

# Changing Email Storage Settings

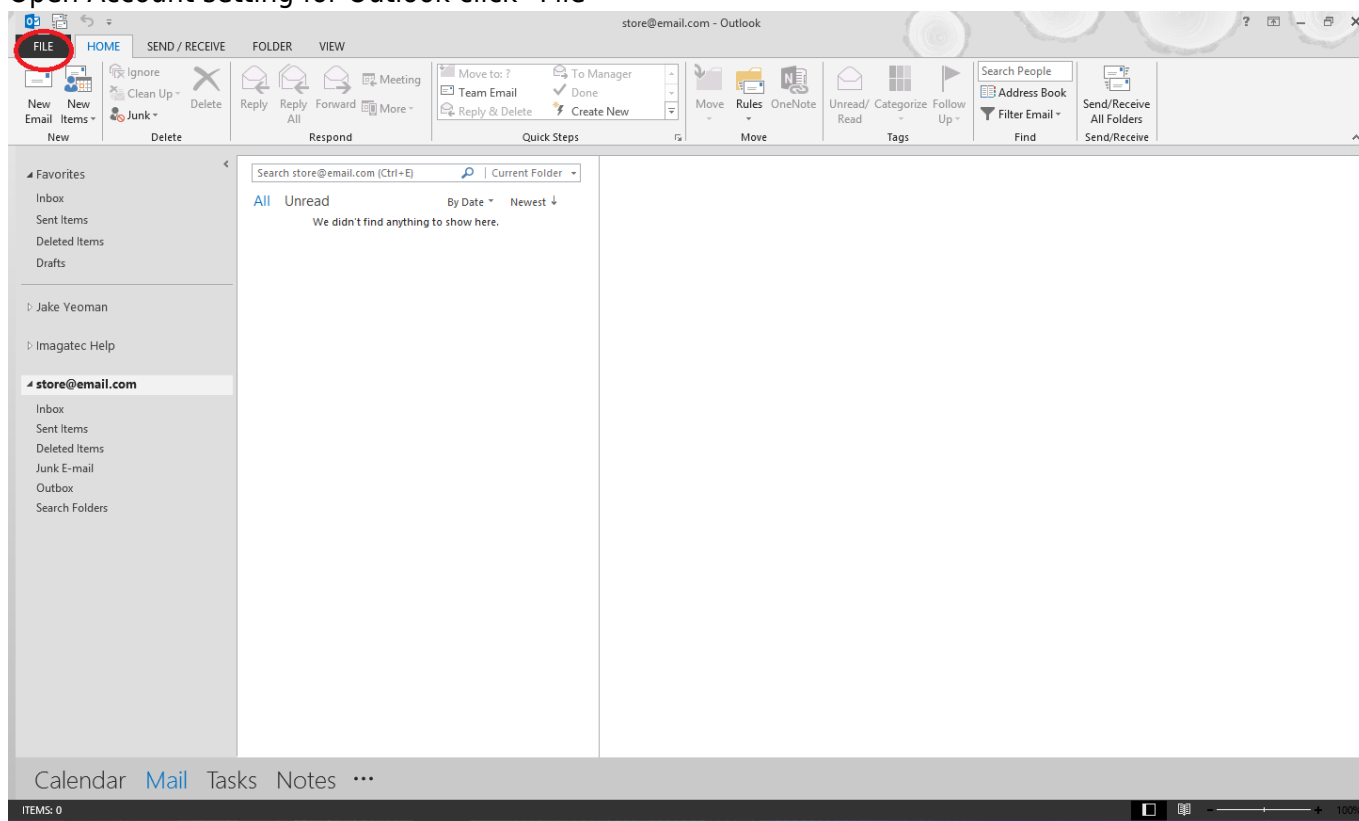
## Summary

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

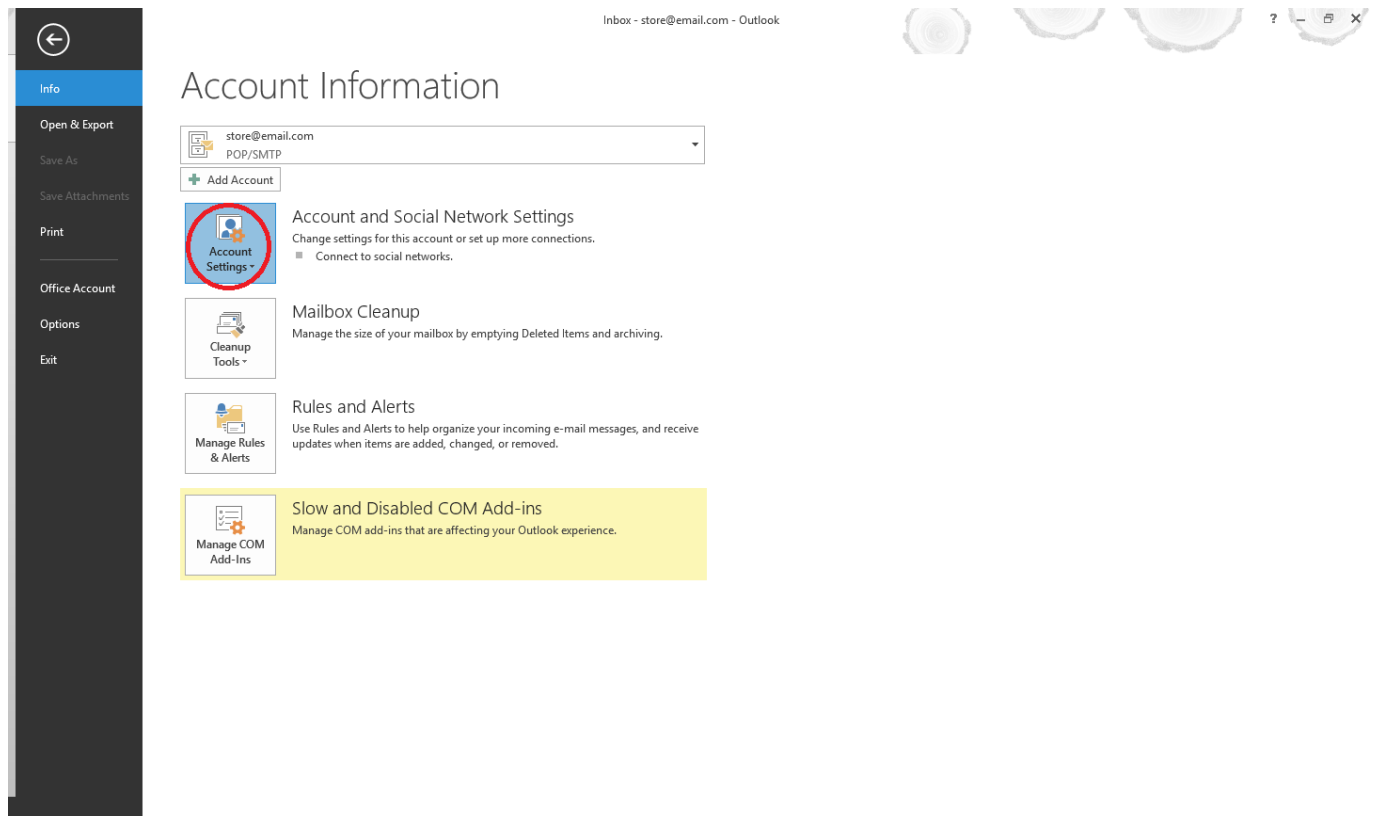
No email should be left on the email server for more than 7 days, otherwise you run the risk of reaching your email storage limit and emails being blocked until you clear your email storage. To limit the above from occurring, please configure your email client as per the instruction below:

