Remove copies from the server in Outlook

1.

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

2.

Locate your account and double-click

			Acc	ount Settings		
E-mai Yo	il Accounts ou can add o	r remove an a	account <mark>. You c</mark> an s	elect an account and	change its settings.	
-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
Name			n <u>a</u> nge 🤝 set			
Suser@domain				Microsoft Excha	ange (send from this ac	count by def

3.

POP and IMAP Account Se Enter the mail server setti	ttings ngs for your account.	芯		
User Information		Test Account Settings		
Your Name:	A. Barrister	We recommend that you test your account to ensure the the entries are correct.		
<u>E</u> mail Address:	a.barrister@qldbar.asn.au			
Server Information		Test Account Settings		
<u>A</u> ccount Type:	POP3 🗸			
Incoming mail server:	mail.qldbar.asn.au	Automatically test account settings when Next is clicked		
Outgoing mail server (SMTP):	mail.qldbar.asn.au	Deliver new messages to:		
Logon Information		New Outlook Data File		
<u>U</u> ser Name:	a.barrister	C Existing Outlook Data File		
Password:	*****	Browse		
	emember password			
Reguire logon using Secur (SPA)	re Password Authentication	More Settings		
		< <u>B</u> ack <u>N</u> ext > Cancel		

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.

General	Outgoing Serve	Advance	a	
Server Po	ort Numbers			
Incomi	ng server (POP3):	110	Use Defaults	
	This server require	s an encry	oted connection (S	ISL)
Outgo	ing server (SMTP):	587		
Use	the following typ	e of encry	oted connection:	None 🗸
🖌 Lear	ve a copy of messa Remove from serve	ges on the er after	14 🚔 days	
	Remove from serve	er when de	leted from 'Delete	d Items'
			<u>4.</u>	

5.

Click OK.

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.

Revision #1

Created Wed, Aug 21, 2019 3:24 AM by Zachary Cash Updated Wed, Aug 21, 2019 3:26 AM by Zachary Cash