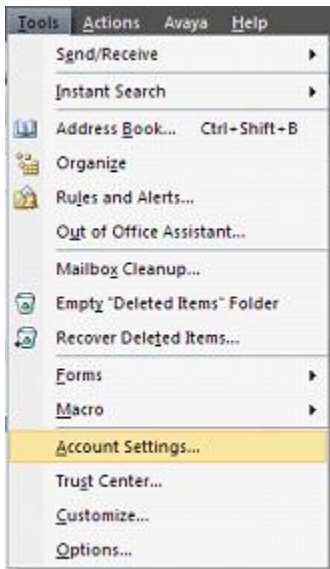
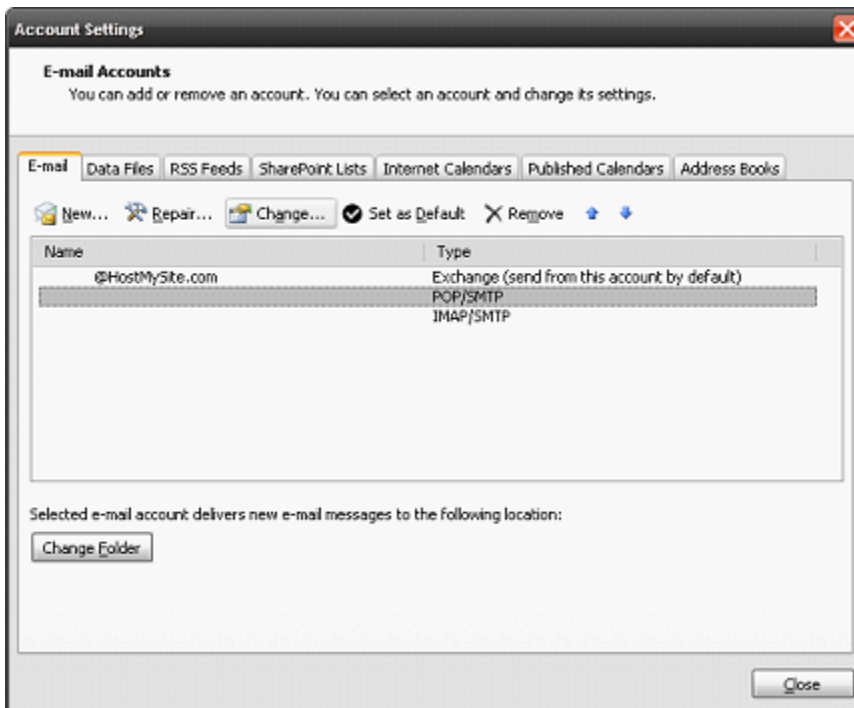


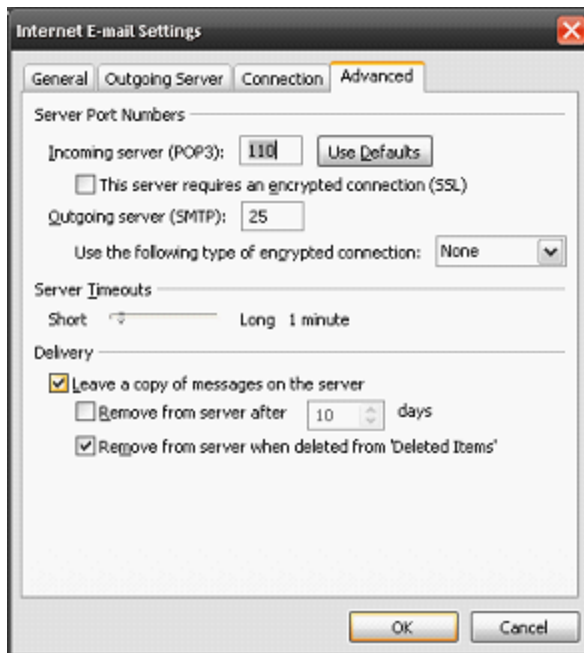
1. Click the **Tools** menu, then **Account Settings**.



2. Highlight your account and click **Change**.



3. Click **More Settings**.
4. Click on the **Advanced** tab
5. Add a checkmark next to **Leave a copy of messages on the server**
6. Add a checkmark next to **Remove from server after**



7. Select the number of days that the message should stay on the server.
8. Make sure remove from server when deleted from Deleted items is checked
9. Click **OK**