## Outlook 2013/Outlook 2010

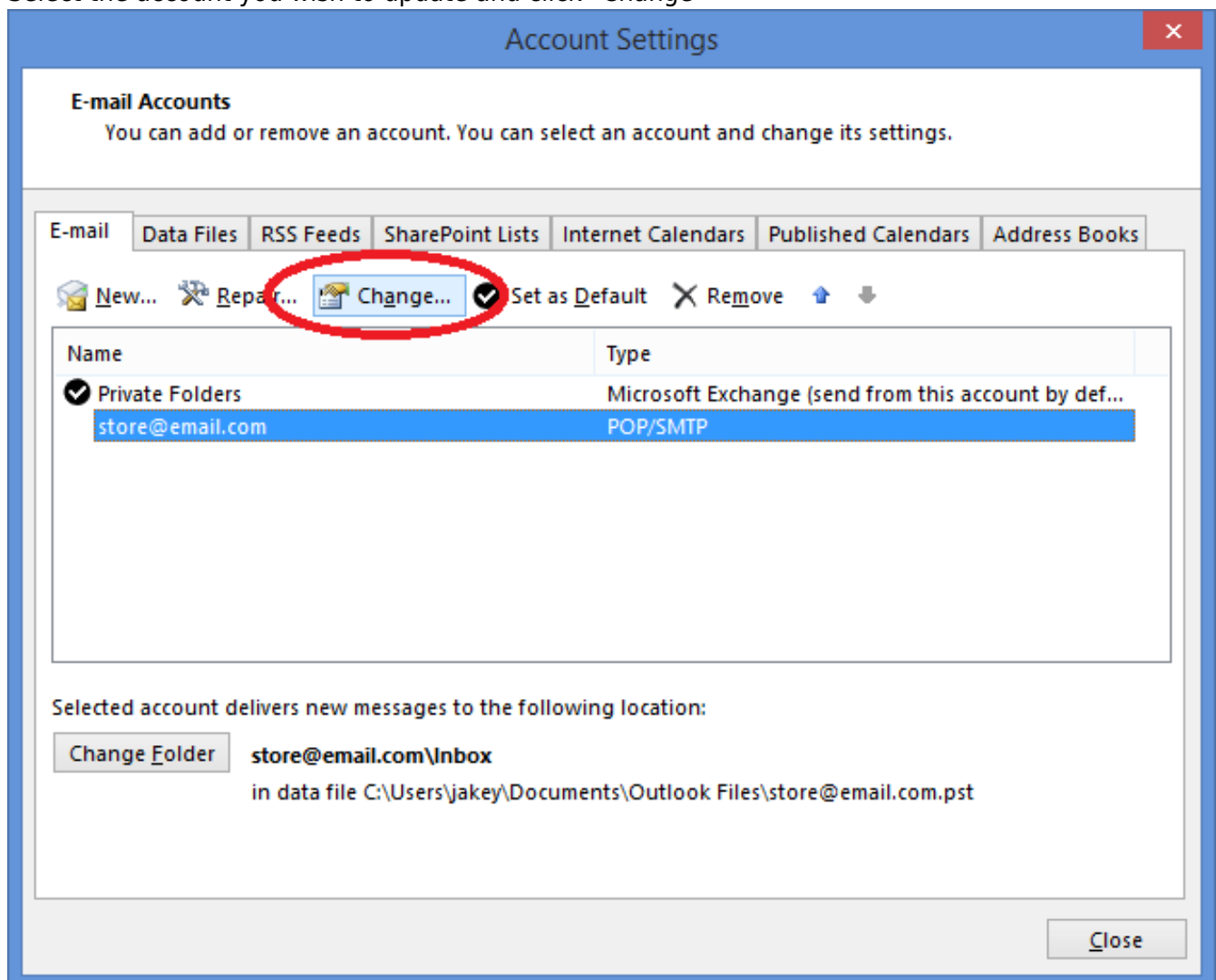
Open Account setting for Outlook click “File”



Then select “Account Settings” and “Account Settings” from the drop down list



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



Click "More Settings"

**Change Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name:   
Email Address:

**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
☒ Remember password  
☐ Require logon using Secure Password Authentication (SPA)

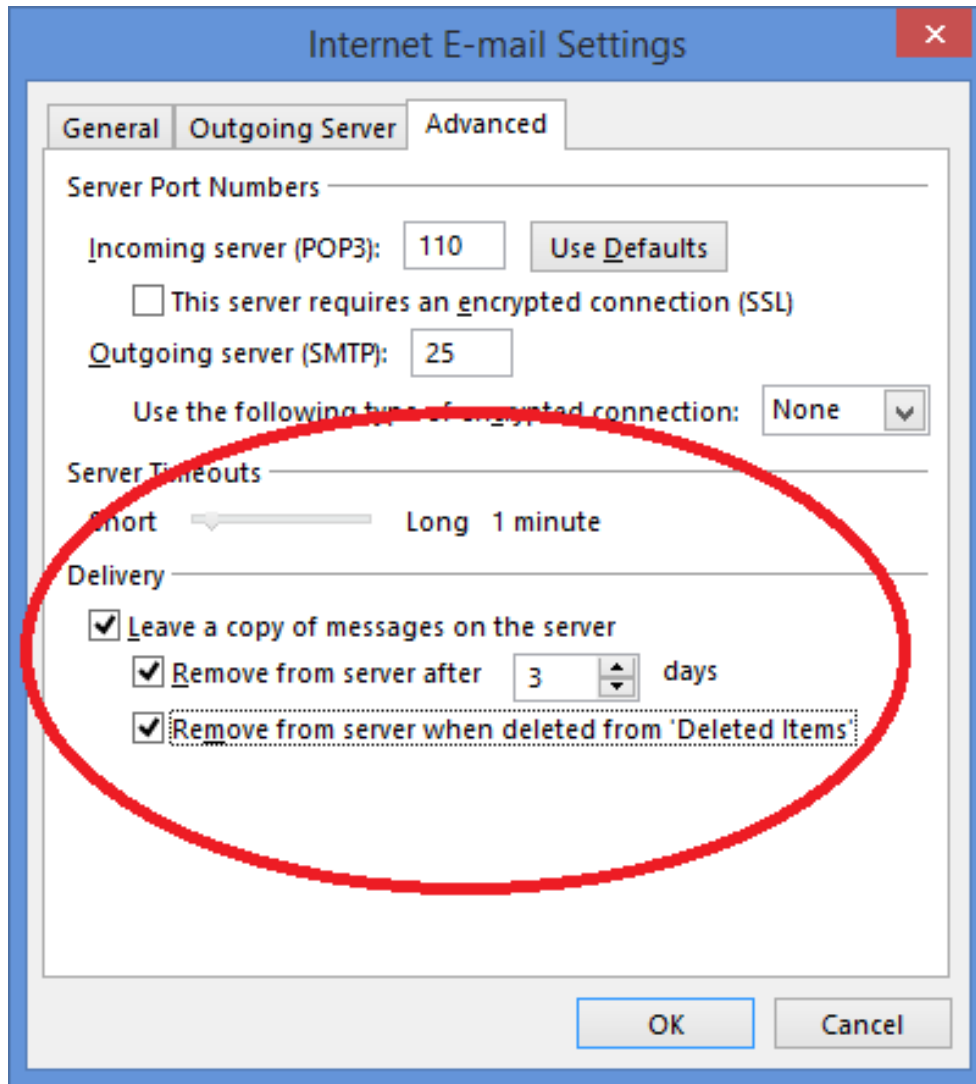
**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
  
☒ Automatically test account settings when Next is clicked

< Back   Next >   Cancel

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"



The image shows a Windows-style dialog box titled "Internet E-mail Settings". It has three tabs: "General", "Outgoing Server", and "Advanced", with "Advanced" currently selected. The dialog is divided into several sections. The "Server Port Numbers" section contains fields for "Incoming server (POP3)" set to 110, a "Use Defaults" button, an unchecked checkbox for "This server requires an encrypted connection (SSL)", and an "Outgoing server (SMTP)" field set to 25. Below this is a dropdown menu for "Use the following type of encrypted connection:" set to "None". The "Server Timeouts" section features a slider between "Short" and "Long" (1 minute). The "Delivery" section contains three checked checkboxes: "Leave a copy of messages on the server", "Remove from server after 3 days" (with a spinner box for the number 3), and "Remove from server when deleted from Deleted Items". A large red oval is drawn around the "Delivery" section. At the bottom right are "OK" and "Cancel" buttons.

Internet E-mail Settings

General Outgoing Server **Advanced**

Server Port Numbers

Incoming server (POP3): 110 Use Defaults

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 25

Use the following type of encrypted connection: None

Server Timeouts

Short Long 1 minute

Delivery

☒ Leave a copy of messages on the server

☒ Remove from server after 3 days

☒ Remove from server when deleted from Deleted Items

OK Cancel

Click the "Next Button"

Change Account

POP and IMAP Account Settings

Enter the mail server settings for your account.

User Information

Your Name:

Store Name

Email Address:

store@email.com

Server Information

Account Type:

POP3

Incoming mail server:

mail.server.com

Outgoing mail server (SMTP):

mail.server.com

Logon Information

User Name:

test

Password:

\*\*\*\*

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

More Settings ...

