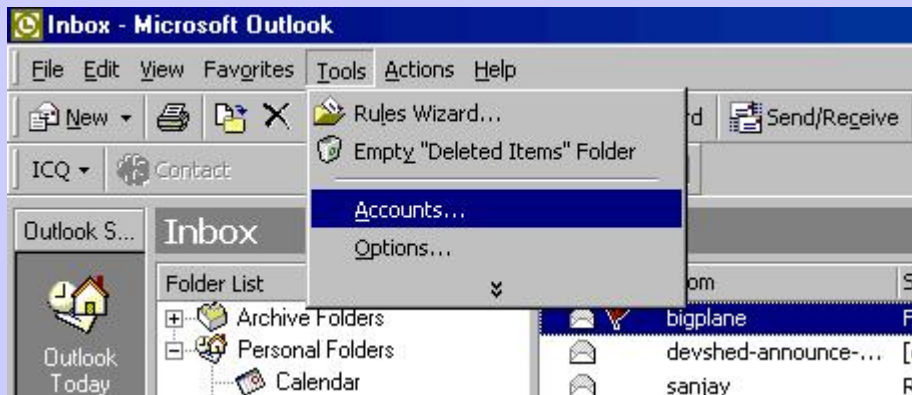
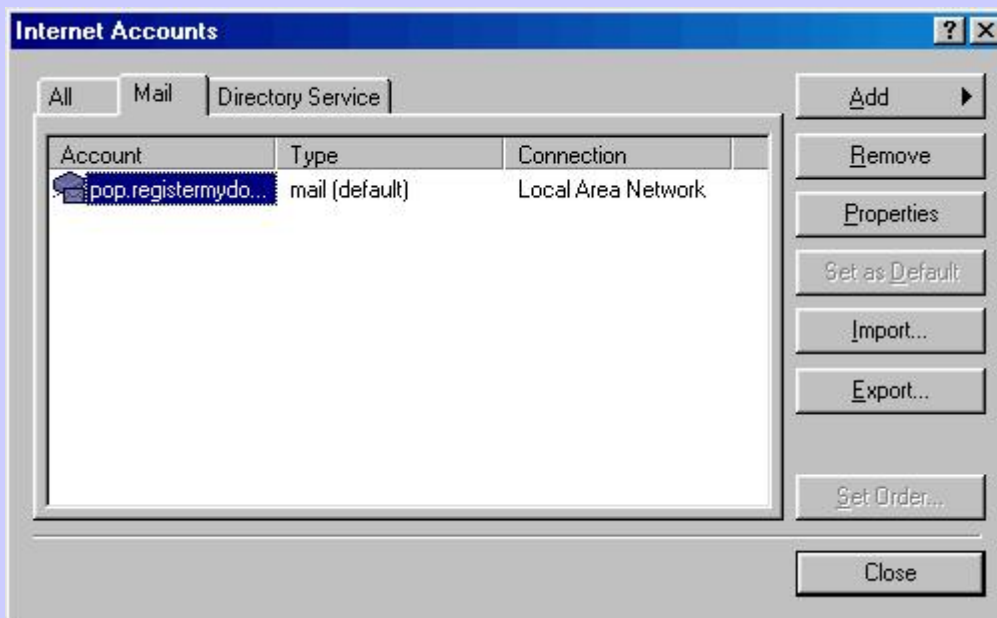


