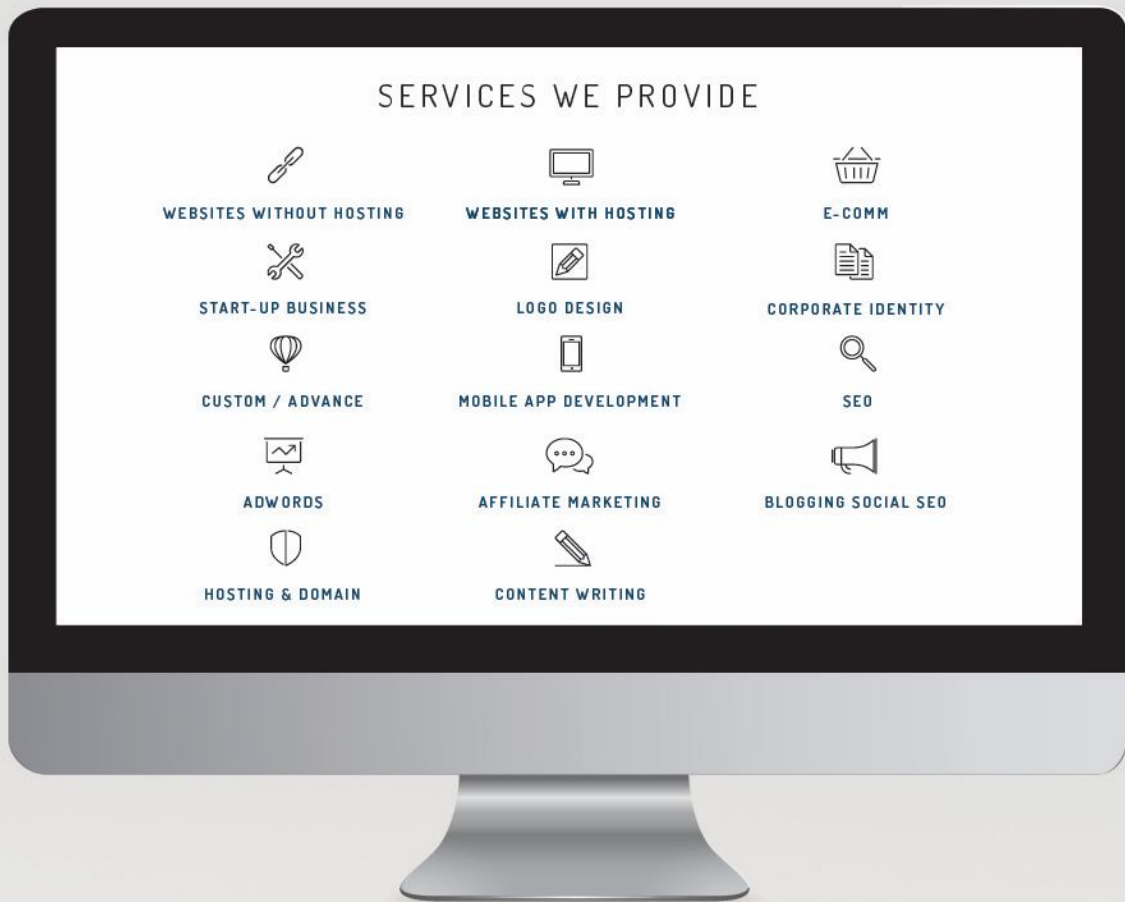
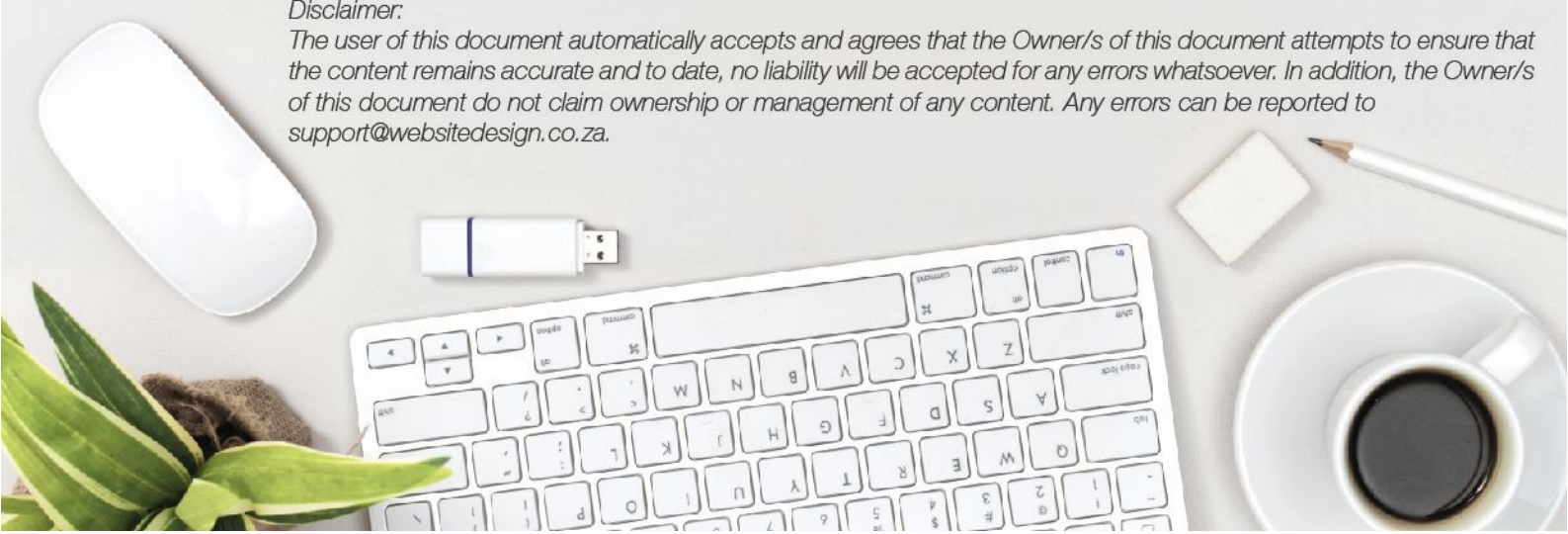


