Server



*Disclaimer:*

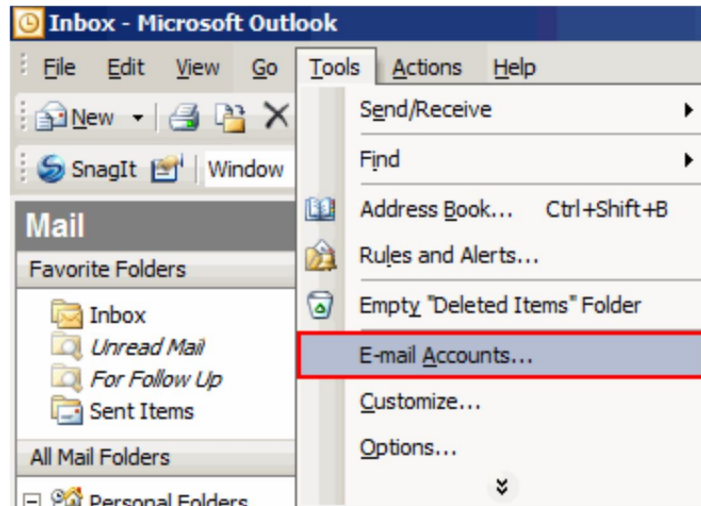
*The user of this document automatically accepts and agrees that the Owner/s of this document attempts to ensure that the content remains accurate and to date, no liability will be accepted for any errors whatsoever. In addition, the Owner/s of this document do not claim ownership or management of any content. Any errors can be reported to support@websitedesign.co.za.*



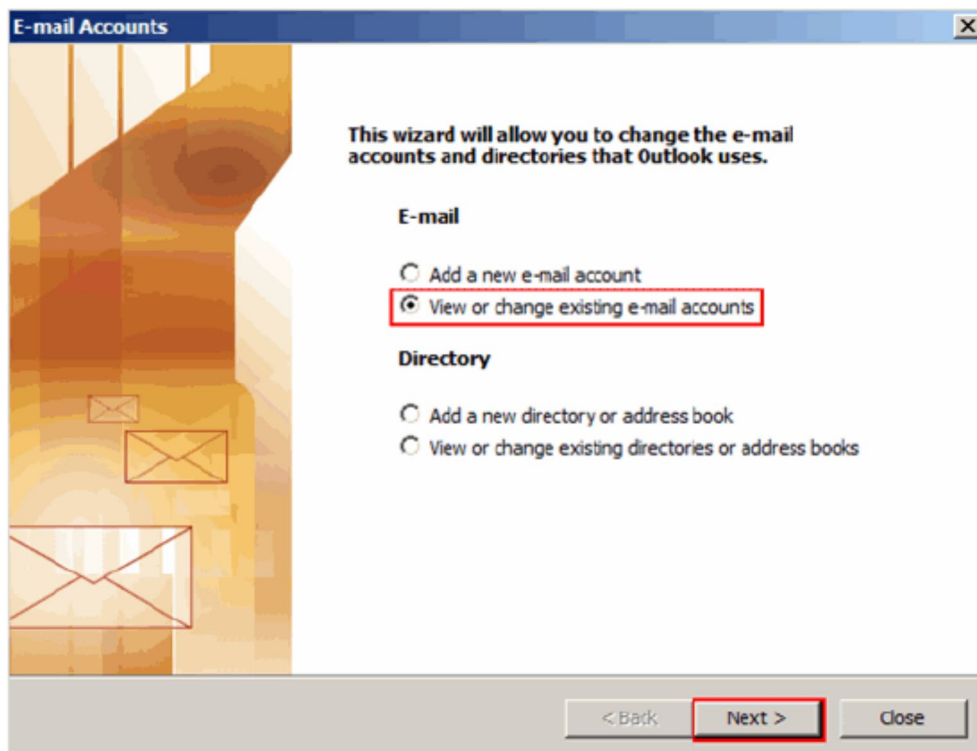
## CONFIGURING YOUR EMAIL CLIENT: DELETE MAILS OFF SERVER

This article will assist you in setting up Microsoft Outlook to remove a copy of the messages on the server, once it is downloaded to your computer.

