



## **Setting Outlook Express to NOT leave a copy of the email on the server**

(V 1.0)

Open Outlook Express

Click **Tools** in the file menu and select **Accounts**

Click the **Mail Tab** and click once on the Expedient Email Account in the account window to highlight it, then click the **Properties** button

In the Account Properties, click the **Advanced Tab**

Remove the check from "Leave a copy of messages on server"

Click **OK** and **OK**. Click the **Close** button on the Accounts window