< Back

Next >

Cancel

then click "Finish"

Change Account

You're all set!

We have all the information we need to set up your account.

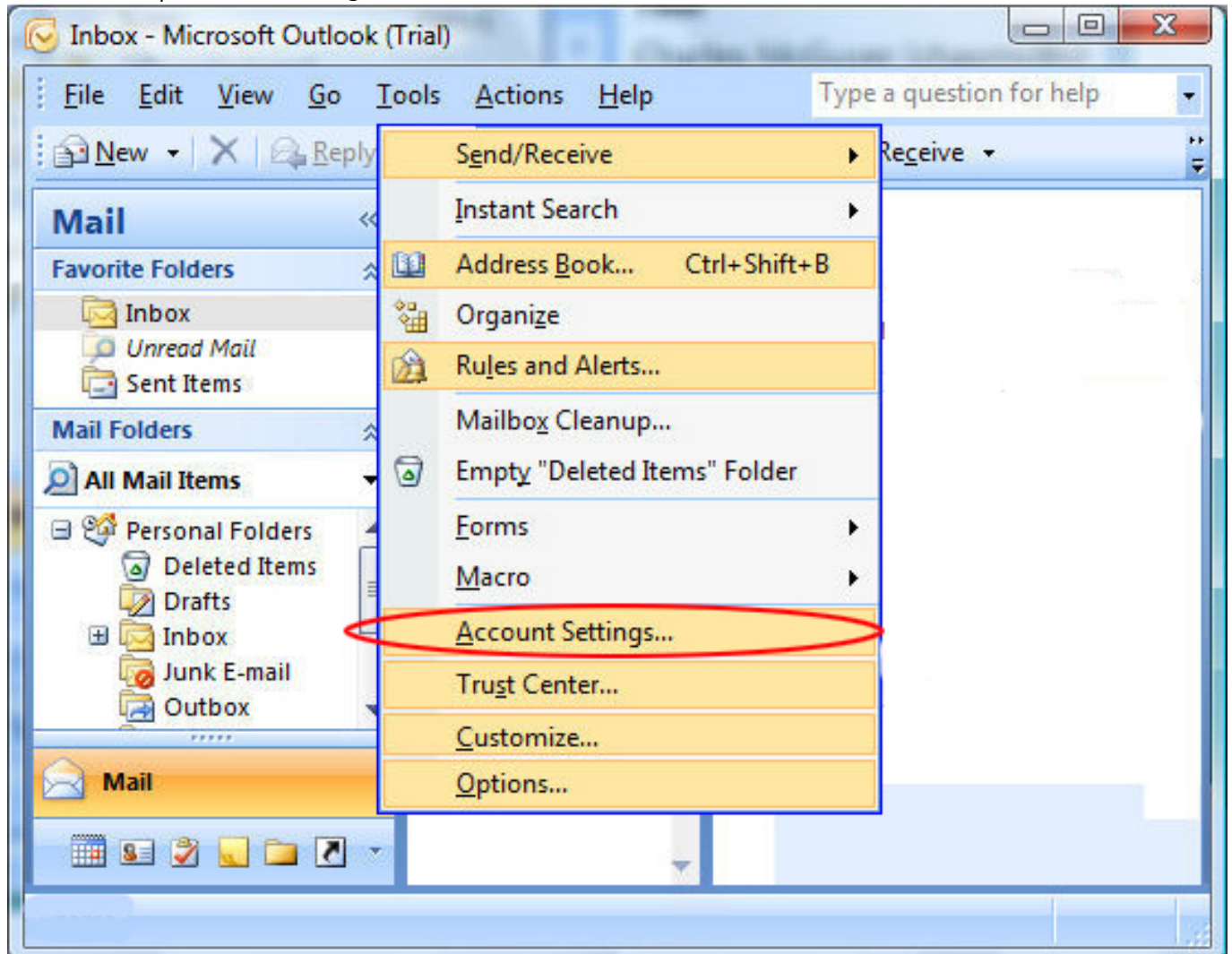
< Back

Finish

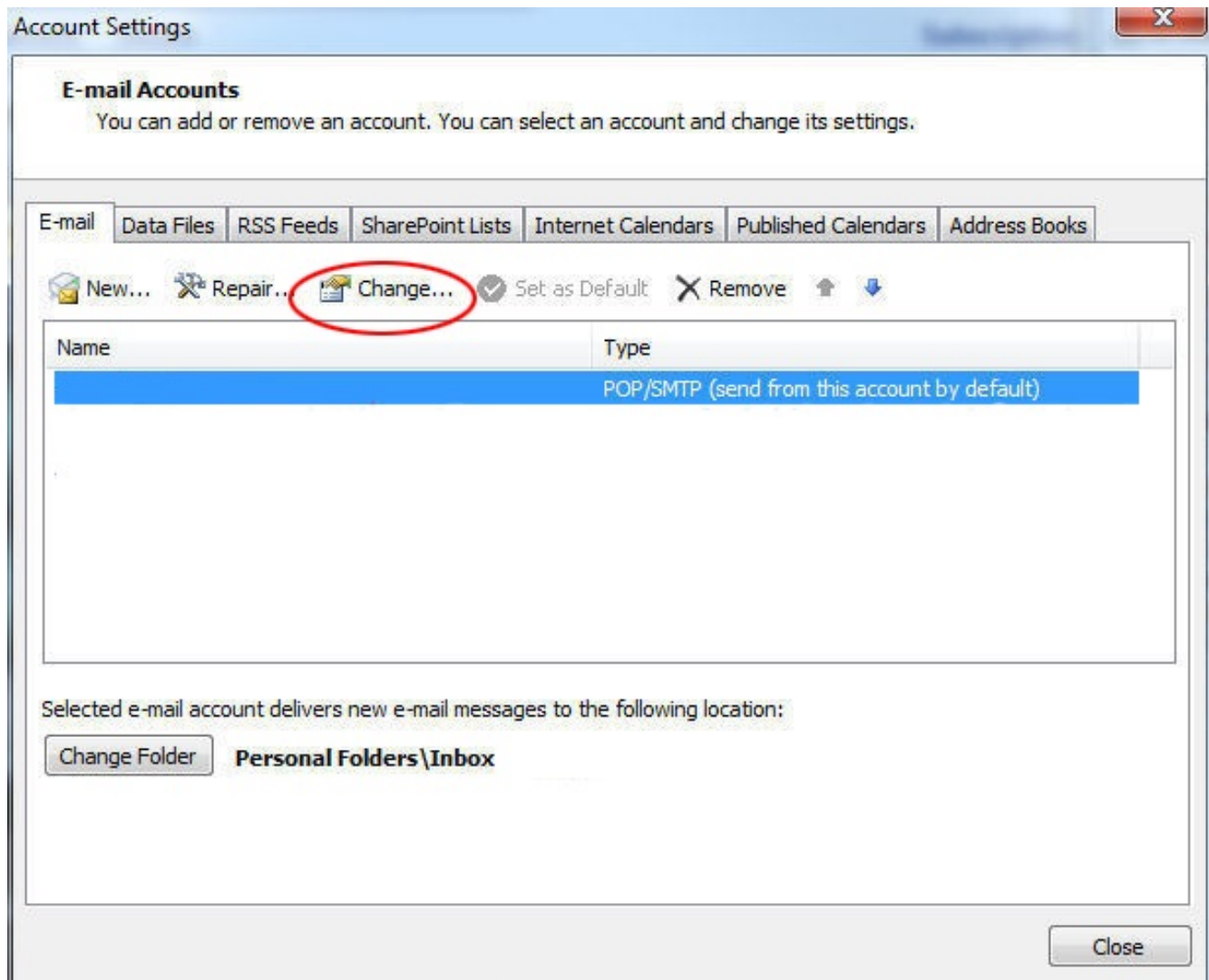
Imagatec Wiki - <http://wiki.imagatec.com.au/>

## Outlook 2007

Select Tools | Account Settings.



Select your Email Mail account, then click "Change".



Click the "More Settings" button.

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

Select the "Advanced" tab.

