

Changing Email Storage Settings

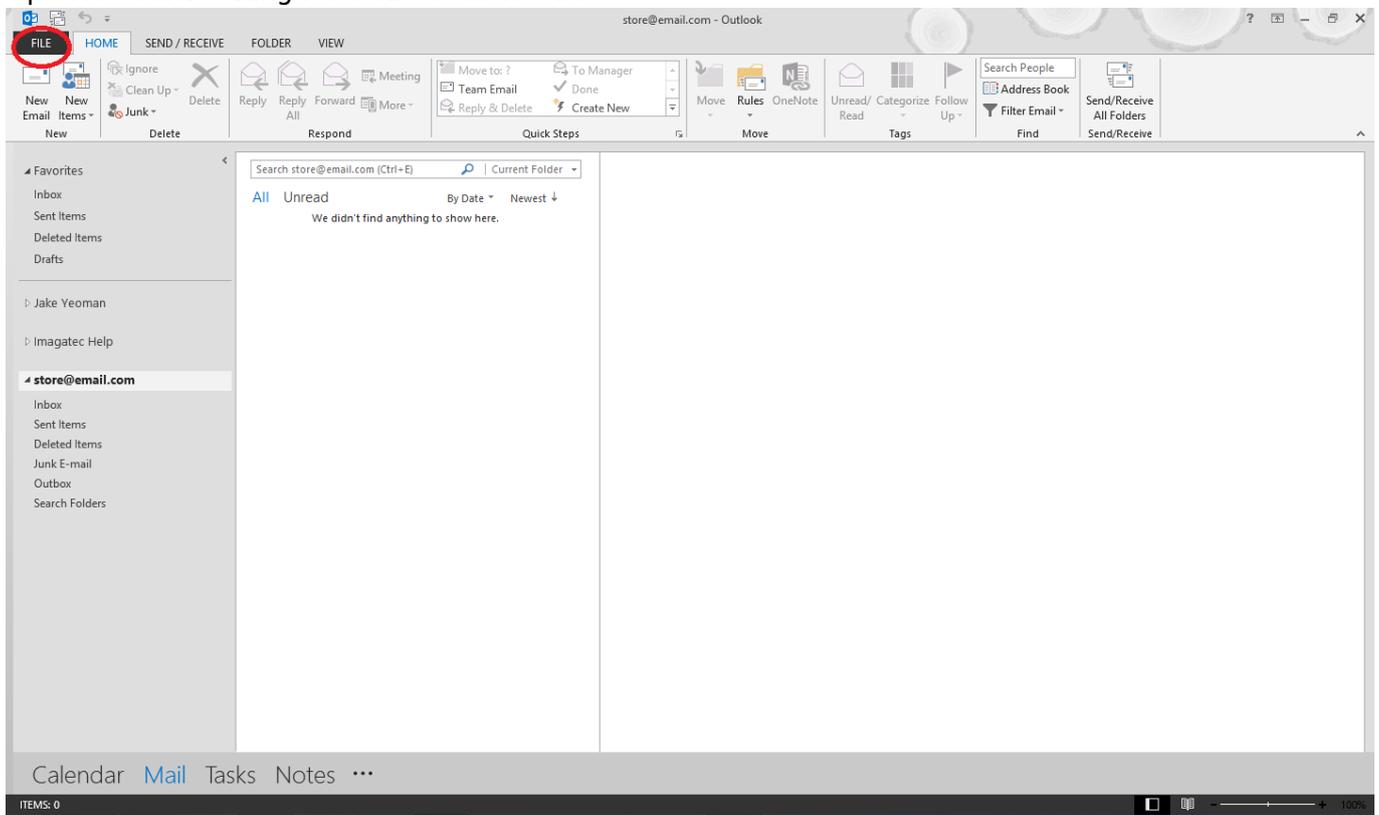
Summary

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

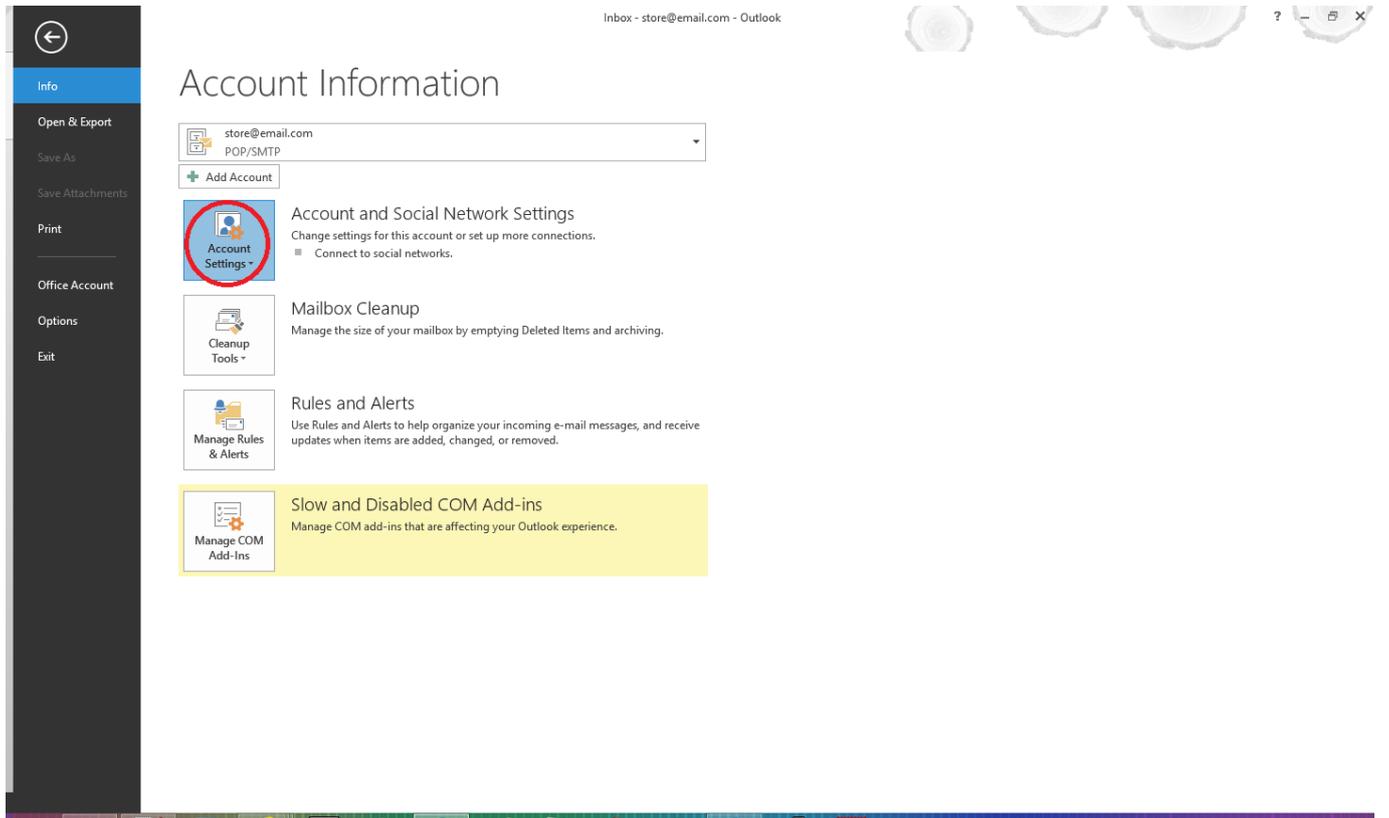
No email should be left on the email server for more than 7 days, otherwise you run the risk of reaching your email storage limit and emails being blocked until you clear your email storage. To limit the above from occurring, please configure your email client as per the instruction below:

Outlook 2013/Outlook 2010

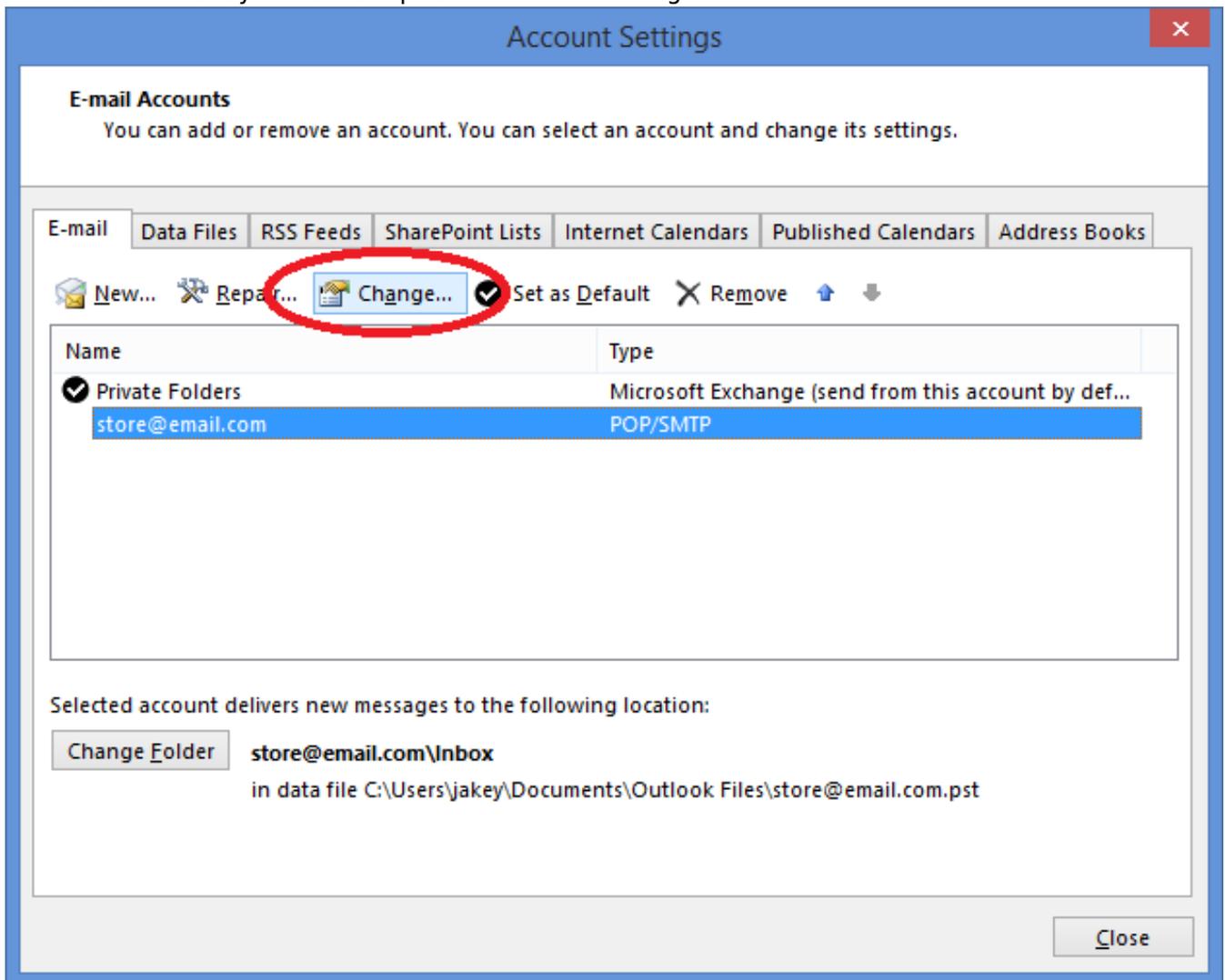
Open Account setting for Outlook click "File"



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"

The screenshot shows a 'Change Account' dialog box with the following sections:

- 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 ...**: This button is circled in red.

At the bottom of the dialog are buttons for '< Back', 'Next >', and 'Cancel'.

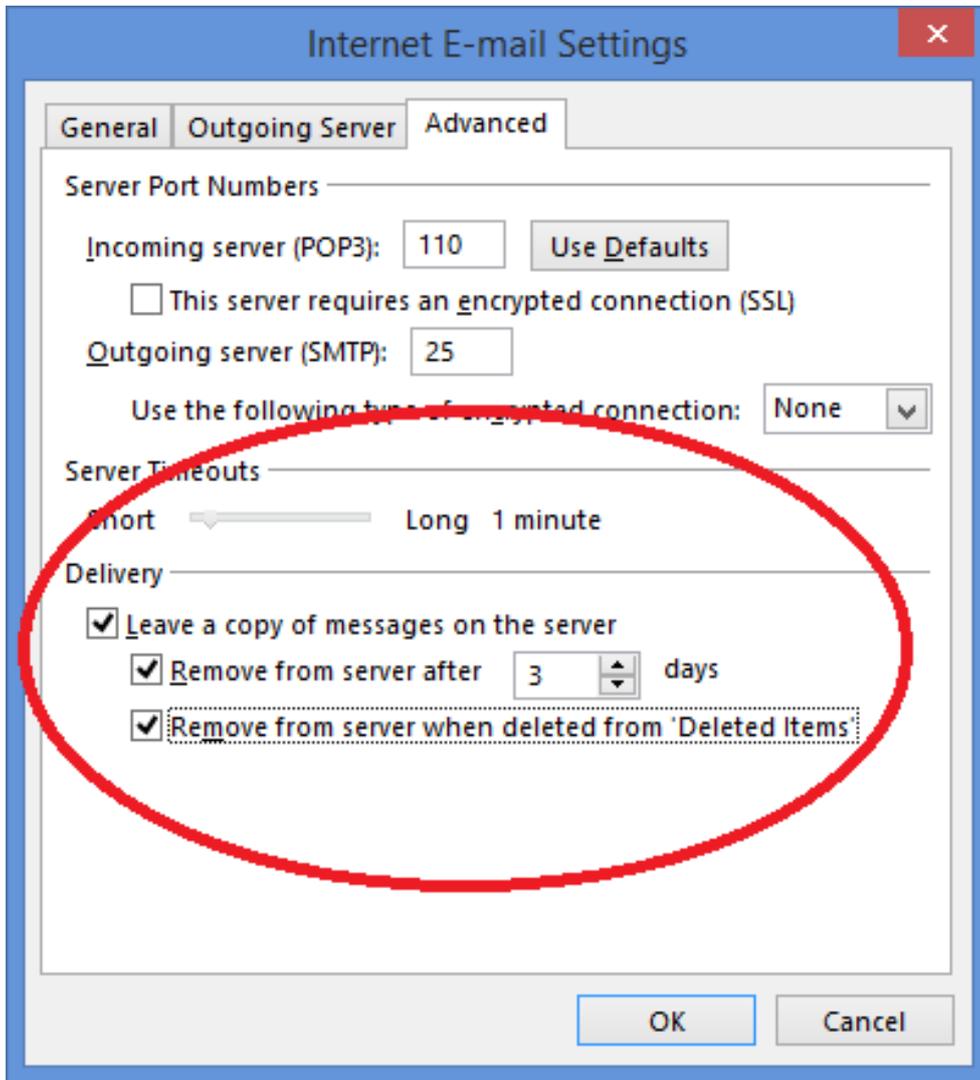
Click the "Advanced" tab and update the "Delivery" Settings to the following

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"



Click the "Next Button"