Delete Mails off Server



Disclaimer:

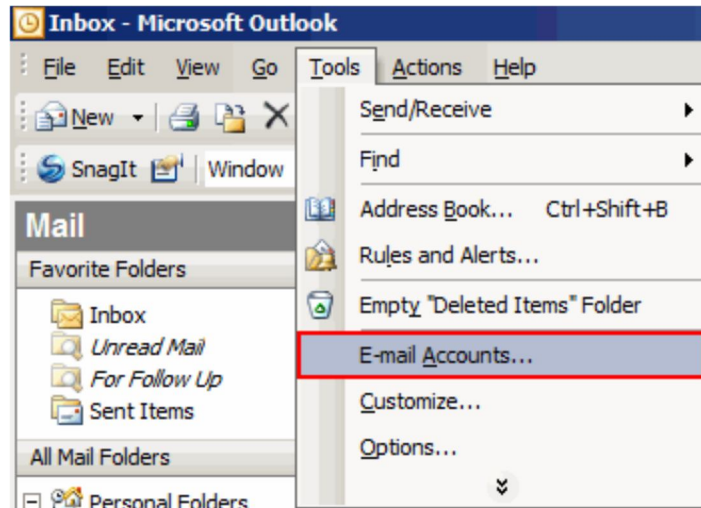
The user of this document automatically accepts and agrees that the Owner/s of this document attempts to ensure that the content remains accurate and to date, no liability will be accepted for any errors whatsoever. In addition, the Owner/s of this document do not claim ownership or management of any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