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

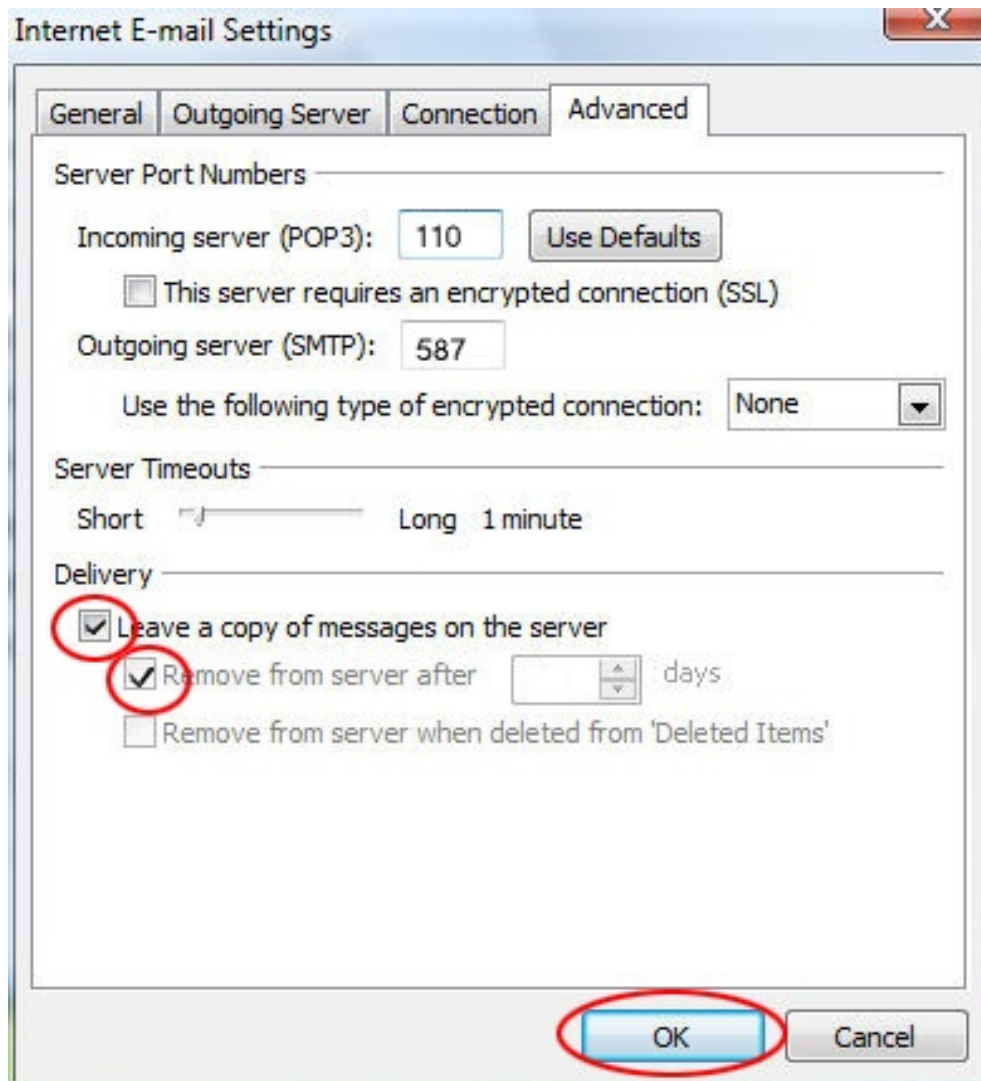
Tick "Leave a copy of message on the server"

Tick "Remove from server After 3 Days"

Tick "Remove from server when deleted from Deleted Items"

Click "OK"





Click "Next"

Add New E-mail Account

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type: 

POP3

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

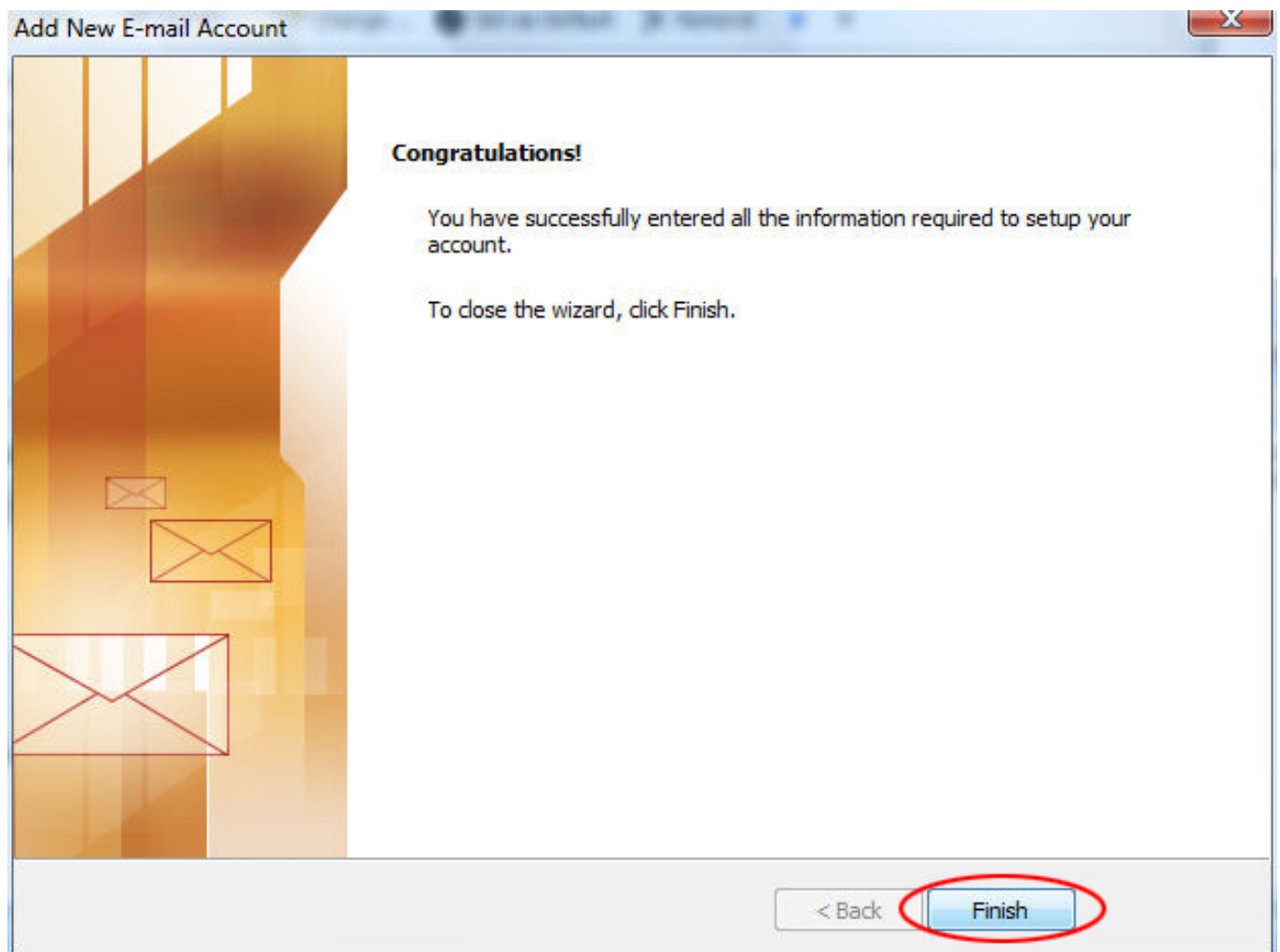
More Settings ...

