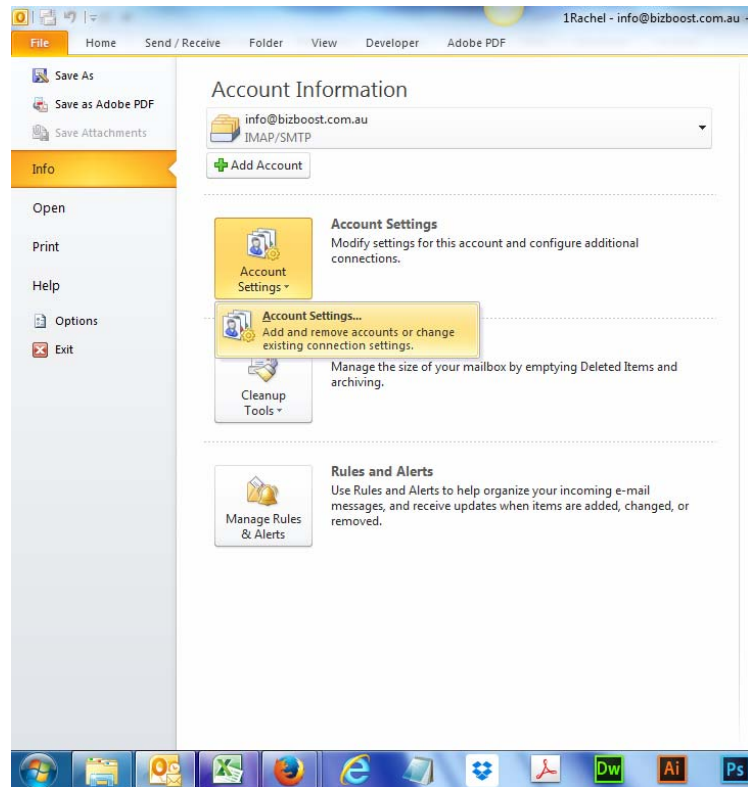


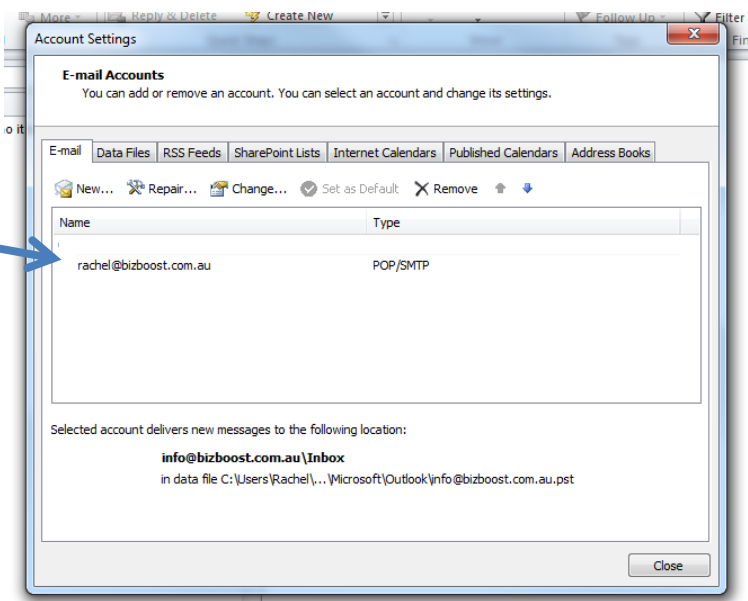
## To prevent emails from being stored on your server in Outlook

Open **Outlook 2010**, click on the **File** Tab, and then click **Account Settings**