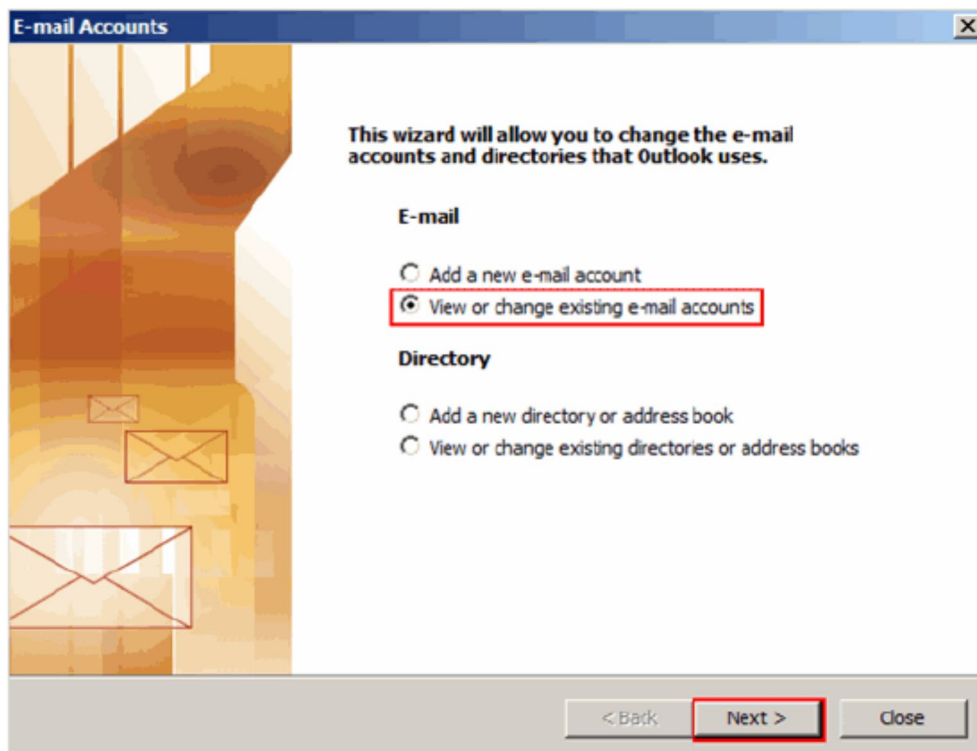
CONFIGURING YOUR EMAIL CLIENT: DELETE MAILS OFF SERVER

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.

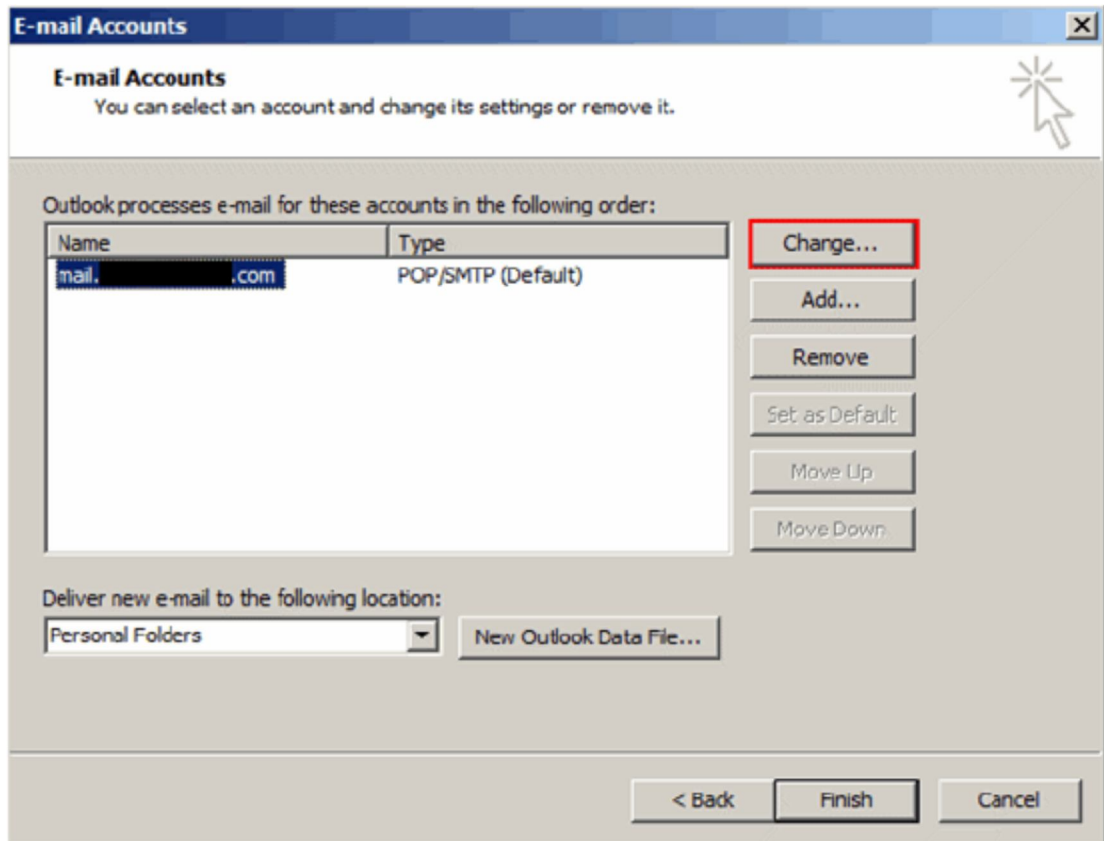
1. Open **Microsoft Outlook**. Once open, click on **Tools** **E-mail Accounts**.