< Back

Next >

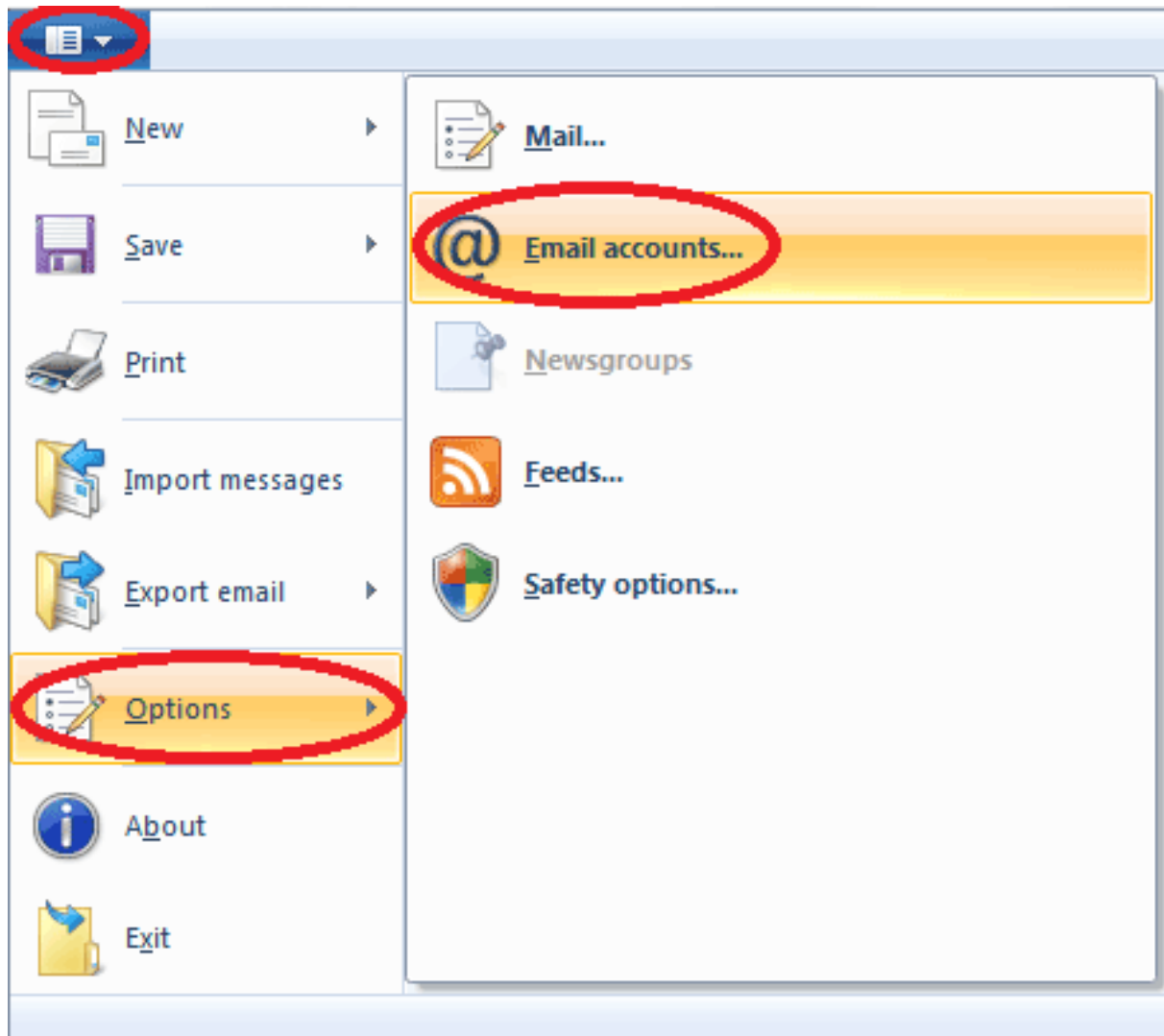
Cancel

Click "Finish"

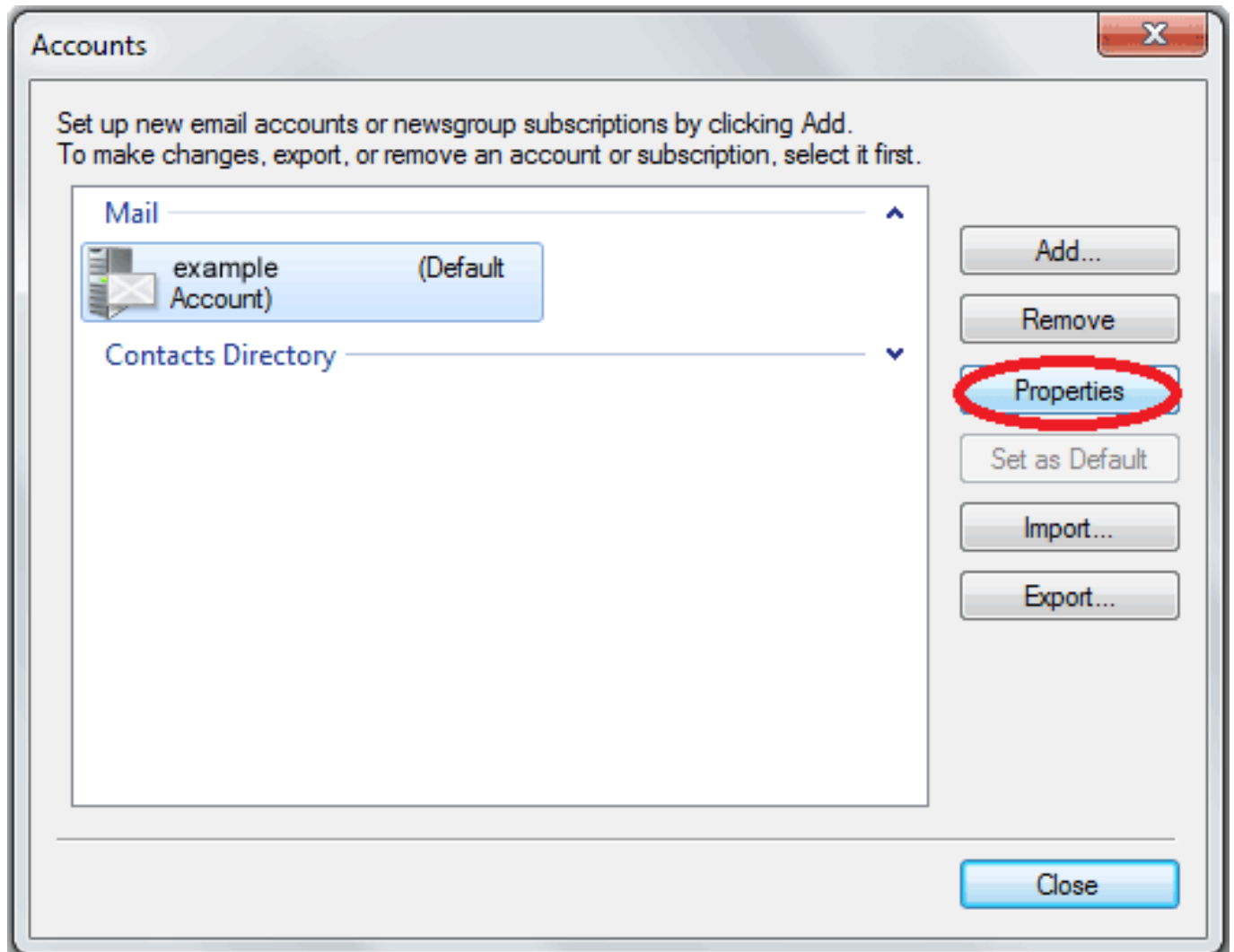


## Windows Live Mail

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



Click "Properties"



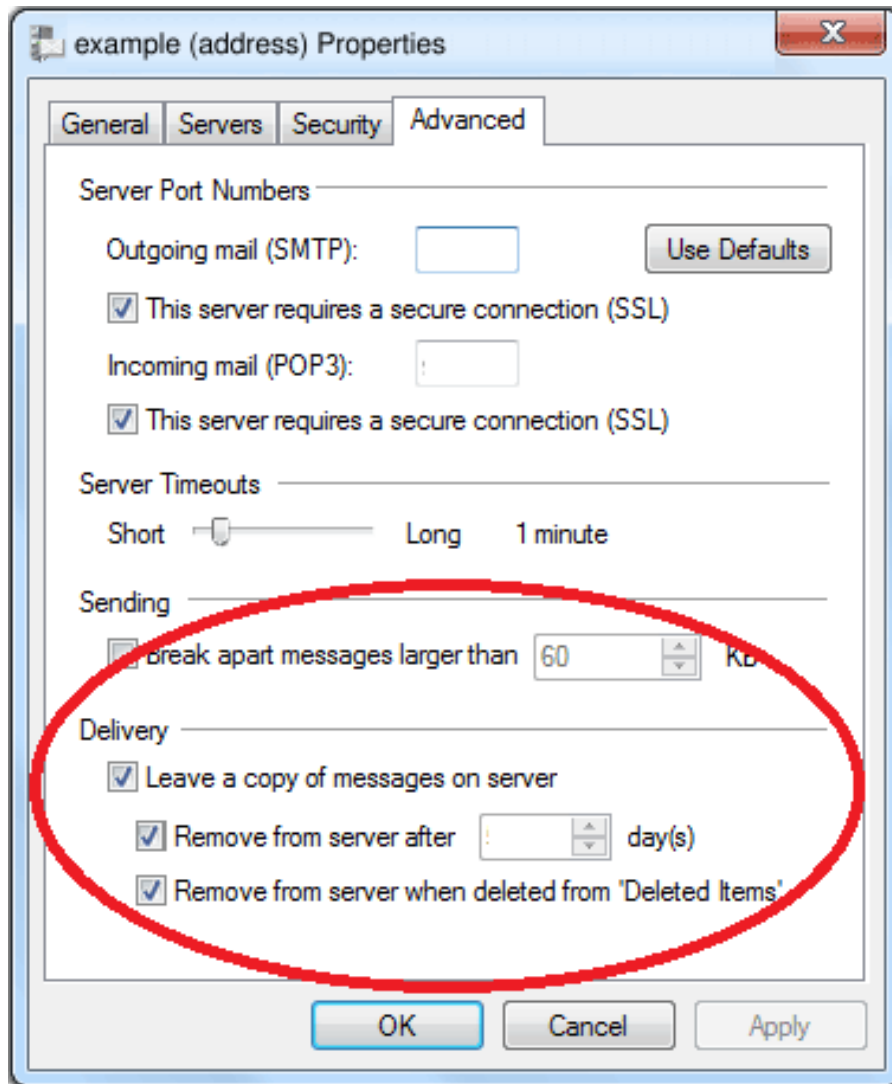
Click the "Advanced" tab and update the "Delivery" Settings to the following

