

Remove copies from the server in Outlook

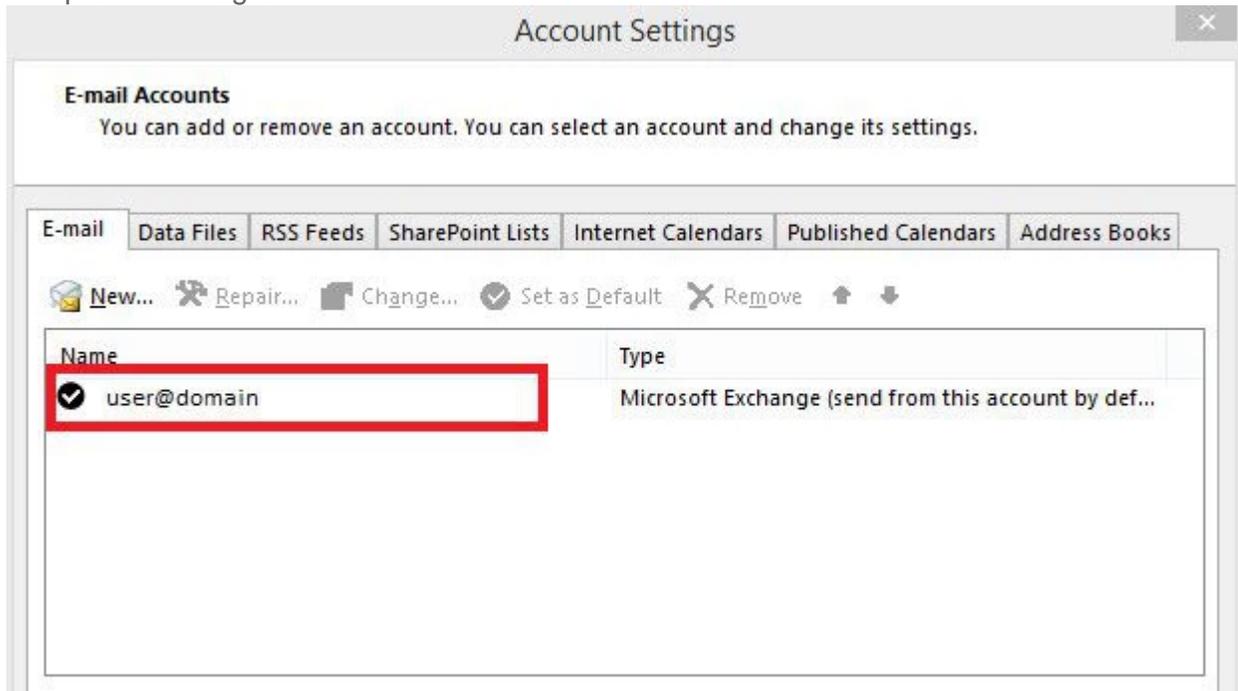
1.

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

2.

Locate your account and **double-click**

to open its settings.



3.

Add Account ✕

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

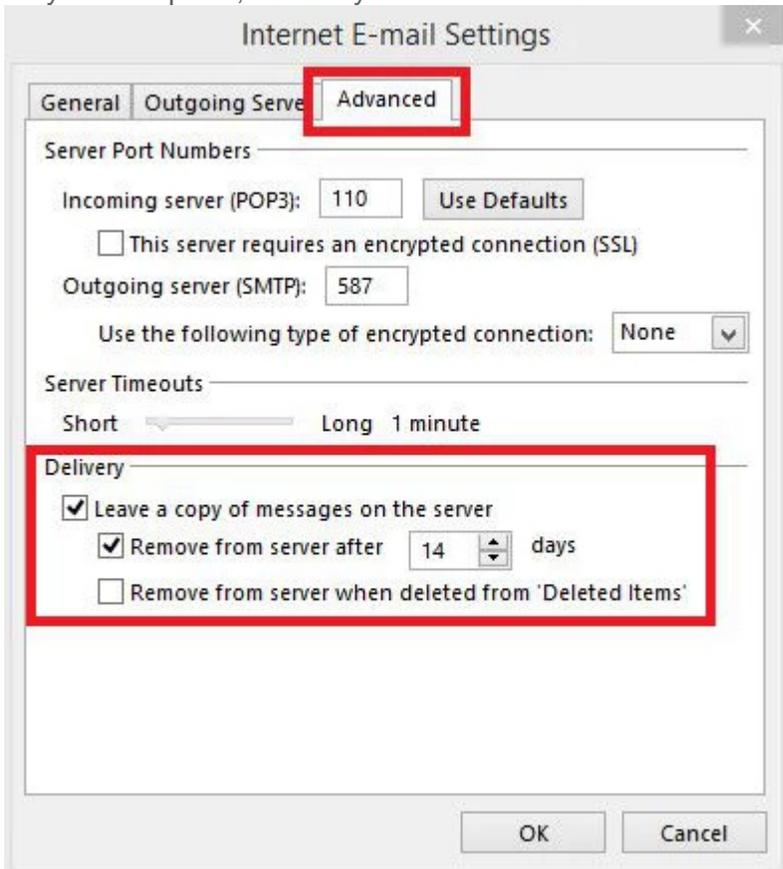
Existing Outlook Data File

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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