Removing Messages from the Server

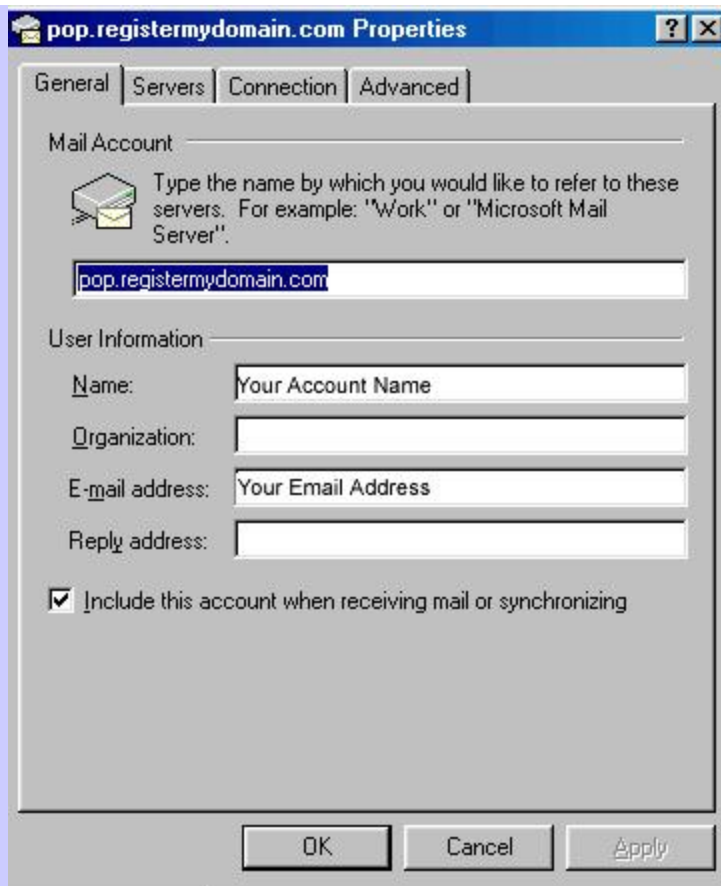
- In Outlook/Outlook Express, click on the 'Tools' button



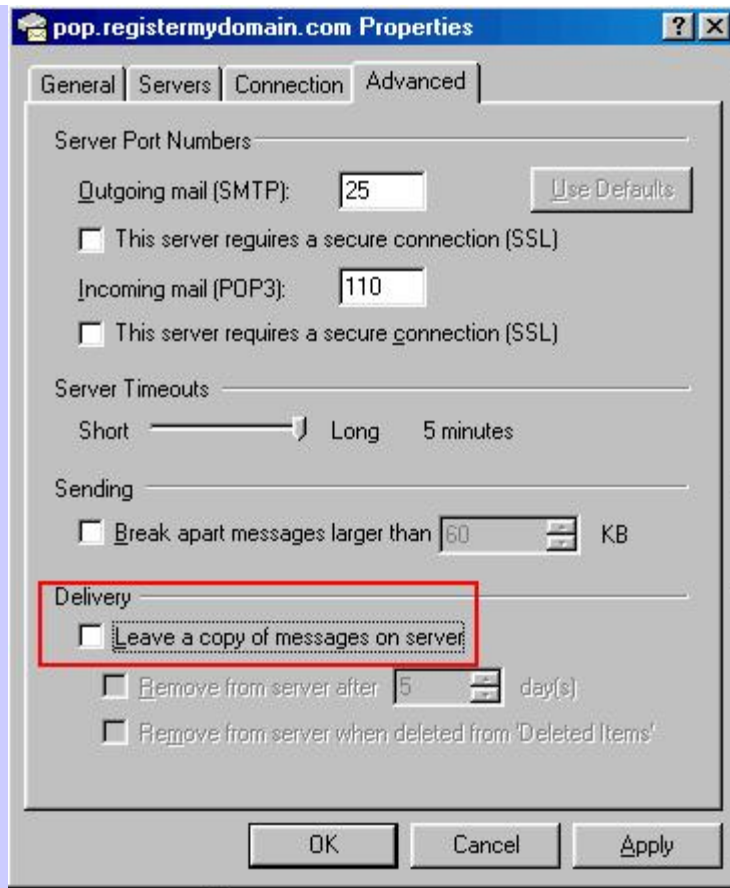
- Choose 'Accounts...'



- Highlight the Mail Account you wish to alter
- Click on 'Properties'



- You will see the details of the Account chosen. Click on the 'Advanced' tab



- Under the 'Delivery' section, un-tick the option 'Leave a copy of messages on the server' if you wish to remove the email from the server once it has been downloaded onto your PC.
- NOTE TO WEBMAIL USERS: Tick this option, and the option to 'Remove from server after _ day(s)'. This will ensure that your emails stay on our servers, allowing you to view your mail on multiple machines.

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