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"

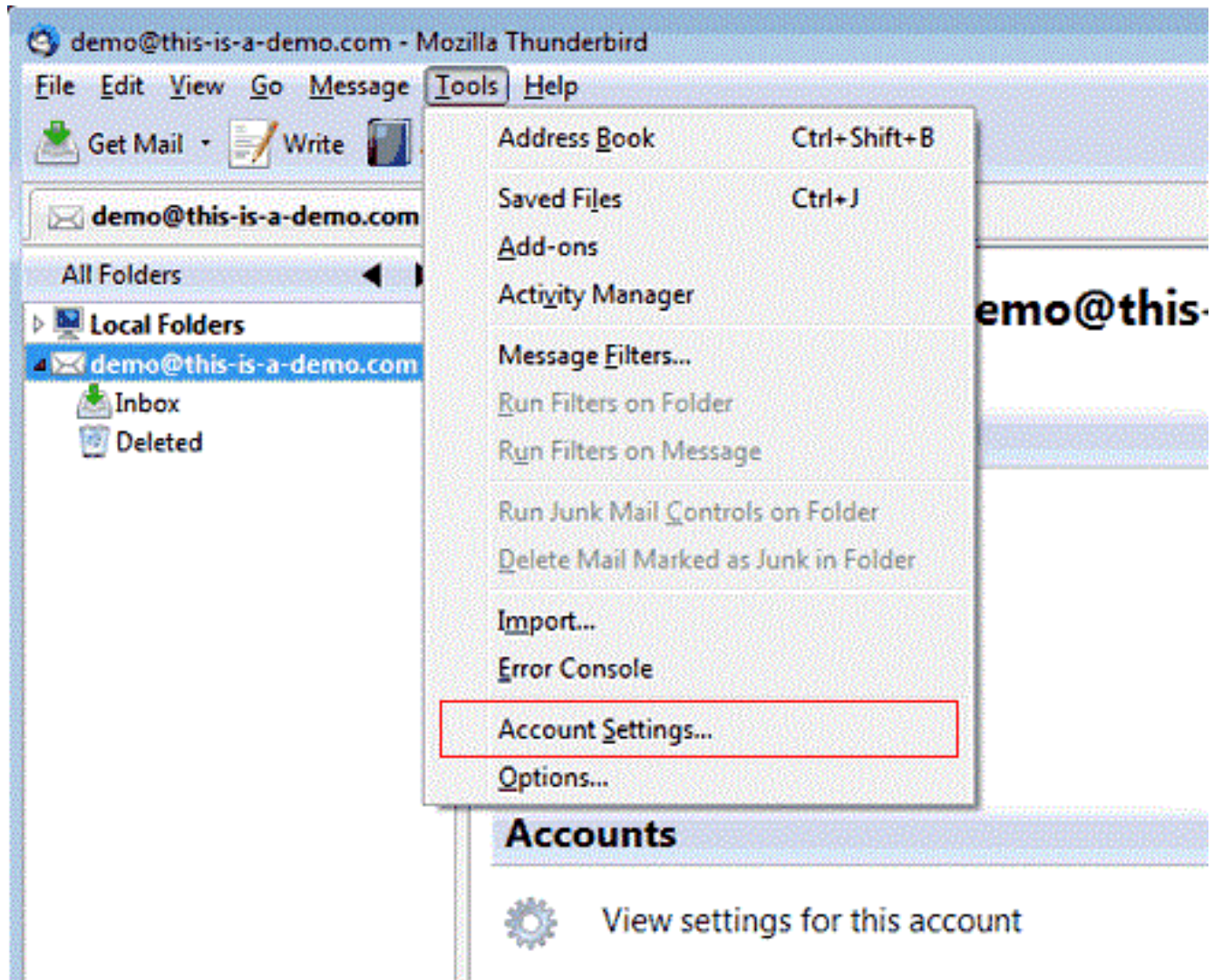
Click "OK" and close the properties window



## 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

Account Settings

Local Folders  
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)

Account Actions

Account Settings - <demo@this-is-a-demo.com>

Account Name: demo@this-is-a-demo.com

Default Identity  
Each account has an identity, which is the information that other people see when they read your messages.

Your Name: First Last

Email Address: demo@this-is-a-demo.com

Reply-to Address:

Organisation:

Signature text: ☐ Use HTML (e.g., <b>bold</b>)

☐ Attach the signature from a file instead (text, HTML, or image):

Choose...

☐ Attach my vCard to messages

Edit Card...

Outgoing Server (SMTP): My ISP's SMTP server - smtp.myisp.com (D...)

Manage Identities...

OK Cancel

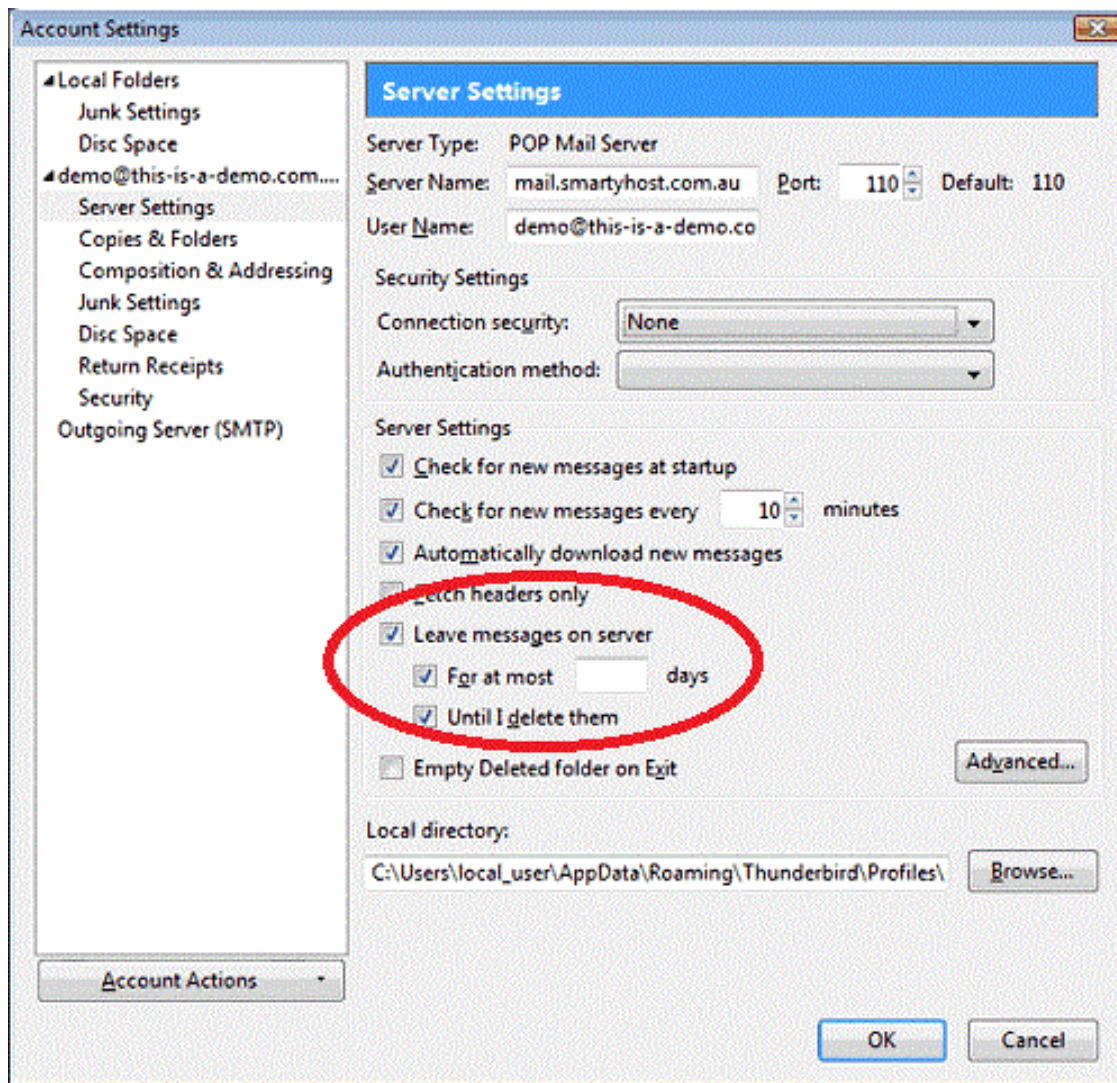
Tick "Leave Messages on server"