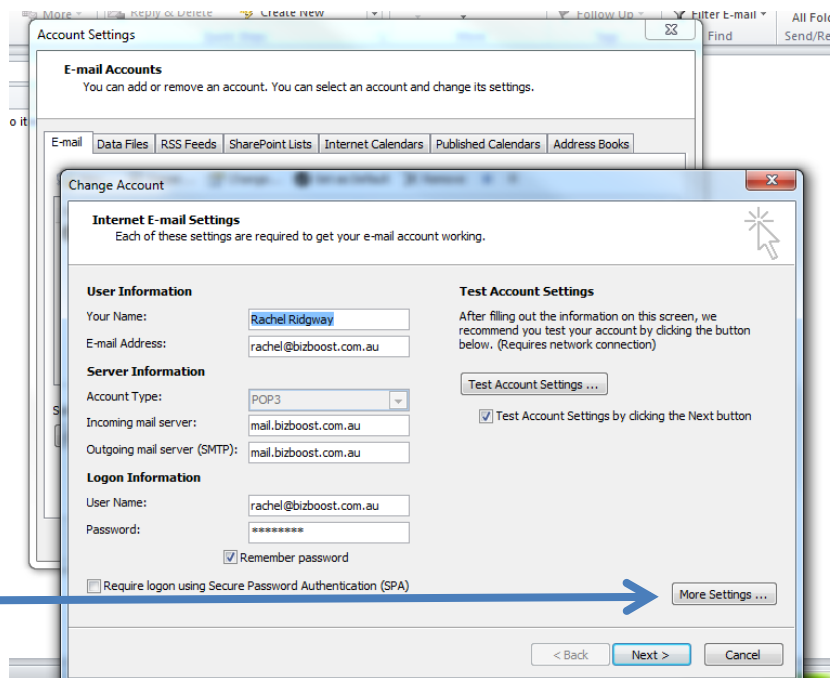
Note\*\* In **Outlook 2007**, click on the **Tools** Tab, and then click **Account Settings**



In the next box, **double click** on your existing domain email address.

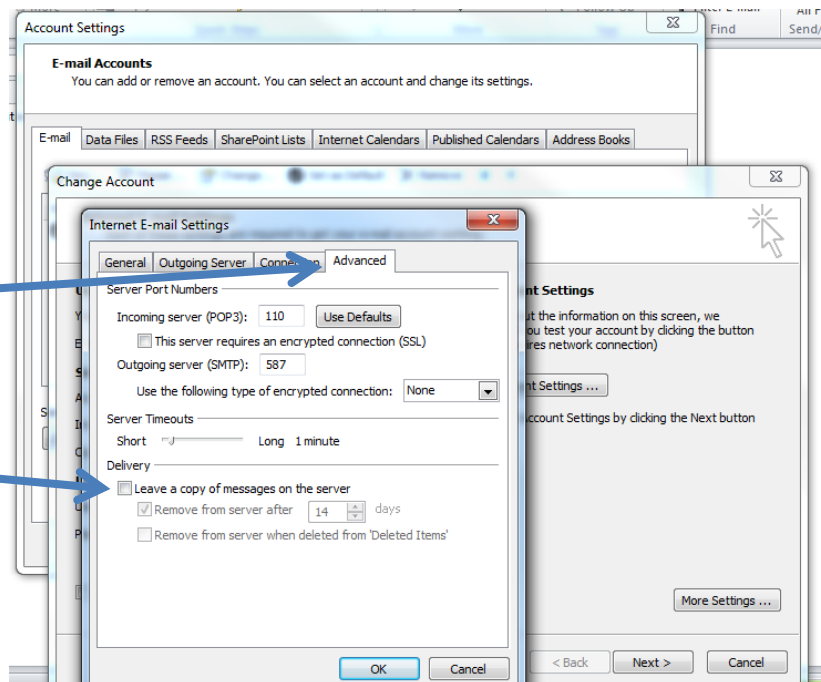


This will take you to a second box, like the image shown across, click on **More Settings...**



This will take you to a third box, like the image shown across, click on the **Advanced Tab** at the top

Remove the tick from the box that says 'Leave a copy of messages on the server', and then click 'OK'.



You're done! Click **Finish** on the final box that comes up.