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	ste	ore@email.com - Outlook			? 🗈 – 🖻 🗙
New New Email Items*	Reply Forward In More -	Move to: ? To Manager Team Email Jone Reply & Delete Create New Outer Steer	Move Rules OneNote	Unread/ Categorize Follow Read Up ~ Up ~	Search People	ive s
New Delete Favorites Inbox Sent Items Delete Drafts Drafts D Jake Yeoman Imagatec Help Inbox Sent Items Deleted Items Deleted Items Junk E-mail Outbox Search Folders	Search store@email.com (Ctrl+E) All Unread We didn't find anything	P Current Folder → By Date → Newest ↓ to show here.	fail Move i	i lags	Find Send/Kece	
Calendar Mail Ta	sks Notes ····				_	— — — — — — — — — —

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	nt Information			
Open & Export Save As Save Attachments Print	store@en POP/SMT Add Account	ail.com P Account and Social Network Settings Change settings for this account or set up more connections. © Connect to social networks.			
Office Account Options Exit	Cleanup Tools *	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	r 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	Туре	
Private Folders	Microsoft Exchange (send from this account by def POP/SMTP	
Selected account de Change <u>F</u> older	livers new messages to the following location: store@email.com\lnbox in data file C:\Users\jakey\Documents\Outlook Files\store@email.com.pst	
lick "More Settings	<u>C</u> lose	

	Chang	e Account ×
POP and IMAP Account Set Enter the mail server setti	ttings ngs for your account.	×
User Information		Test Account Settings
<u>Y</u> our 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 Associat Cattings
<u>A</u> ccount Type:	POP3 v	Test Account settings
Incoming mail server:	mail.server.com	 Automatically test account settings when Next is clicked
<u>O</u> utgoing 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)	e Password Authentication	More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel
Click the "Advanced" tab a Fick "Leave a copy of mes	and update the "Deliver sage on the server"	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						
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	×
POP and IMAP Account Set Enter the mail server setting	t tings ngs for your account.		×
User Information Your Name:	Store Name	Test Account Settings We recommend that you test your acco	unt to ensure that
<u>E</u> mail Address:	store@email.com	the entries are correct.	
<u>A</u> ccount Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information	POP3 v mail.server.com mail.server.com	<u>T</u> est Account Settings ✓ Automatically test account <u>s</u> ettin is clicked	gs when Next
<u>U</u> ser Name: <u>P</u> assword:	test ****		
Reguire logon using Secur (SPA)	member password e Password Authentication		<u>M</u> ore Settings
		< <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	:ount.	
		< <u>B</u> ack Finish	

Outlook 2007

Select Tools | Account Settings.

😡 Inbox - Microsoft Outlook	(Trial	Charles I and Charles	Martines	
<u> </u>	<u>T</u> ools	<u>A</u> ctions <u>H</u> elp	Туре	a question for help
i 🔂 <u>N</u> ew → 🗙 🛛 🕰 <u>R</u> eply	1	S <u>e</u> nd/Receive	×	Re <u>c</u> eive • 💝
Mail		Instant Search	•	
Favorite Folders	D)	Address <u>B</u> ook Ctrl+	+Shift+B	
🔄 Inbox	00 0	Organi <u>z</u> e		
Unread Mail	Â	Rules and Alerts		
Mail Folders		Mailbo <u>x</u> Cleanup		
All Mail Items	0	Empty "Deleted Items" Folder		
🖃 🧐 Personal Folders 🖉		<u>F</u> orms	•	
Deleted Items		<u>M</u> acro	+	
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Select your Email Mail account, then click "Change".