Tick "For at most 3 Days"

Tick "Until I delete them"

Click "OK"





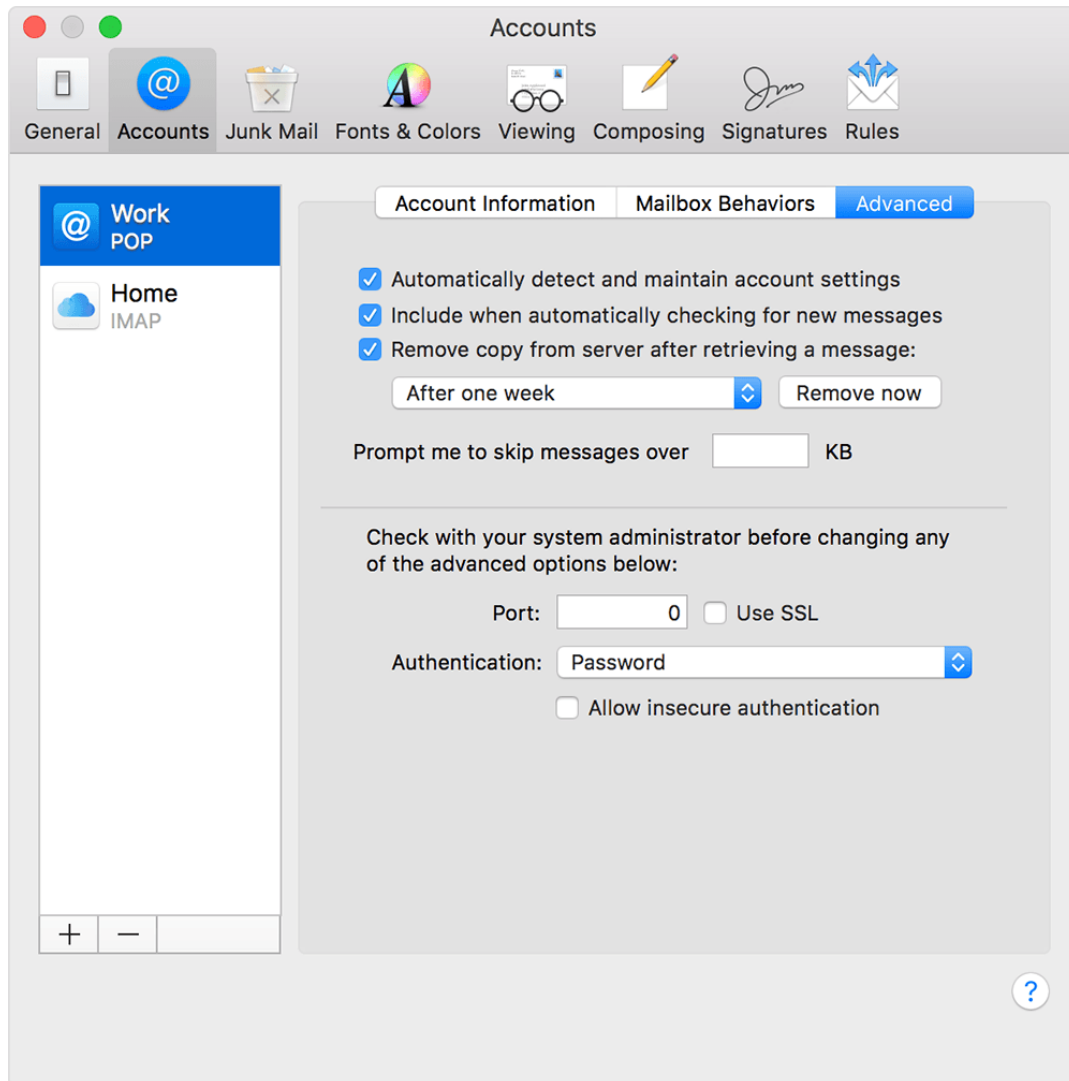
## Apple OSX Mail

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.

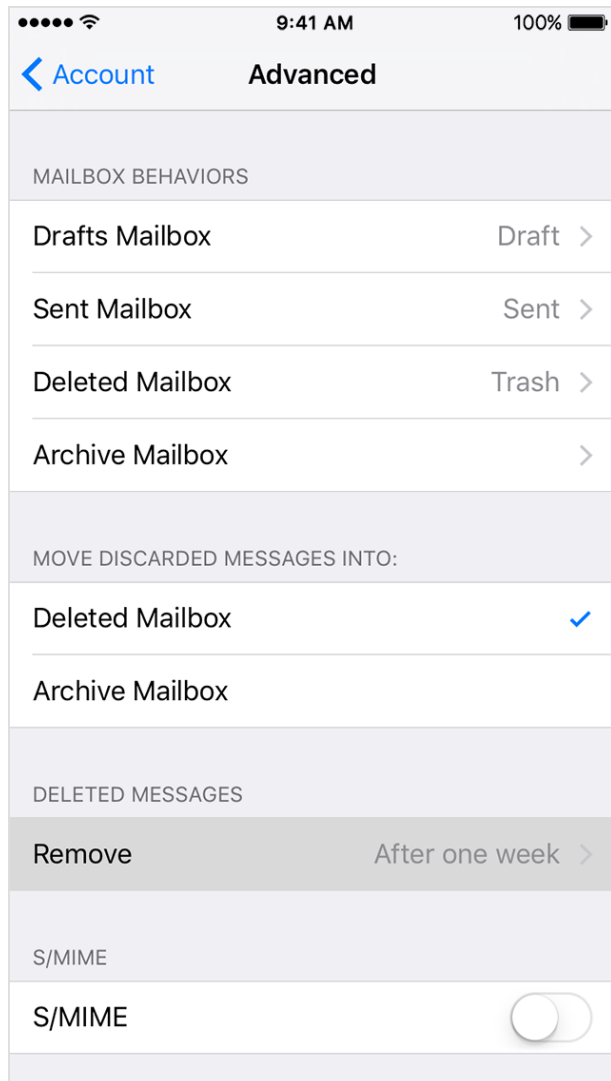
Tick "Remove copy from server after retrieving a message" and set this to "After one week"



