How to remove mail from outlook server



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When using your email as a POP3 account outlook downloads a copy of each email received which is then stored on your computer. This means that regardless of what you do with this email on your computer, a copy of this message is stored on the server. This is likely to fill your allocated space rather quickly unless those messages are removed after a period of time.

Before you consider removing messages from the server you should insure no other system are using those emails, it is not uncommon to see someone use their email account as POP3 from outlook and as IMAP from a phone, although this does not really make sense To get outlook to remove the emails from the server follow the following instructions:

Step 1: open outlook and go to file >> Accounts settings (on outlook 2013), for older versions, go to tools >> account settings Step2: Double click on the account you want to change. Step 3: Click on the "More Settings" button.

Step 4: Tick the option "Leave a copy of messages on the server" and tick "Remove from the server after....".

Messages will only be removed X days after they have been downloaded for the first time.

If you also download mail from another device, 14 days should give you plenty of time to also download them on the other device.

General Outgoing Serve	Advanced	1	
Server Port Numbers			
Incoming server (POP3)	110	Use Defaults	
This server requi	res an encryp	ted connection (S	SL)
Outgoing server (SMTP	: 25		
Use the following t	pe of encore	ted connection:	None
Caniar Timesuda	in a contraja		
Short -	long 1 m	iouta	
Short #	rong 1 m	mute	
Delivery			
Leave a copy of mes	sages on the	server	
Remove from ser	veranter 1	4 aays	
Remove from ser	ver when del	eted from 'Delete	d Items'

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