Change Account ✕

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

<p>User Information</p> <p>Your Name: <input type="text" value="Store Name"/></p> <p>Email Address: <input type="text" value="store@email.com"/></p> <p>Server Information</p> <p>Account Type: <input style="border: 1px solid #ccc; border-bottom: none; width: 100%;" type="text" value="POP3"/> ▼</p> <p>Incoming mail server: <input type="text" value="mail.server.com"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="mail.server.com"/></p> <p>Logon Information</p> <p>User Name: <input type="text" value="test"/></p> <p>Password: <input type="password" value="****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p>Test Account Settings</p> <p>We recommend that you test your account to ensure that the entries are correct.</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input checked="" type="checkbox"/> Automatically test account settings when Next is clicked</p> <p style="text-align: right;"><input type="button" value="More Settings ..."/></p>
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then click "Finish"

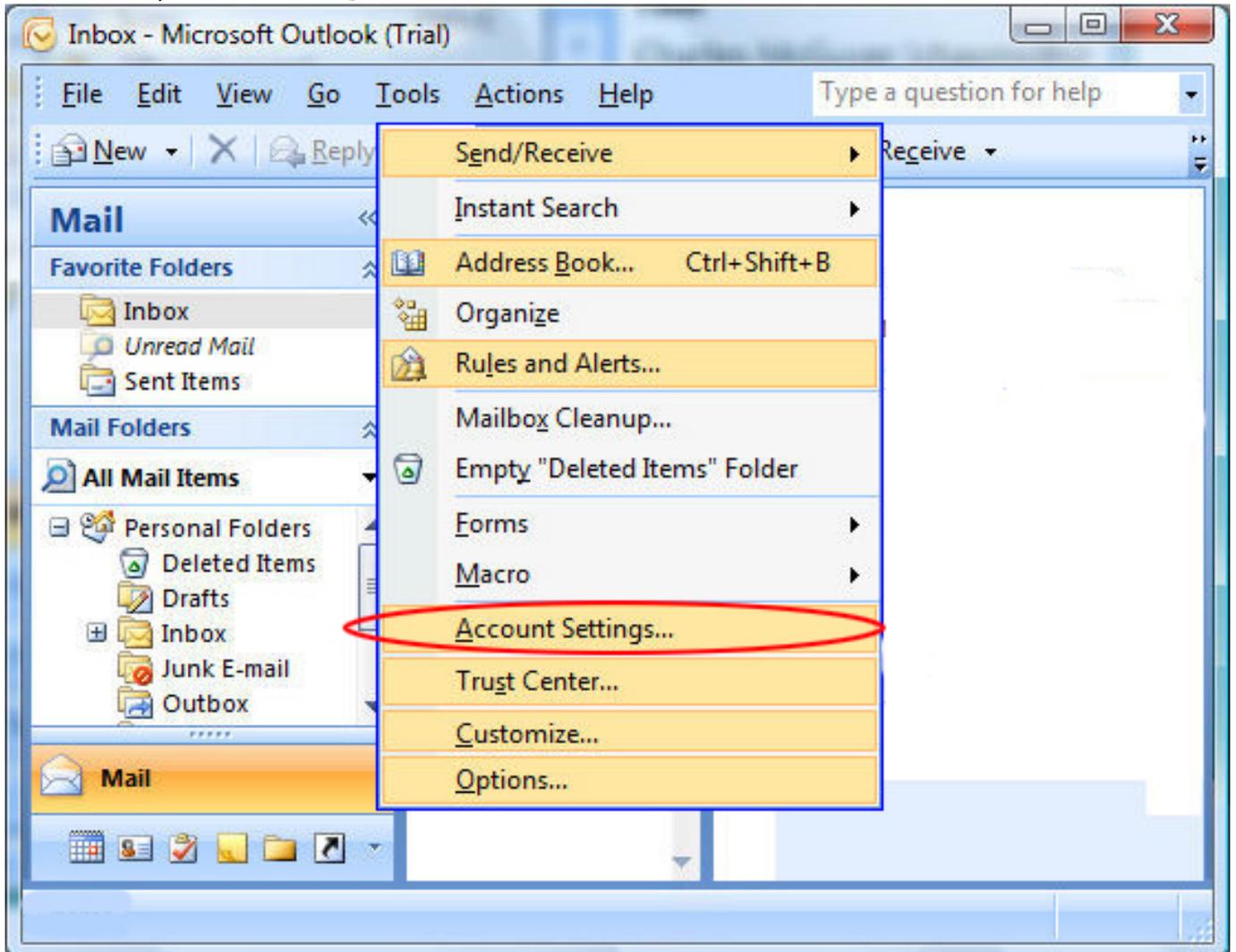
Change Account ✕

You're all set!

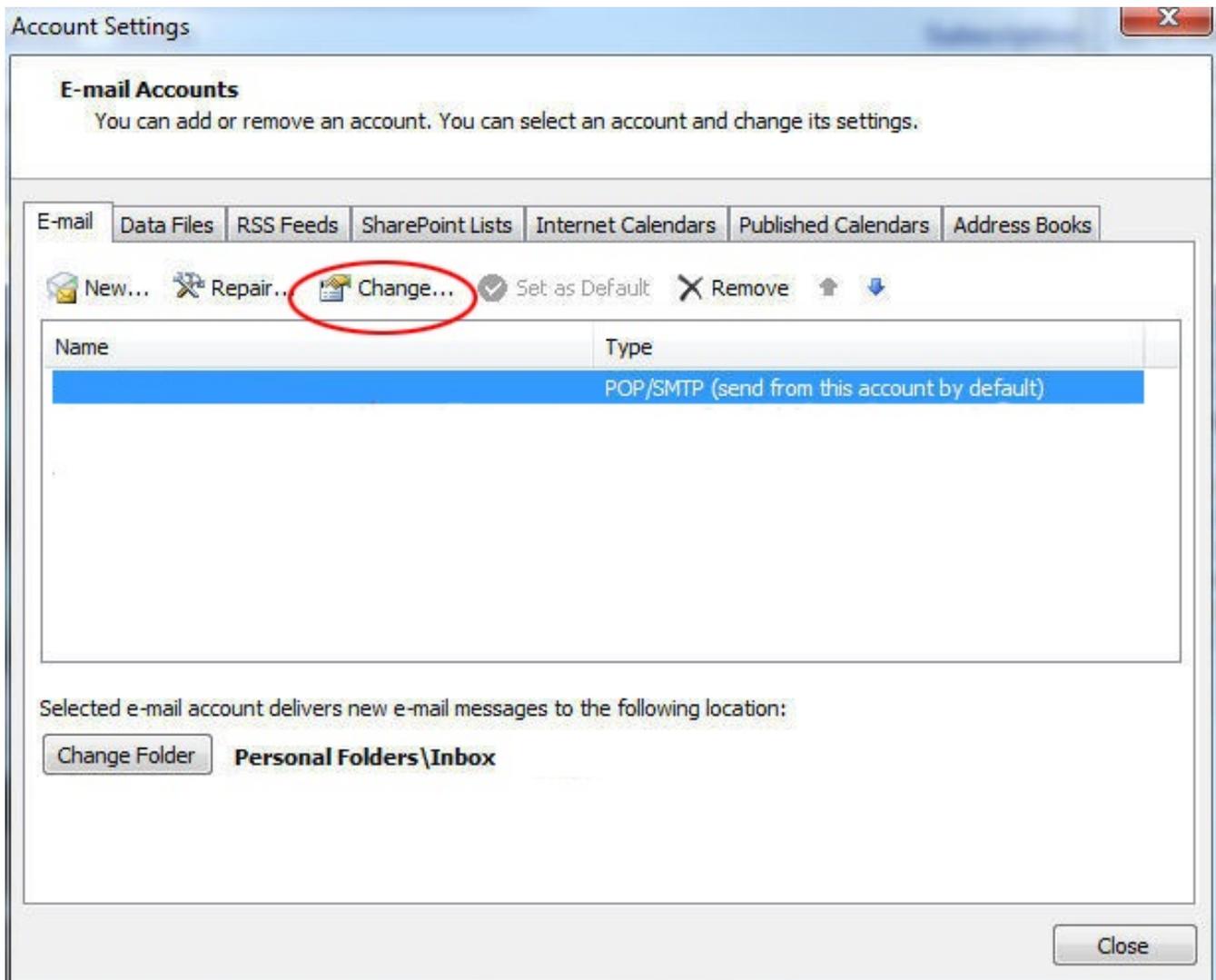
We have all the information we need to set up your account.

