Remove copies from the server in Outlook

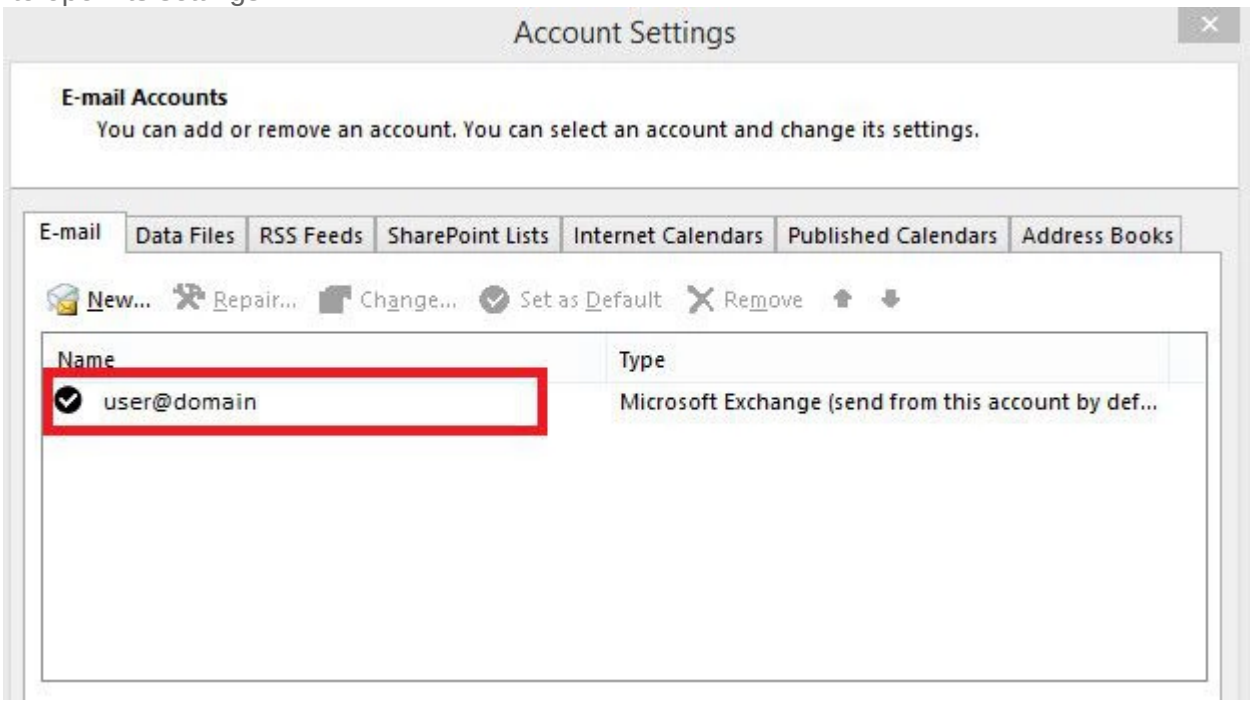
1.

