Changing Email Storage Settings

Summary

As email storage quotas are now being enforced to help improve stability and performance, it is important that your email client is configured correctly.

No email should be left on the email server for more than 7 days, otherwise you run the risk of reaching your email storage limit and emails being blocked until you clear your email storage. To limit the above from occurring, please configure your email client as per the instruction below:

Outlook 2013/Outlook 2010

FILE HOME SEND / RECEIVE	FOLDER VIEW		ore@email.com - Outlook		C /	? 🗈 – 🗗 🗙
New New Email Items? New Delete	Reply Reply Forward More - All Respond	Move to: ? G To Manager Team Email Done Reply & Delete Create New Quick Steps		Unread/ Categorize Follow Read Tags	Search People Address Book Filter Email ~ Find Send/Receive Send/Receive	
Favorites Inbox Sent Items Deleted Items Drafts Jake Yeoman Imagatec Help store@email.com Inbox Sent Items Deleted Items Junk E-mail Outbox Search Folders	Search store@email.com (Ctri+E) All Unread We didn't find anything	P Current Folder ▼ By Date ▼ Newest ↓		· • • • • • • • • • • • • • • • • • • •		
Calendar Mail Tas	sks Notes …				ſ	• • • • • 100%

Open Account setting for Outlook click "File"

Then select "Account Settings" and "Account Settings" from the drop down list

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Info	Accou	int Information			
Open & Export Save As Save Attachments Print	store@em POP/SMT	P *			
Office Account Options Exit	Account Settings - Cleanup Tools -	 Connect to social networks. Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving. 			
	Manage Rules & Alerts	Rules and Alerts Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.			
	Manage COM Add-Ins	Slow and Disabled COM Add-ins Manage COM add-ins that are affecting your Outlook experience.			

Select the account you wish to update and click "Change"

Account Settings	×
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
Name Type	
Private Folders Microsoft Exchange (send from this account by def	
store@email.com POP/SMTP	
Selected account delivers new messages to the following location:	
Change Folder store@email.com\Inbox in data file C:\Users\jakey\Documents\Outlook Files\store@email.com.pst	
<u>C</u> lose	

Click "More Settings"

	Chang	e Account ×
POP and IMAP Account Se Enter the mail server setti		×
User Information		Test Account Settings
Your Name:	Store Name	We recommend that you test your account to ensure that the entries are correct.
<u>E</u> mail Address:	store@email.com	
Server Information		Test Assessment Cathing as
Account Type:	POP3 v	Test Account Settings
Incoming mail server:	mail.server.com	 Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.server.com	
Logon Information	·,	
<u>U</u> ser Name:	test	
Password:	****	
√ <u>R</u> (emember password	
Reguire logon using Secur (SPA)	re Password Authentication	More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel
Click the "Advanced" tab a Fick "Leave a copy of mes	•	y" Settings to the following

Tick " Remove from server After 3 Days"

Tick "Remove from server when deleted from Deleted Items"

Click "OK"

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Internet E-mail Settings
General Outgoing Server Advanced
Server Port Numbers
Incoming server (POP3): 110 Use <u>D</u> efaults
This server requires an <u>encrypted</u> connection (SSL)
Outgoing server (SMTP): 25
Use the following type of ungented connection: None 🗸
Server Timeouts
Delivery Long 1 minute
✓ Leave a copy of messages on the server
✓ <u>R</u> emove from server after 3
Remove from server when deleted from 'Deleted Items'
OK Cancel

Click the "Next Button"

	Change	Account	X
POP and IMAP Account Set Enter the mail server setting			×
User Information		Test Account Settings	
<u>Y</u> our Name:	Store Name	We recommend that you test your a the entries are correct.	count to ensure that
<u>E</u> mail Address:	store@email.com		
Server Information		Test Account Settings	
Account Type:	POP3 V	✓ Automatically test account set	tings when Next
Incoming mail server:	mail.server.com	is clicked	
Outgoing mail server (SMTP):	mail.server.com		
Logon Information			
<u>U</u> ser Name: <u>P</u> assword:	test		
_	emember password		
(SPA)	e Password Authentication		More Settings
			<u></u>
		and New	
		< <u>B</u> ack <u>N</u> ext	> Cancel
then click "Finish"			
	Change	Account	×
You're all set!			
We have all the informa	ation we need to set up your acc	count.	
		< <u>B</u> ack Finis	n

Outlook 2007

Select Tools | Account Settings.