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.

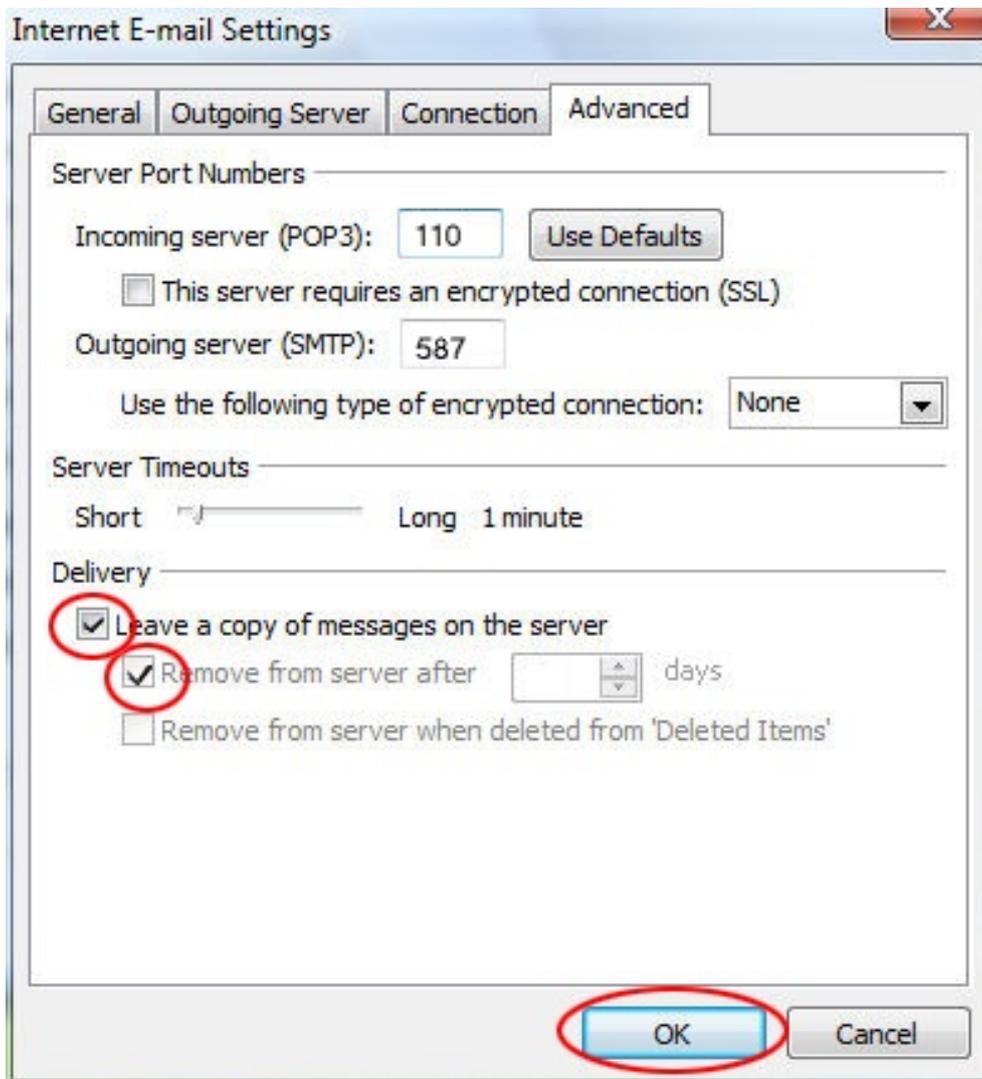
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Tick "Leave a copy of message on the server"

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:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

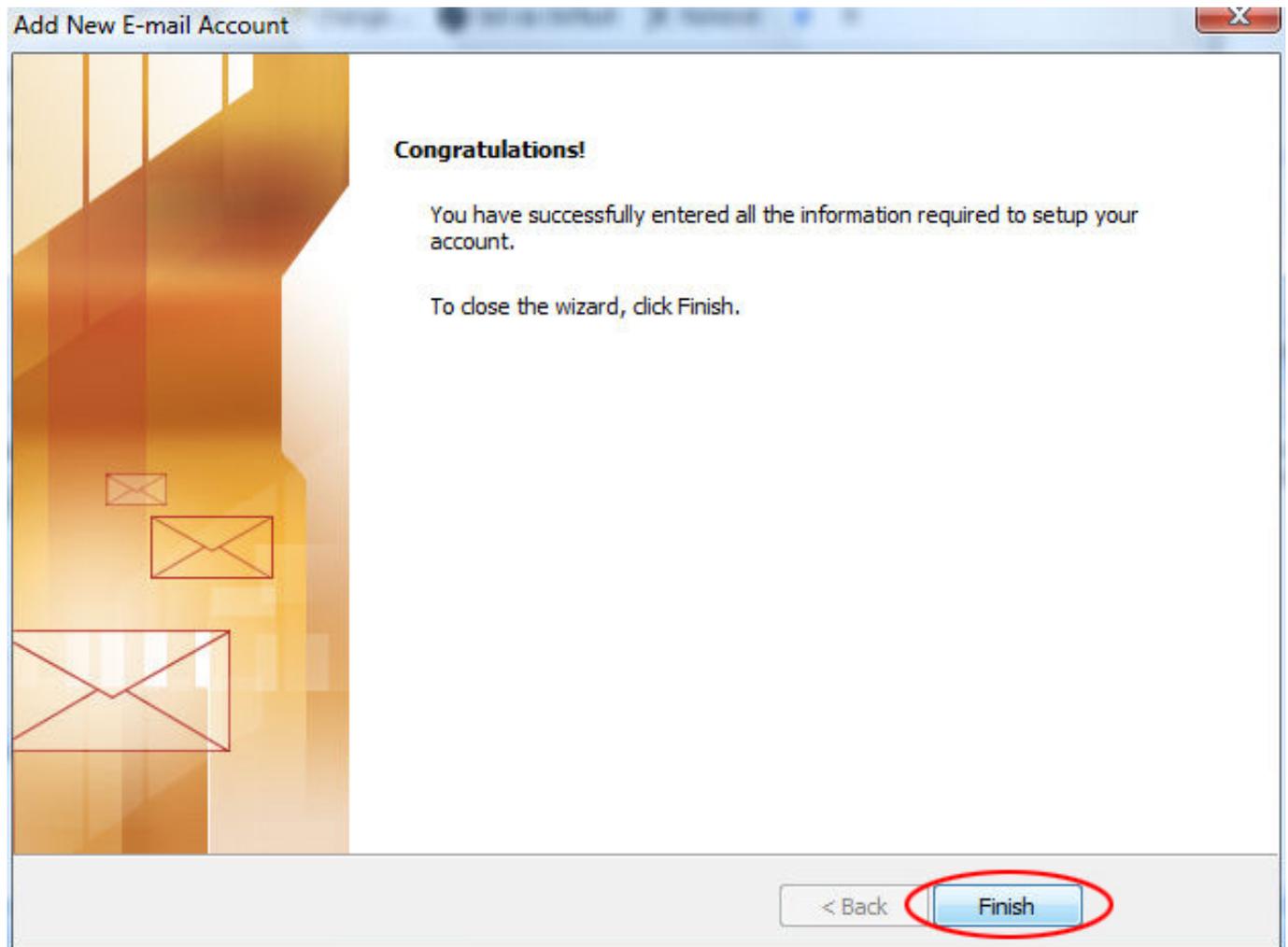
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

