

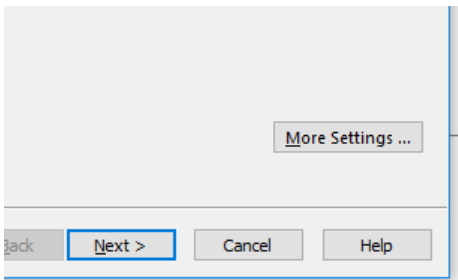
## Reduce the amount of days mail is left on the server in Outlook

If your mailbox is continually filling up then you need to reduce the amount of days old email is left on the server before being deleted. To do this you need to edit your mail account and reduce the setting as follows:

### 1 – Open and edit your default mail account settings

Older versions of Outlook: Tools, Accounts - Newer versions of Outlook: Open the FILE TAB, Account Settings

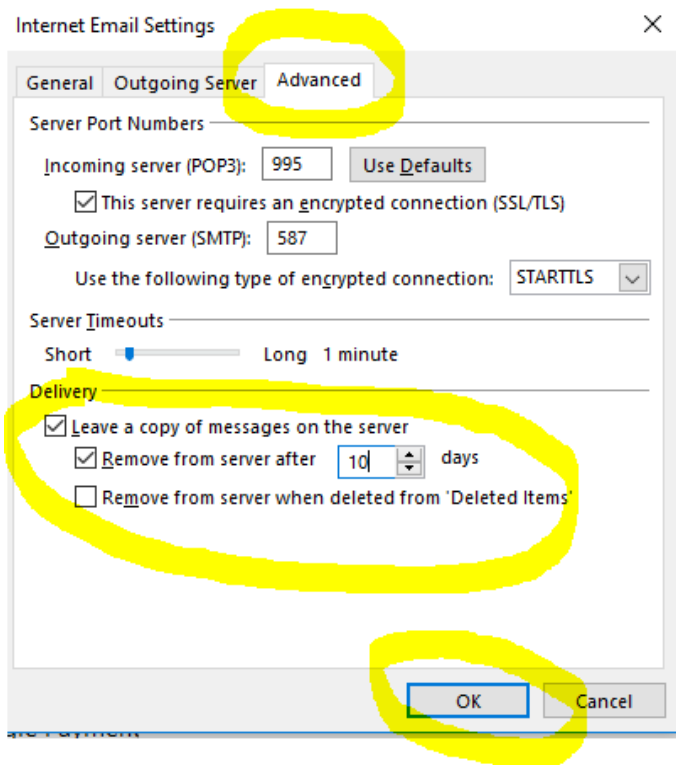
Click on the “More Settings...” icon:



### 2 – Change the setting

Select the Advanced TAB

Under the Delivery section, select "Remove from the server after" and change the value here to reduce. We recommend 10 days but depending on your mailbox size and mail load this may need to be reduced further.



Please remember that with a POP email account like this you have to back up your email from your PC as it is not stored or backed up on the mail server.