You can add	or remove an	account. You can :	select an account and	change its settings.	
ail Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
New 🔀	Repair	Change	õet as Default 🗙 R	emove 👚 🎐	
ame	-		Туре		
			POP/SMTP (s	end from this account	by default)
		new e-mail mercar			

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 Each of these settings are required to get your e-mail account	unt working.
Jser Information	Test Account Settings
-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 Require logon using Secure Password Authentication (SPA)	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"

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X

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	ort Number	5				
Incomi	ng server (F	POP3):	110	Use De	faults	
	This server	requires	an encry	pted conn	ection (S	SL)
Outgo	ng server (SMTP):	587			
Us	e the follow	ng type	ofencryp	ted conne	ction:	None
Server T	imeouts —					
Short	-1		long 1r	ninute		
alivary			Long II			
The server y	Ve a copy o	fmessa	nes on the	server		
	P move fr	mserve	r after	e server	davs	
C	Demons of	in serve		V	Delete	d Thomas I
	Remove fro	m serve	r when de	eleted from	n Deletei	a items

Click "Next"

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Internet E-mail Settings Each of these settings a	re 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	J	
Account Type:	POP3	Test Account Settings
Incoming mail server:		
Outgoing mail server (SMTP):		
Logon Information	J	
User Name:	-	
Password:		
	Remember password	
Require logon using Secure	Password Authentication (SPA)	Marc Sattings
	assivere Autorentication (SFA)	More seconds
		< Back (Next > Cancel

Add New E-mail Account	· · · · · · · · · · · · · · · · · · ·	
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click 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 example (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 🚔 Kb
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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Junk Settings	Account Settin	gs - <demo@this-is-a-demo.com< th=""><th>></th></demo@this-is-a-demo.com<>	>			
Disc Space	Account Name: d	emo@this-is-a-demo.com				
demo@this-is-a-demo.com	Default Identity					
Server Settings Copies & Folders Composition & Addressing Junk Settings Dire Space	Each account has a when they read you	in identity, which is the information that o ur messages.	ther people se			
	Your Name: First Last Email Address: demo@this-is-a-demo.com					
Disc Space Return Receipts						
Security Outgoing Server (SMTP)	Reply-to Address:					
	Organisation:					
	Signature text:	Signature text: Use HTML (e.g., bold)				
	Attach the sign	nature from a file instead (text, HTML, or in	nage):			
	Attach the sign	nature from a file instead (text, HTML, or in	nage):			
	Attach the sign	nature from a file instead (text, HTML, or in rd to messages	nage): Choose E <u>d</u> it Card			
	Attach the sign	nature from a file instead (text, HTML, or in rd to messages MTP): My ISP's SMTP server - smtp.myi	nage): Choose Edit Card sp.com (D			
	Attach the sign	nature from a file instead (text, HTML, or in rd to messages MTP): My ISP's SMTP server - smtp.myi Man	nage): <u>Choose</u> <u>Edit Card</u> sp.com (D + nage Identities.			
Account Actions	Attach the sign	nature from a file instead (text, HTML, or in rd to messages MTP): My ISP's SMTP server - smtp.myi Mar	nage): <u>Choose</u> E <u>d</u> it Card sp.com (D - nage Identities.			

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)	Server Type: POP Mail Server §erver Name: mail.smartyhost.com.au Bort: 110 Default: 110 User Name: demo@this-is-a-demo.co Security Settings Connection security: None Authentjcation method:					
	Local directory:					
	C:\Users\local_user\AppData\Roaming\Thunderbird\Profiles\					

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 Accou	nts Junk Mail	A Fonts & Colors	ccounts	omposing s	Signatures	Rules			
Work POP Home IMAP		Account Inf Automatical Automatical Include whe Remove cop After one Prompt me to s Check with yo of the advance P Authenticat	ormation ly detect an en automatio by from serv week kip messag ur system a ed options l ort: ion: Pass Alle	Mailbox E nd maintain cally check ver after ret les over administrato below: 0	Behaviors	Advanced ettings v messages nessage: nove now KB hanging any ation			
+ -							?		

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 BEHAVIO	DRS	
Drafts Mailbox		Draft >
Sent Mailbox		Sent >
Deleted Mailbo	x	Trash >
Archive Mailbo	x	>
MOVE DISCARDED MESSAGES INTO:		
	·X	~
Archive Mailbo	x	
DELETED MESSAG	ES	
Remove	Af	ter one week >
S/MIME		
S/MIME		\bigcirc

Android Mobile Devices Mail

Tap the 3 Lines at the top left corner



Tap "Manage Accounts"

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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 aduress
customersmtponly@ozco.net
lisername
customersmtponly
Password
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Security type
None 🔻
Port
15110
Delete email from server
DONE

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