<u>File Edit V</u> iew <u>G</u> o	Tools	Actions <u>H</u> elp	Туре	a question for help
🔂 New 👻 🗙 🔯 Repl		S <u>e</u> nd/Receive	•	Re <u>c</u> eive +
Mail <	<	Instant Search	•	
Favorite Folders		Address <u>B</u> ook Ct	rl+Shift+B	
🔄 Inbox		Organi <u>z</u> e		
Unread Mail Sent Items		Rules and Alerts		
Mail Folders	*	Mailbo <u>x</u> Cleanup		
All Mail Items	•	Empty "Deleted Items"	' Folder	
Personal Folders Oracle Oracle		<u>F</u> orms <u>M</u> acro	۰ ۱	
🗄 🧖 Inbox 🛛 🧹		Account Settings		
🧑 Junk E-mail		Tru <u>s</u> t Center		
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Select your Email Mail account, then click "Change".

			select an account and		40-00-00-00- <u>44</u>
ail Data Files R	SS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
New 🔀 Rep	air	Change	Set as Default 🗙 R	emove 👚 👎	
ame	-	\sim	Туре		
			POP/SMTP (s	end from this account	by default)
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cted e-mail accour	nt delivers	new e-mail messa	ges to the following loc		, acradity
		new e-mail messa			

Click the "More Settings" button.

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Internet E-mail Settings Each of these settings are required to get your e-mail account	unt working.
Jser Information	Test Account Settings
F-mail Address:	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Server Information	Test Account Settings
ncoming mail server:	
Dutgoing mail server (SMTP):	
ogon Information	
Jser Name:	
Password:	
Remember password	More Settings

Select the "Advanced" tab.

Click the "Advanced" tab and update the "Delivery" Settings to the following

Tick "Leave a copy of message on the server"

Tick "Remove from server After 3 Days"

Tick "Remove from server when deleted from Deleted Items"

Click "OK"

2025/07/14 17:25

X

General	Outgoing Server	Connection	Advanced	
Server P	ort Numbers			
Incomi	ng server (POP3):	110	Use Defaults	
	This server require	s an encrypte	ed connection	(SSL)
Outgoi	ng server (SMTP):	587		
Use	e the following type	ofencrypted	connection:	None
Server T	imeouts	and an		
Short		Long 1 minu	ute	
Delivery				
0	ive a copy of messa	iges on the se	erver	
	Remove from serve		days	
	Remove from serve	er when delet	ed from 'Delet	ed Items'
			-	>
			Ок	Cancel

Click "Next"

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Internet E-mail Settings Each of these settings ar	e required to get your e-mail accoun	t working.
User Information		Test Account Settings
Your Name:		After filling out the information on this screen, we
E-mail Address:		recommend you test your account by clicking the button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:		
- Outgoing mail server (SMTP):		
Logon Information	L	
Jser Name:		
Password:		
R 🔊	Remember password	
	Password Authentication (SPA)	Marc Sattings
	(assired Addicine addit (SFA)	More Settings
		< Back (Next > Cancel



Add New E-mail Account	· · · · · · · · · · · · · · · · · · ·	
	Congratulations! You have successfully entered all the information required to setup your account. To dose the wizard, dick Finish.	
	< Back Finish	

Windows Live Mail

Click on "Menu", "Options", then "Email account"



Click "Properties"

Accounts	×
Set up new email accounts or newsgroup subscriptions by clicking Add. To make changes, export, or remove an account or subscription, select it first. Mail (Default Account) Contacts Directory	Add Remove Properties Set as Default Import Export
	Close

Click the "Advanced" tab and update the "Delivery" Settings to the following

Tick "Leave a copy of message on the server"

Tick "Remove from server After 3 Days"

Tick "Remove from server when deleted from Deleted Items"

Click "OK" and close the properties window

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address) Properties
General Servers Security Advanced
Server Port Numbers
Outgoing mail (SMTP): Use Defaults
This server requires a secure connection (SSL)
Incoming mail (POP3):
This server requires a secure connection (SSL)
Server Timeouts
Short - Long 1 minute
Sending
🕞 break apart messages larger than 60 🚔 Ko
Delivery
Leave a copy of messages on server
📝 Remove from server after 🛛 🚔 day(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