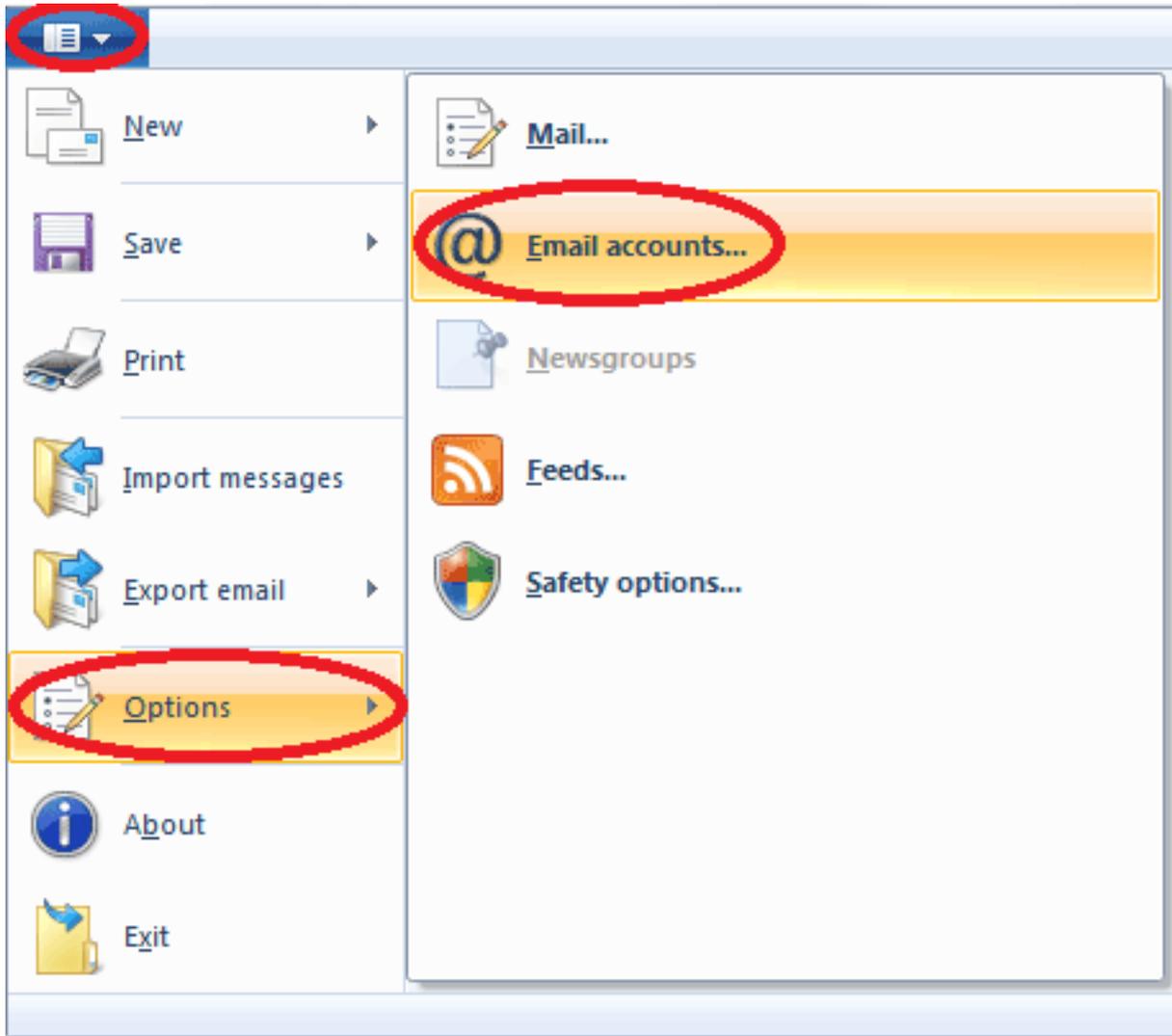
< Back **Next >** Cancel

Click "Finish"

