

# Remove copies from the server in Outlook

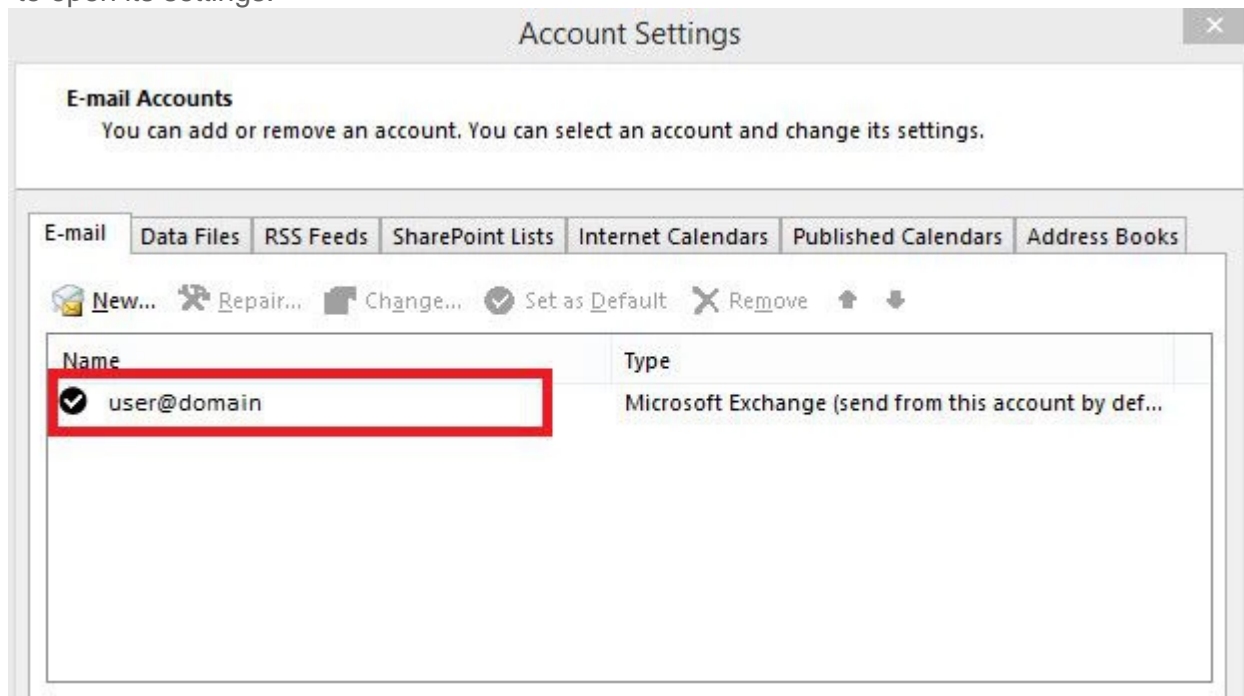
1.

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

2.

Locate your account and **double-click**

to open its settings.



3.



**Add Account** ✕

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**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email 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**

We recommend that you test your account to ensure that the entries are correct.

☒ Automatically test account settings when Next is clicked

**Deliver new messages to:**

☒ New Outlook Data File

☐ Existing Outlook Data File

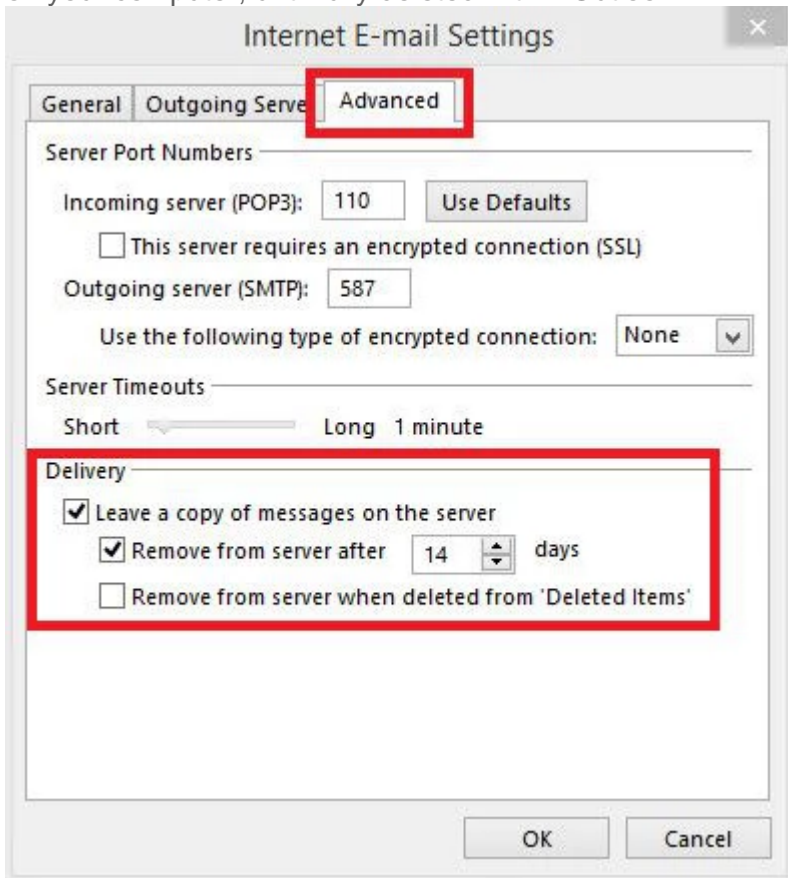
**More Settings ...**

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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