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

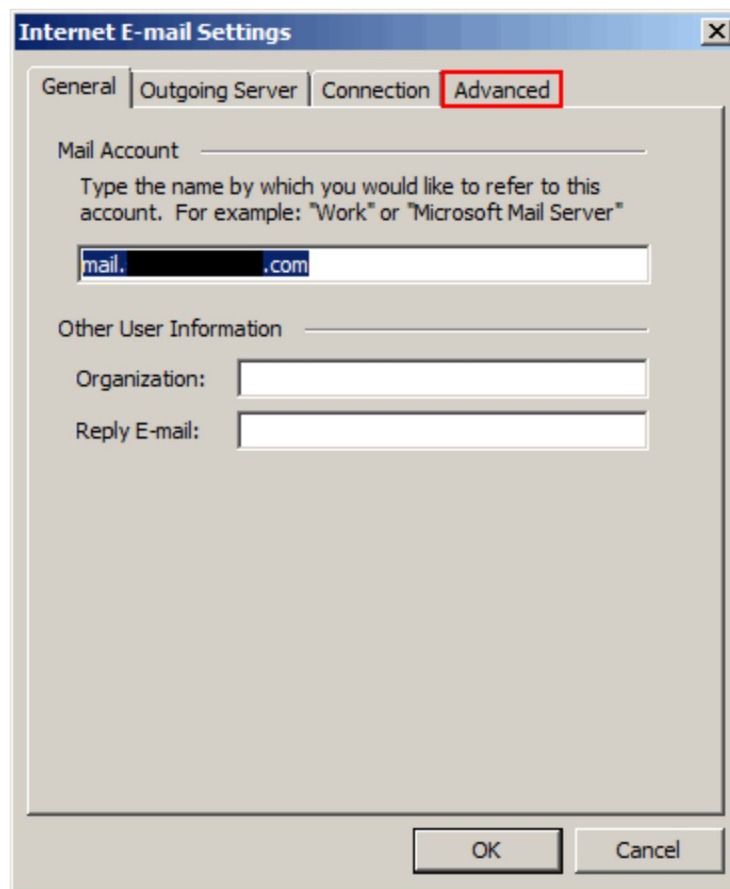
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

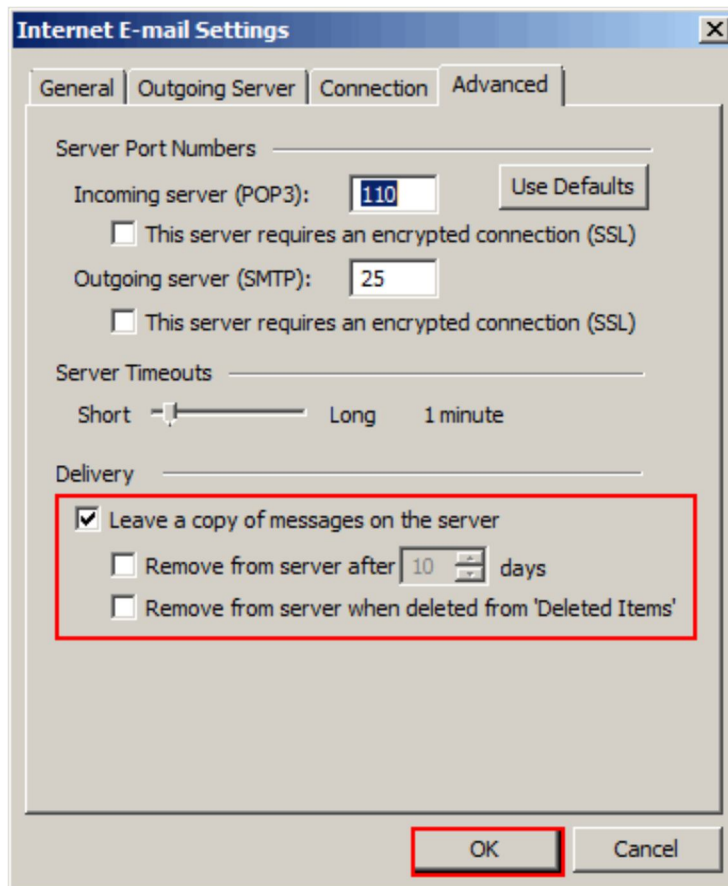
More Settings ...

< 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.