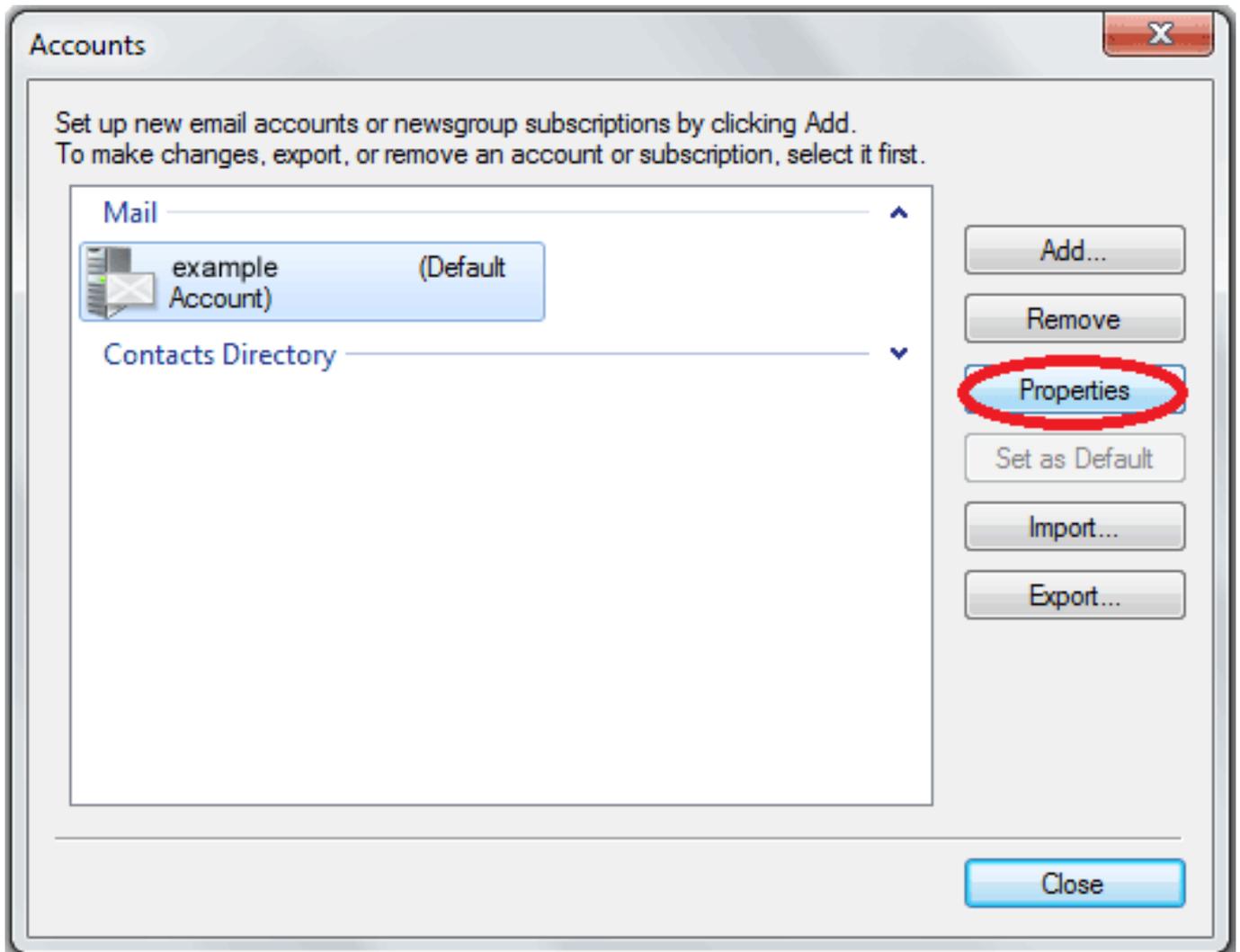


Windows Live Mail

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



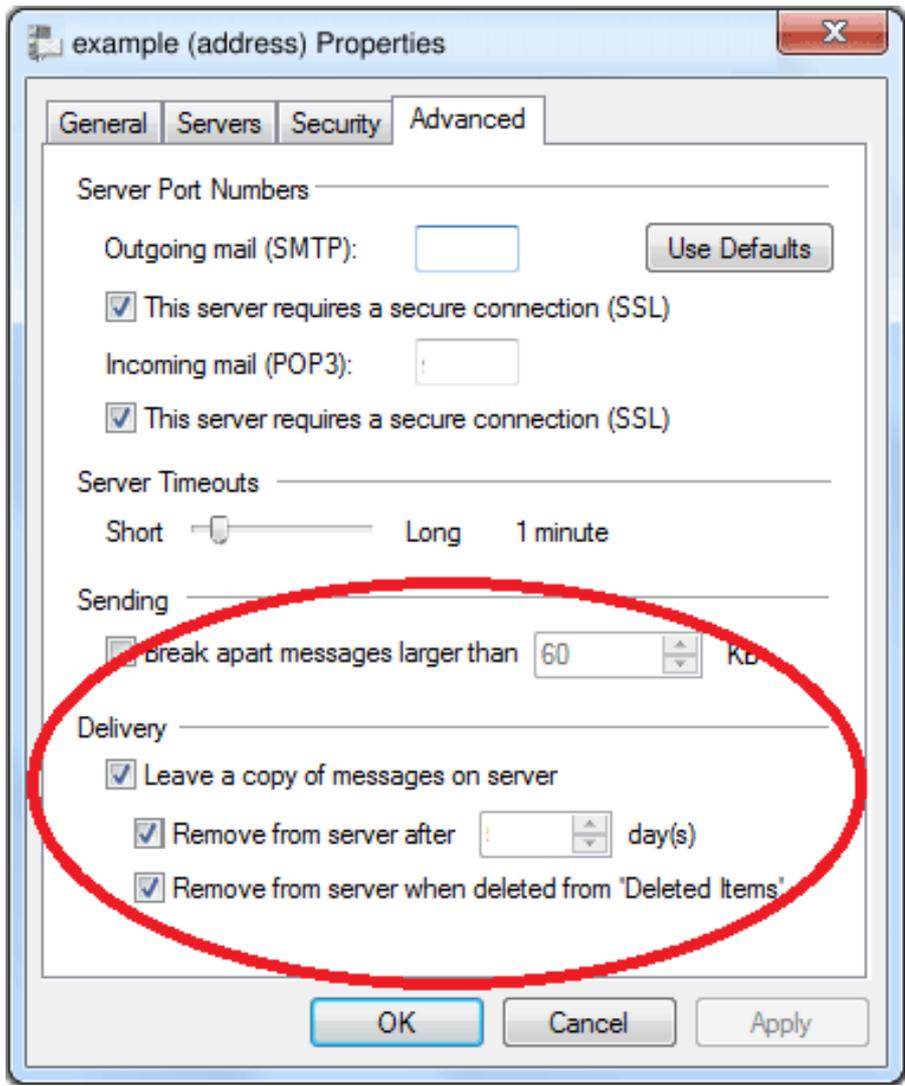
Click "Properties"



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

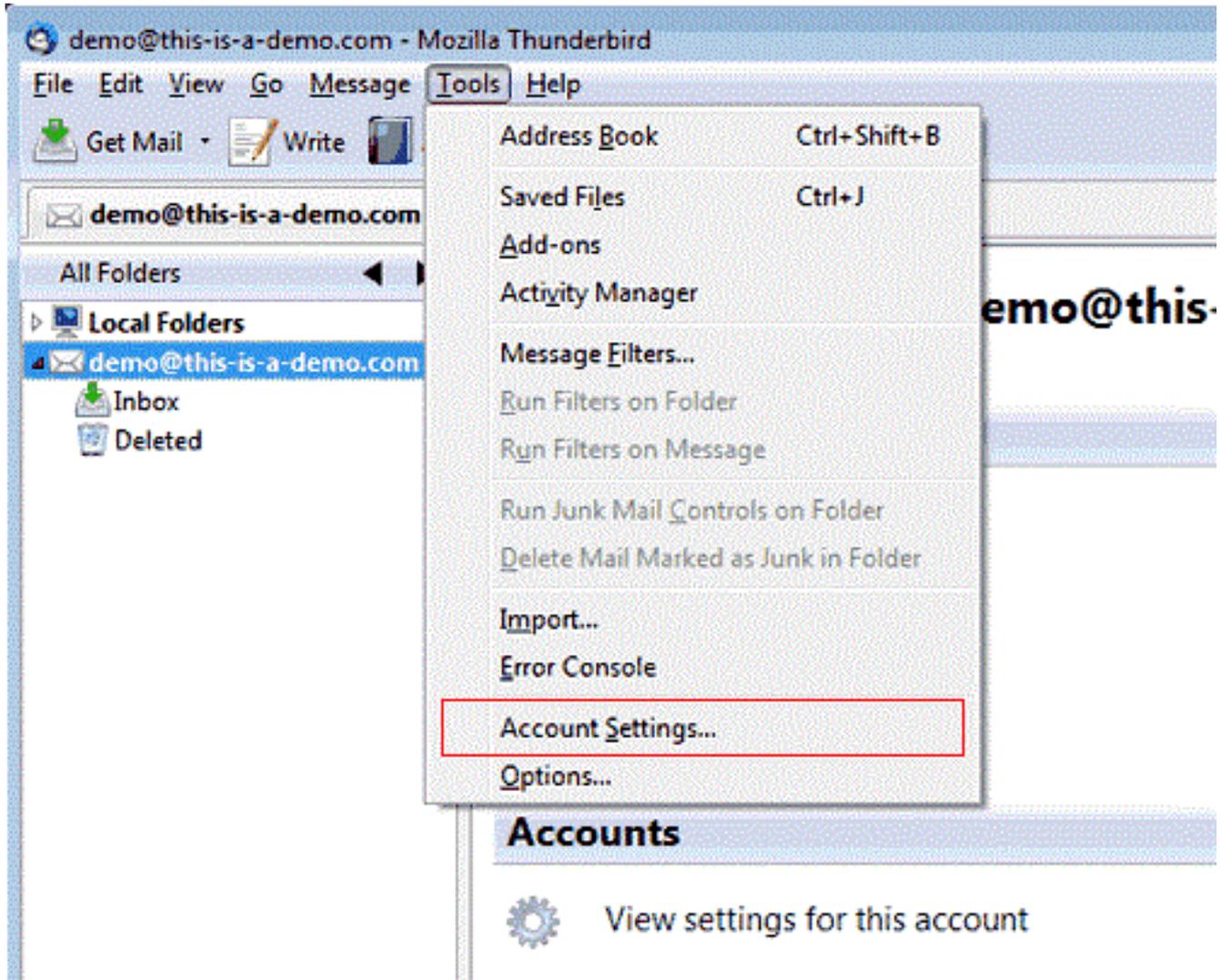
- Tick "Leave a copy of message on the server"
- Tick " Remove from server After 3 Days"
- Tick "Remove from server when deleted from Deleted Items"