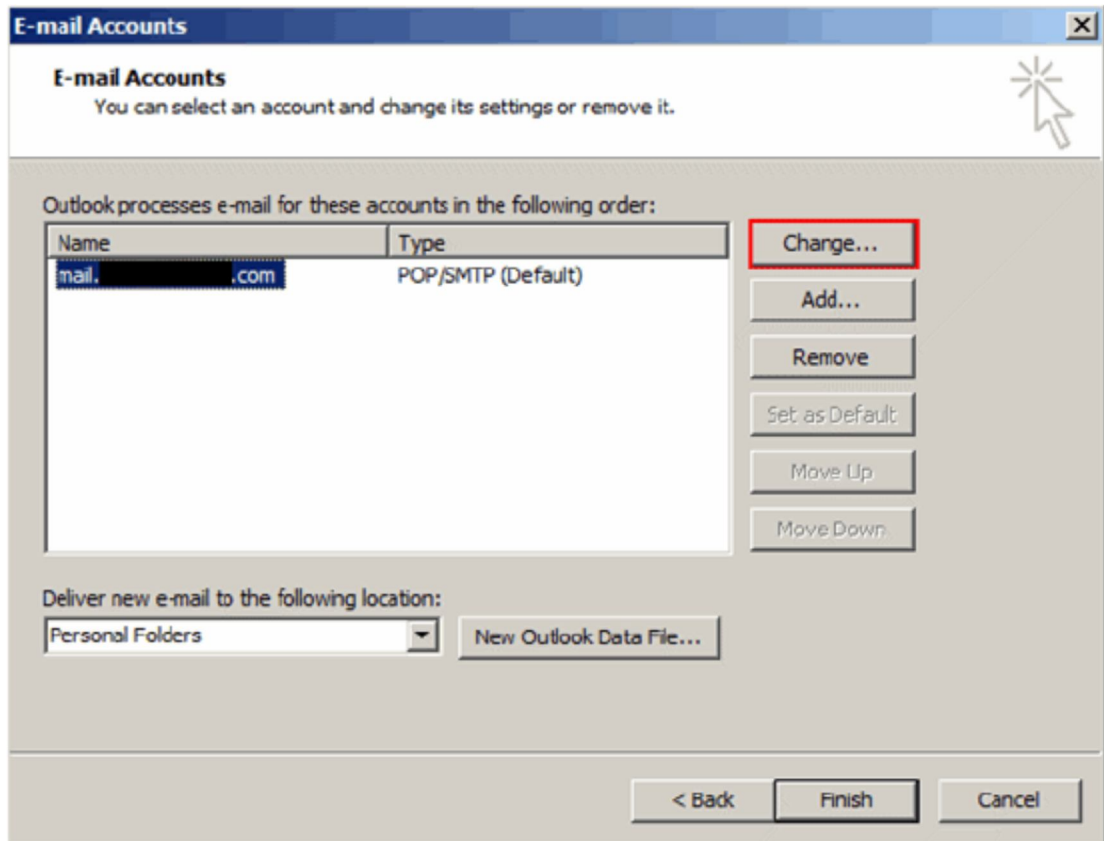
1. Open **Microsoft Outlook**. Once open, click on **Tools**  **E-mail Accounts**.



2. Select **View or change existing e-mail accounts** and click **Next**.



3. Highlight the account you would like to edit and click the button which says **Change**.



4. On the next screen, which contains the incoming and outgoing server information, click the button which says **More Settings**.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