Thunderbird

Push "Alt" on your keyboard this will open the option bar at the top of Thunderbird click "Tools"



On the left of the "Account Settings" window, click "Server Settings" under the email account

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Local Folders Junk Settings	Account Settin	ngs - <demo@this-is-a-demo.com< th=""><th>n></th></demo@this-is-a-demo.com<>	n>				
Disc Space	Account Name: d	lemo@this-is-a-demo.com					
demo@this-is-a-demo.com	Default Identity						
Server Settings Copies & Folders Composition & Addressing Junk Settings	PARTICIPATION CONTRACTOR AND A	an identity, which is the information that ur messages.	other people se				
	Your Name:						
Disc Space Return Receipts	Email Address: demo@this-is-a-demo.com						
Security	Reply-to Address:	<u> </u>					
Outgoing Server (SMTP)	Organisation:						
	Signature text: Use HTML (e.g., bold)						
	Attach the sign	nature from a file instead (text, HTML, or i	mage):				
	Attach the sign	nature from a file instead (text, HTML, or i	mage):				
		nature from a file instead (text, HTML, or i ard to messages	Choose				
		ard to messages	Choose Edit Card				
	Attach my <u>v</u> Ca	ard to messages SMTP): My ISP's SMTP server - smtp.my	Edit Card				
Account Actions	Attach my <u>v</u> Ca	ard to messages SMTP): My ISP's SMTP server - smtp.my	Choose Edit Card				

Tick "Leave Messages on server" Tick "For at most 3 Days" Tick "Until I delete them" Click "OK"

Local Folders	Server Settings		
Junk Settings Disc Space demo@this-is-a-demo.com Server Settings Copies & Folders Composition & Addressing Junk Settings Disc Space Return Receipts Security Outgoing Server (SMTP)		tyhost.com.au Port: 110 - iis-is-a-demo.co	Default: 110
	Empty Deleted folder		Ad <u>v</u> anced
	Empty Deleted folder Local directory:	r on E <u>x</u> it	
Account Actions *	Empty Deleted folder Local directory:		

Apple OSX Mail

Open the Mail app, then choose Preferences from the Mail menu.

Click Accounts, then select your POP account from the list of accounts.

Click the Advanced tab.

Tick "Remove copy from server after retrieving a message" and set this to "After one week"

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General	(a) Accounts	Junk Mail	Fonts & Colors	Accoun	/	Signat	tures	Rules			
P	Work POP Home MAP		Remove can be called a second constraints of the advantage of the advan	ally detenen autor opy from e week skip mes vour syst ced optic Port:	ect and maint matically che server after ssages over em administr	cking fo retrievir ator bef	ount so or new ng a m Rem fore ch SSL	r messages hessage: hove now (B hanging any			
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Close Mail preferences to save your settings

Apple Mobile Devices Mail

Go to Settings | Mail | Accounts. Tap the email account that you want to change. Tap Advanced, then tap Remove. Choose a time frame. Please set this to "After one week" Tap Done to save your settings

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Account	Advanced	
MAILBOX BEHAVIORS		
Drafts Mailbox		Draft >
Sent Mailbox		Sent >
Deleted Mailbo	ж	Trash >
Archive Mailbo	x	>
MOVE DISCARDED	MESSAGES INTO:	
Deleted Mailbo	X	×
Archive Mailbox		
DELETED MESSAG	ES	
Remove	Afte	r one week >
S/MIME		
S/MIME		\bigcirc

Android Mobile Devices Mail

Tap the 3 Lines at the top left corner



Tap "Manage Accounts"

21/25



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Scroll down and tap "More Settings"

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\leftarrow customersmtponly@ozco.net			
On			
Default account Set this account as the default for sending emails.	 Image: A start of the start of		
Password Edit your password.			
Notification settings			
Email notifications Receive status bar notifications when emails arrive.			
Notification sound Postman			
Vibrate			
MORE SETTINGS			

Scroll down tap "Incoming settings"



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\leftarrow Incoming settings
Email audress
customersmtponly@ozco.net
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Permanent link: http://wiki.imagatec.com.au/doku.php?id=customer_portal:guides:email_settings



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