Click "OK" and close the properties window

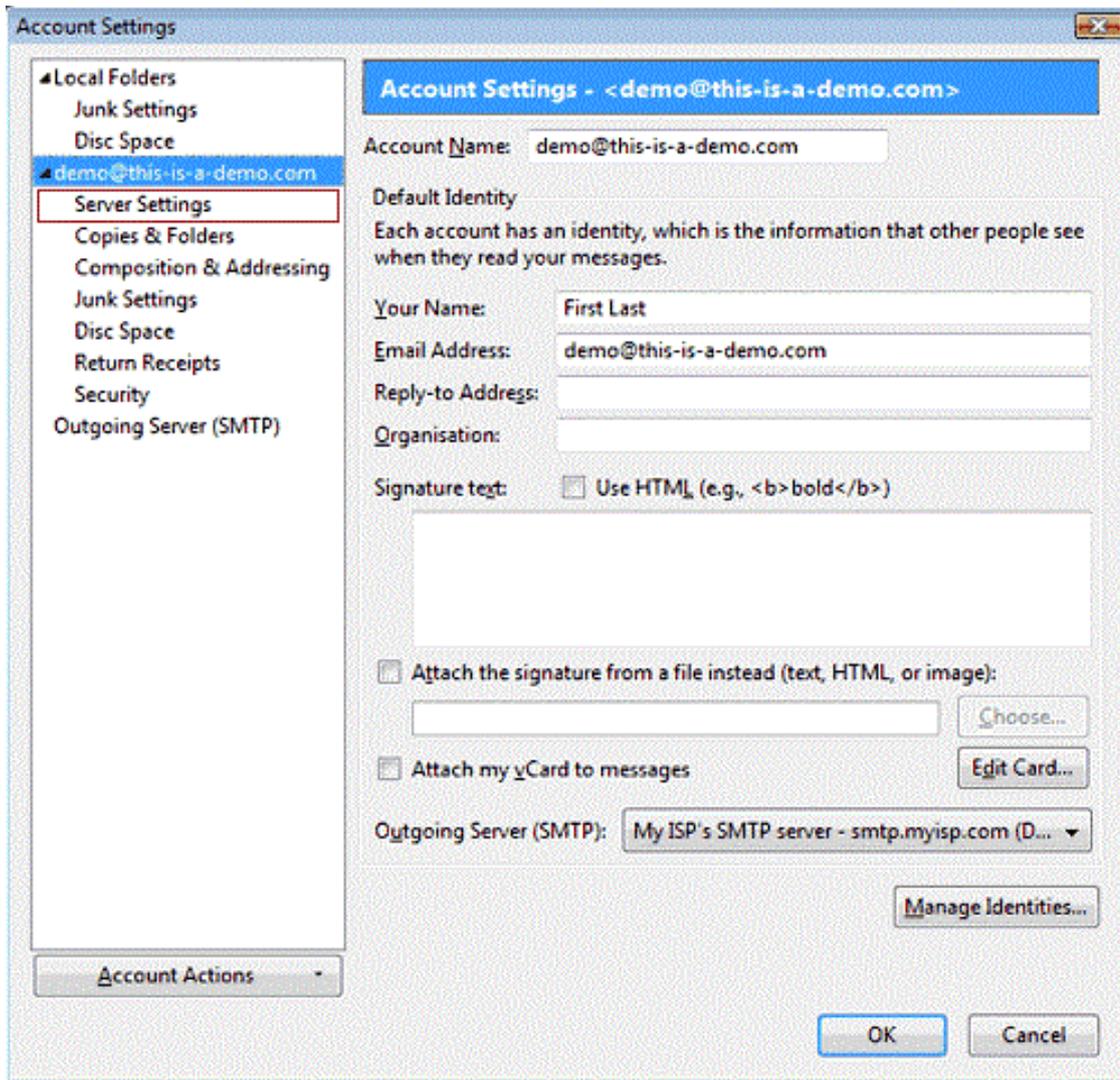


Thunderbird

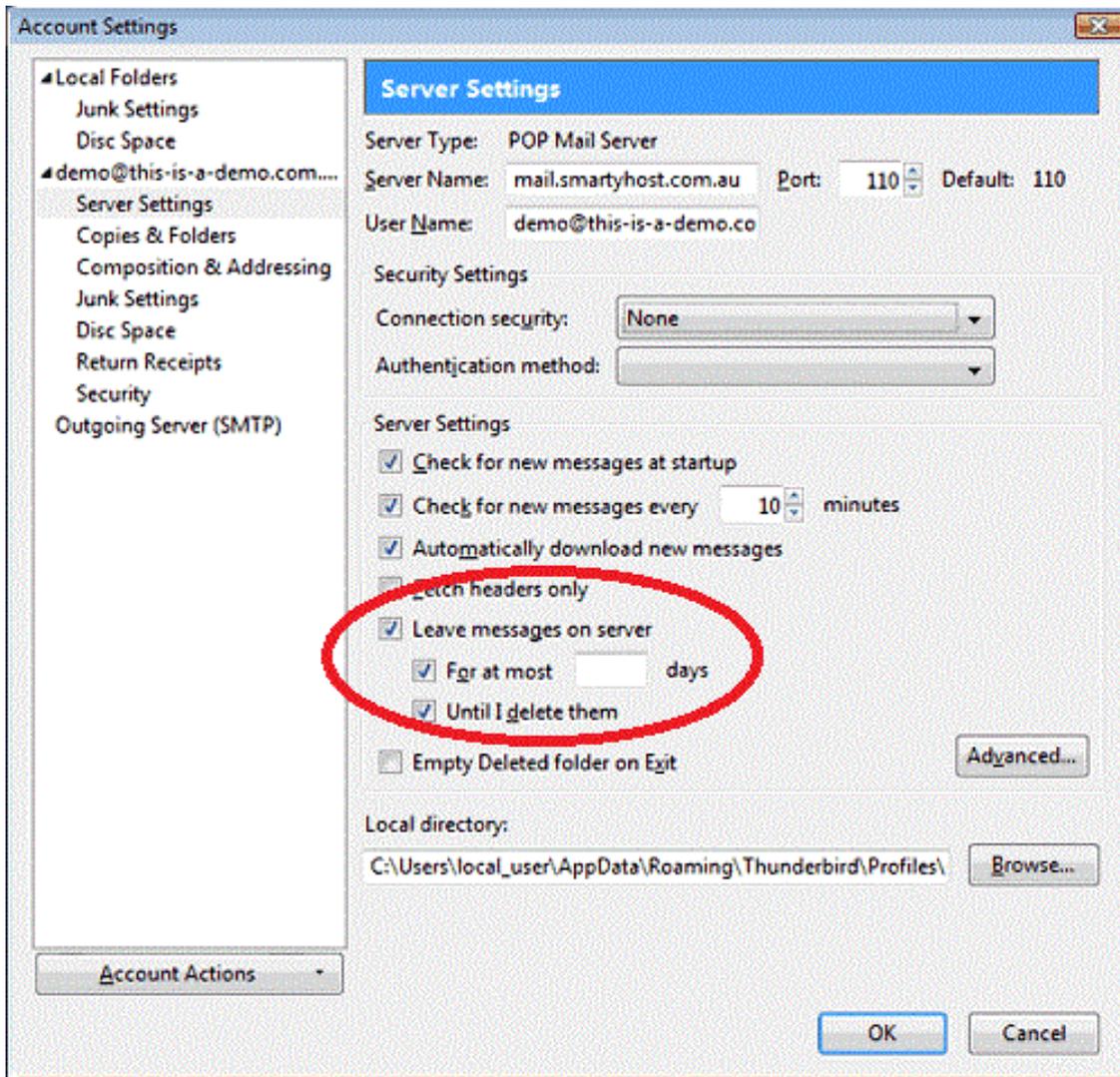
Push "Alt" on your keyboard this will open the option bar at the top of Thunderbird click "Tools"