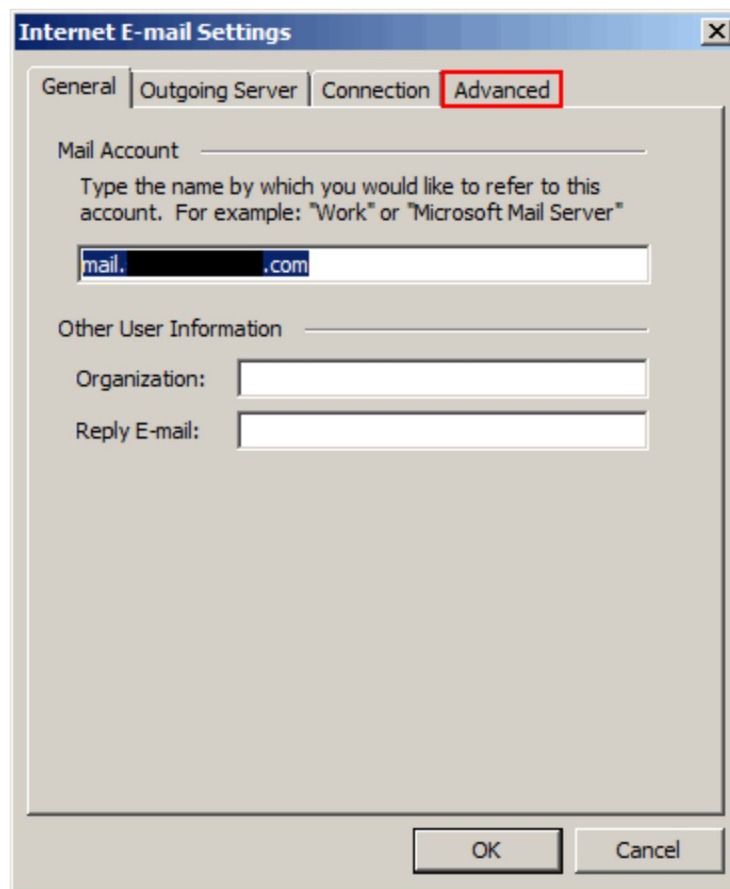
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

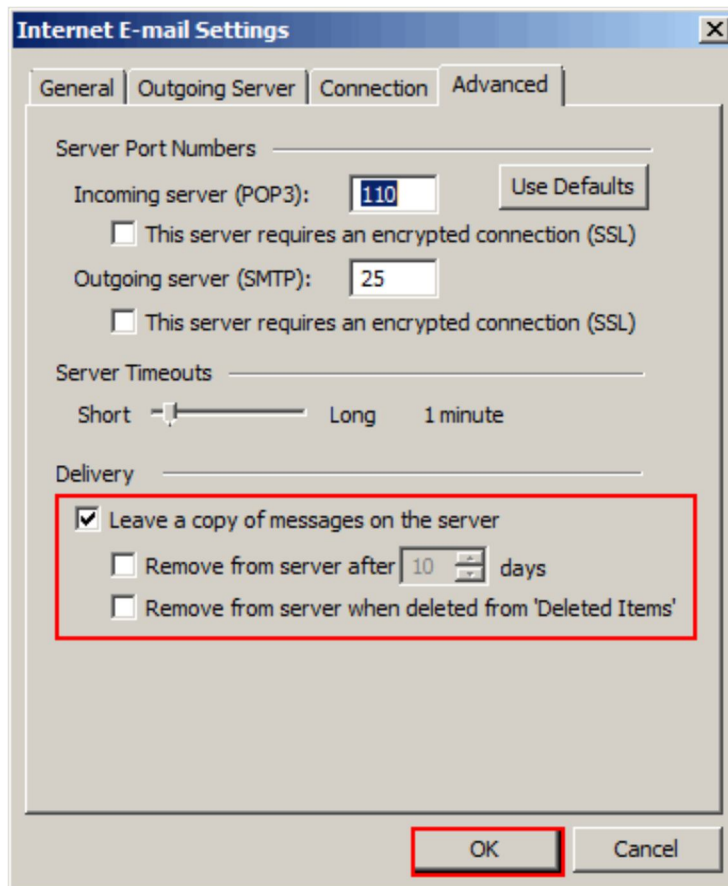
More Settings ...

< Back   Next >   Cancel

5. Click on the tab which says **Advanced**.



6. Remove the tick mark next to "**Remove from server after \_\_\_ days**"
7. Remove the tick mark next to "**Remove from server when deleted from 'Deleted Items'**"
8. Remove the tick mark next to **Leave a copy of messages on the server.**
9. Now click **OK**, then **Next**, then **Finish**.



10. You have now set Microsoft Outlook to remove a copy of the messages on the server, once it has downloaded to your computer.