Close Mail preferences to save your settings

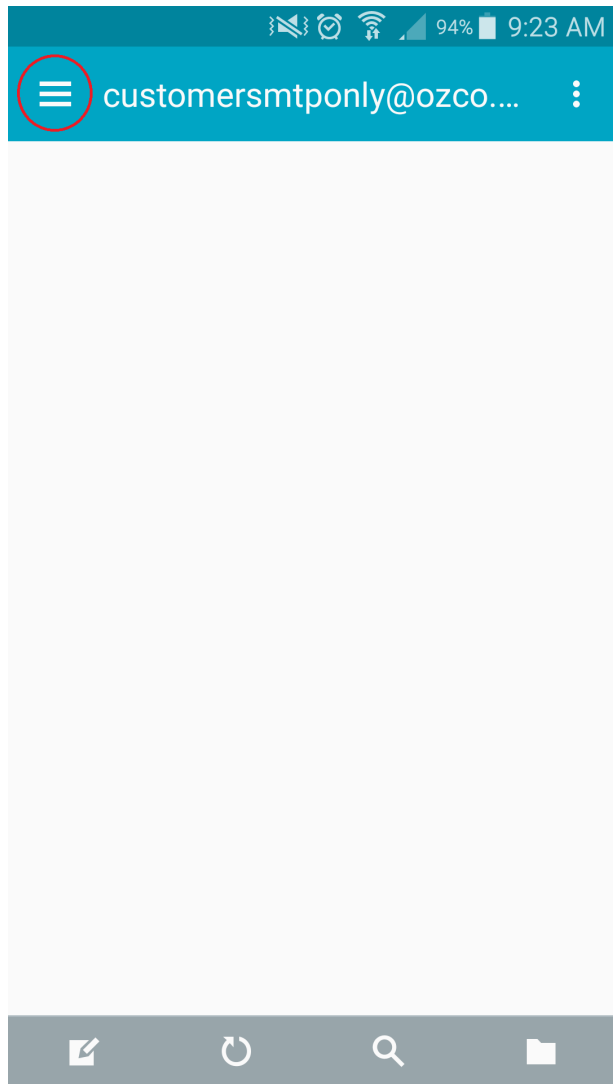
## Apple Mobile Devices Mail

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



## Android Mobile Devices Mail

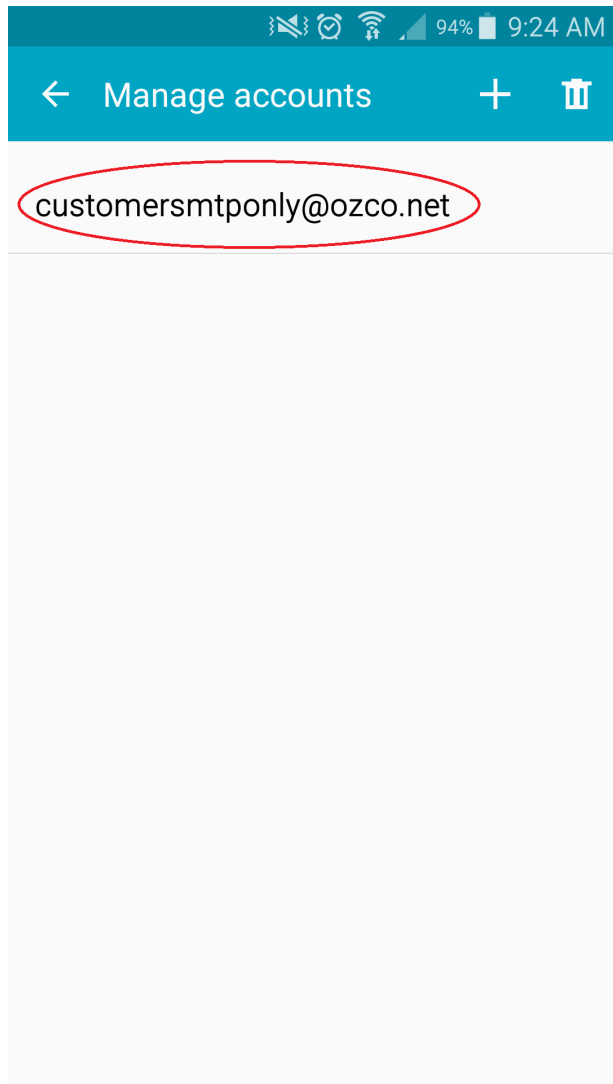
Tap the 3 Lines at the top left corner



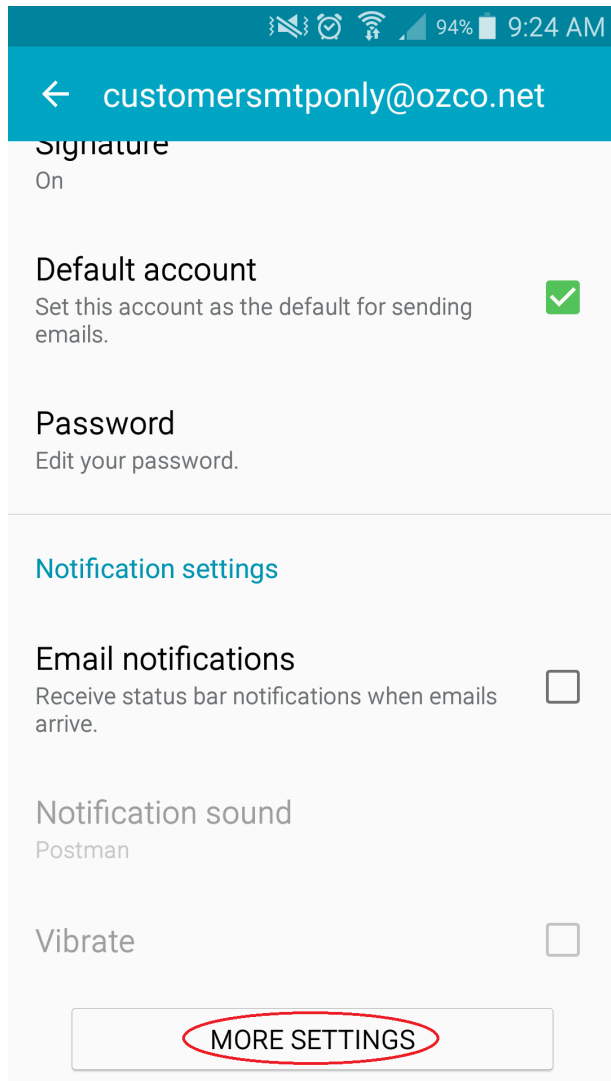
Tap "Manage Accounts"



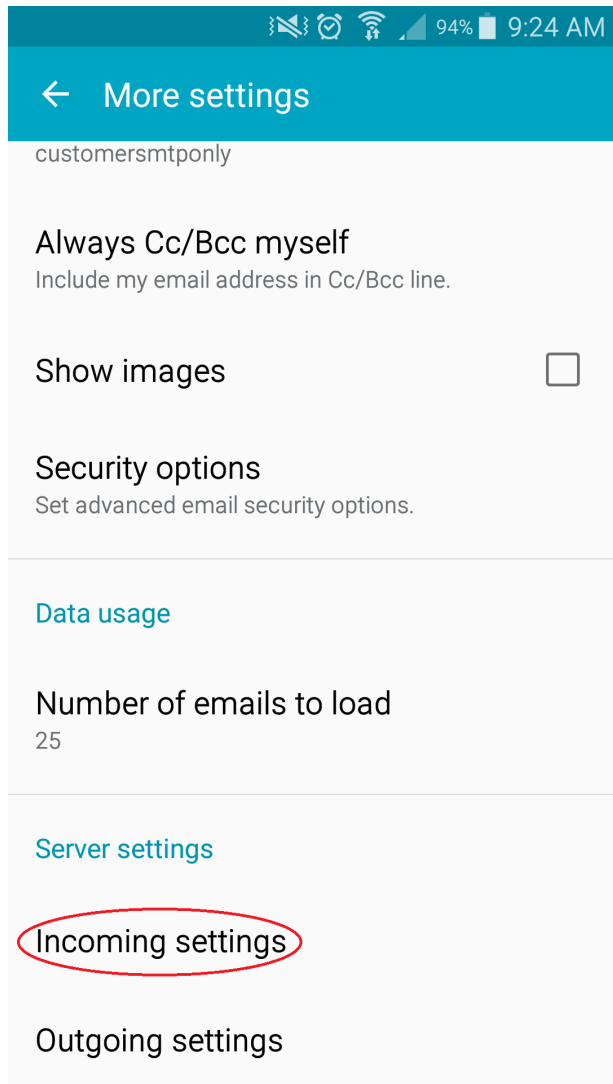
Tap the email account you want to update



Scroll down and tap "More Settings"



Scroll down tap "Incoming settings"



Set "Delete email from server" to "Never"  
Tap "Done"



2025/07/14 17:25 25/25 Changing Email Storage Settings

← Incoming settings

Email address  
customersmtponly@ozco.net

Username  
customersmtponly

Password  
.....

POP3 server  
gromit.ozco.net

Security type  
None ▼

Port  
15110

Delete email from server  
Never ▼

DONE

From:  
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Permanent link:  
[http://wiki.imagatec.com.au/doku.php?id=customer\\_portal:guides:email\\_settings](http://wiki.imagatec.com.au/doku.php?id=customer_portal:guides:email_settings)

Last update: 2025/07/14 14:48