   Click on **File** > **Account Settings** > **Account Settings...**

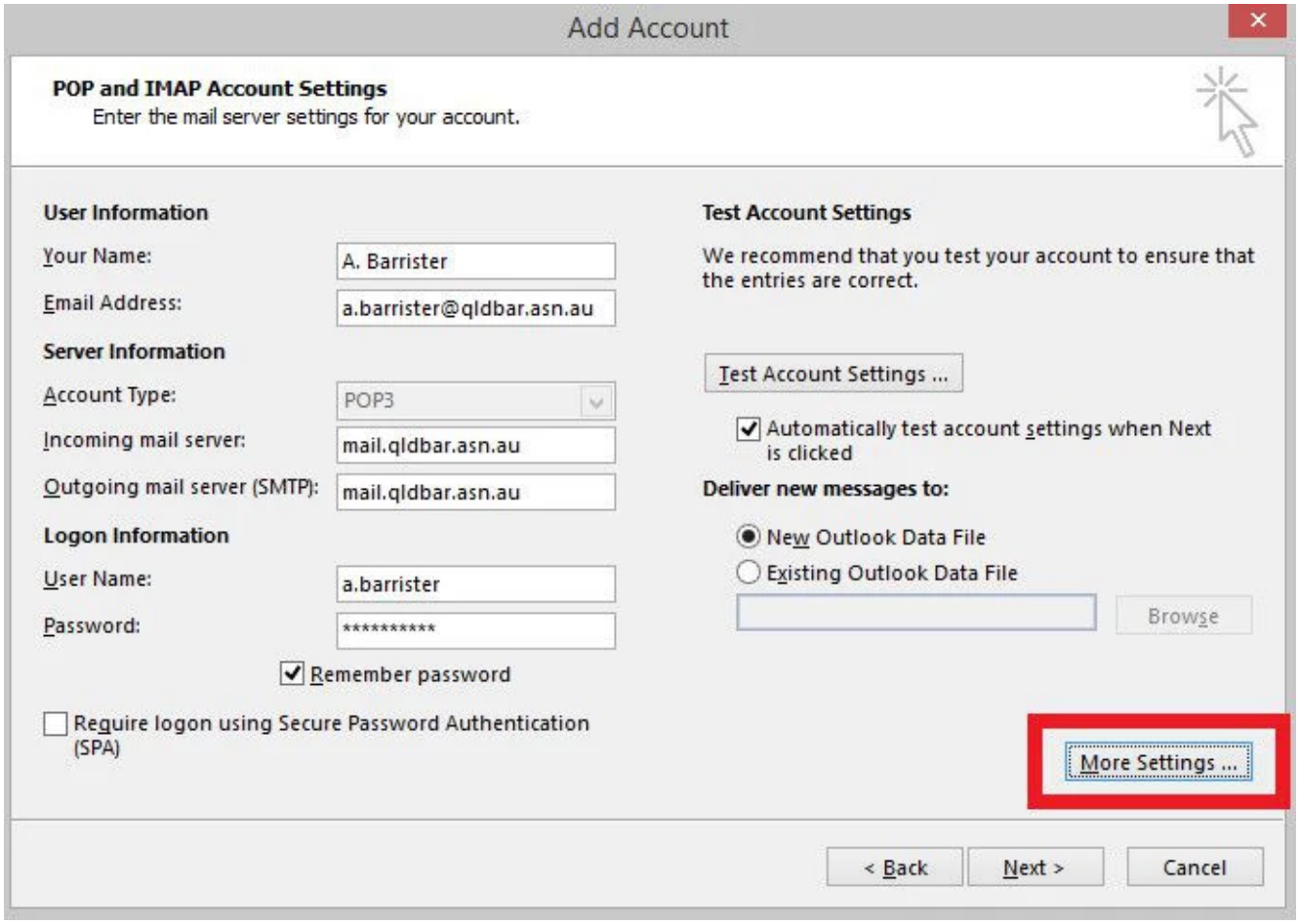
2.

   Locate your account and **double-click**

to open its settings.



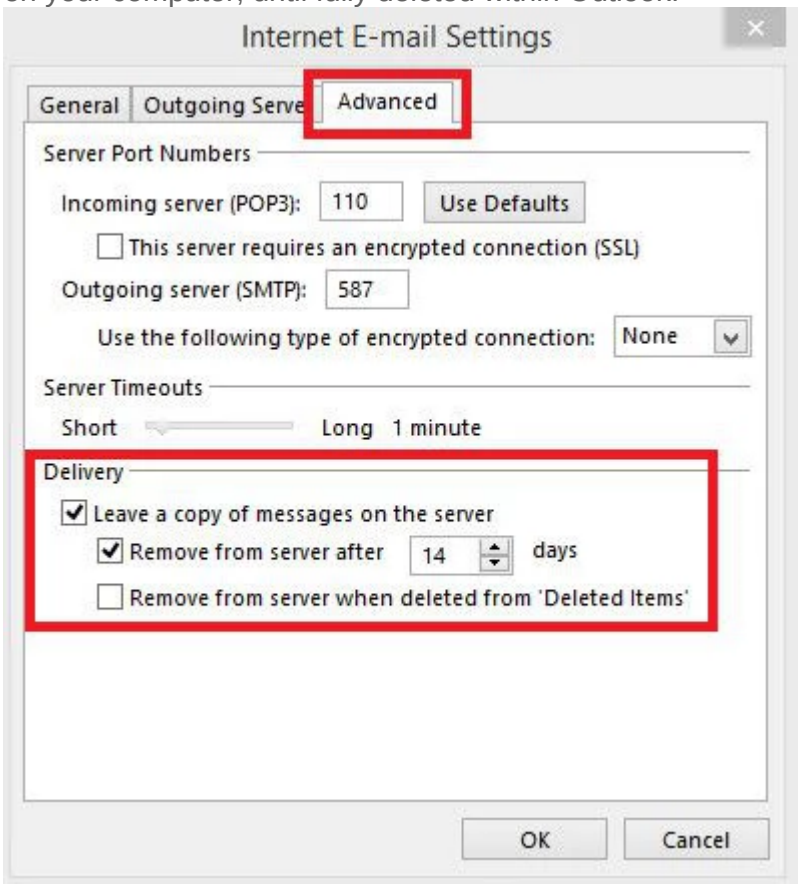
3.



4.

In the **Advanced** tab, under **Delivery**, make sure the settings are as follows. This will maintain a copy on the server for **14 days**

after it has been retrieved by your Outlook program. A copy of all emails will remain stored locally on your computer, until fully deleted within Outlook.



5.

Click **OK**.

6.

Click **Next**. A test will be run to confirm your settings are correct. Once the test is complete, click **Close**, then click **Finish** on the following screen.

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