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



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



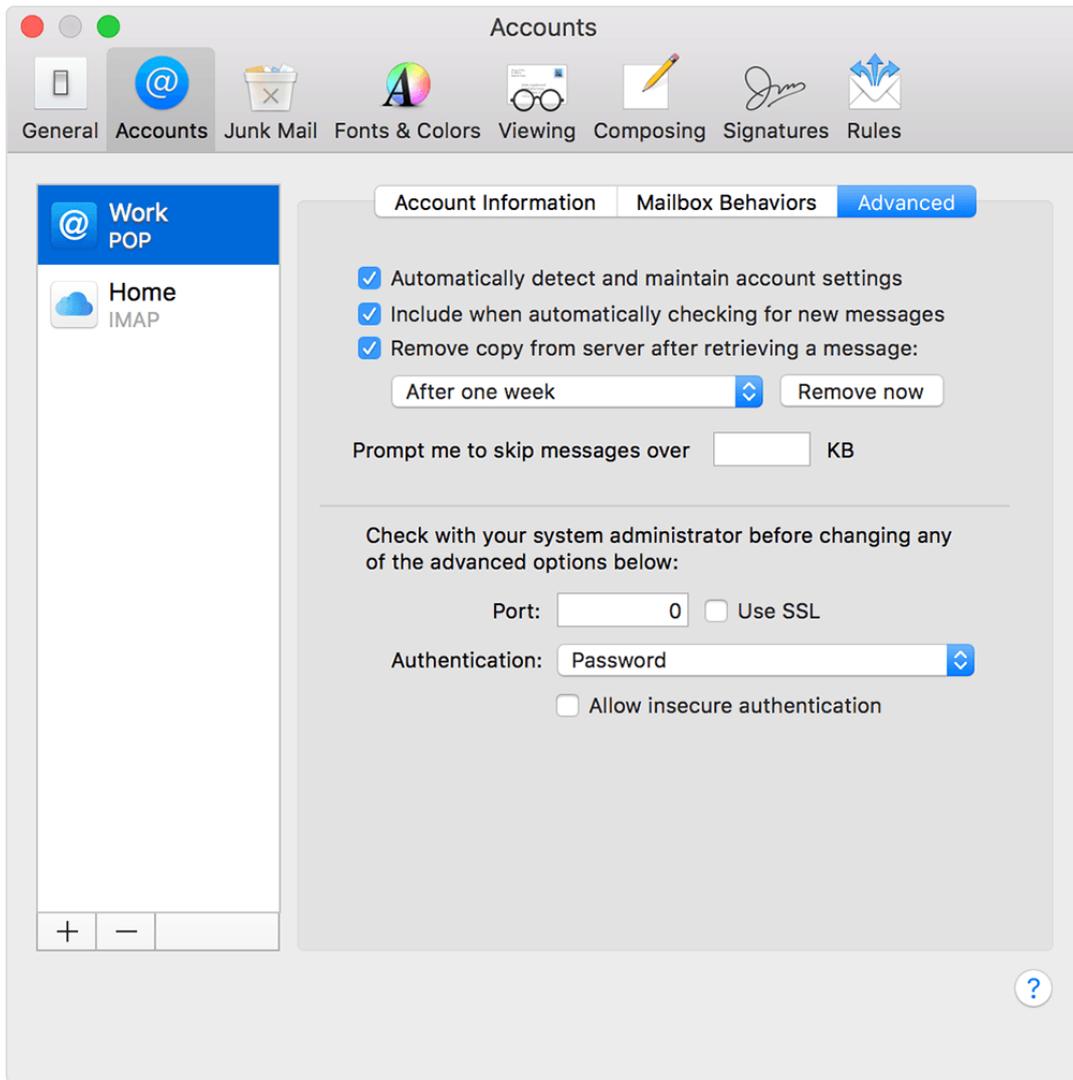
Apple OSX Mail

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

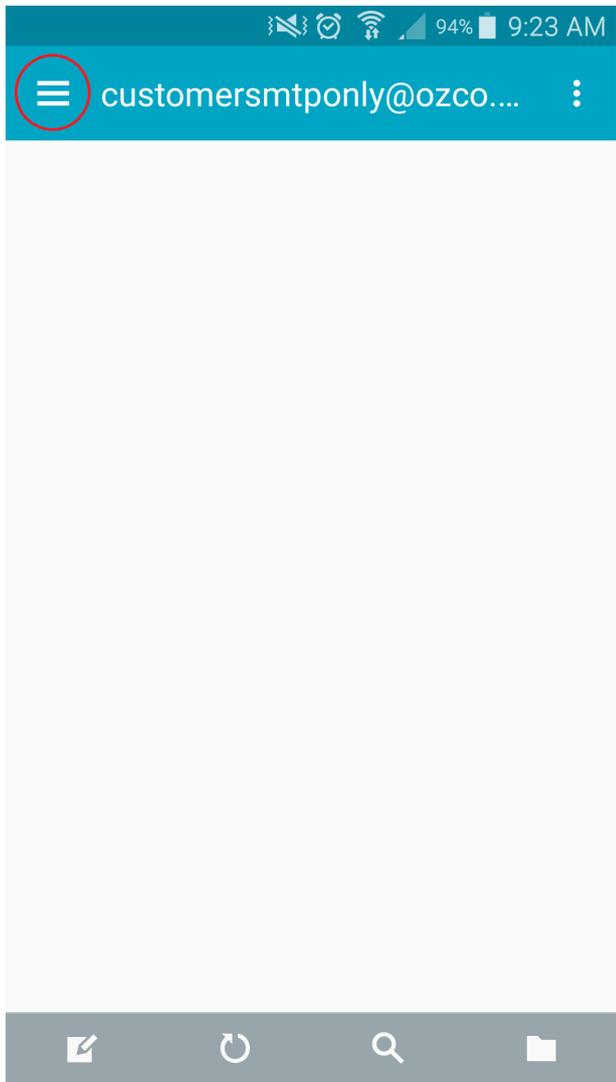
Apple Mobile Devices Mail

- 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

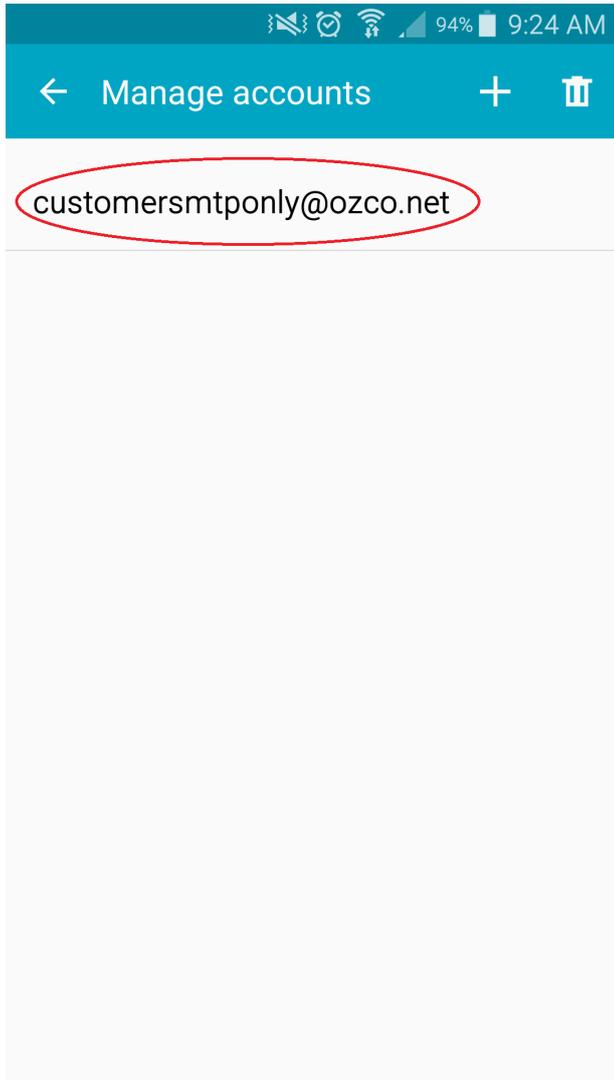
Tap the 3 Lines at the top left corner



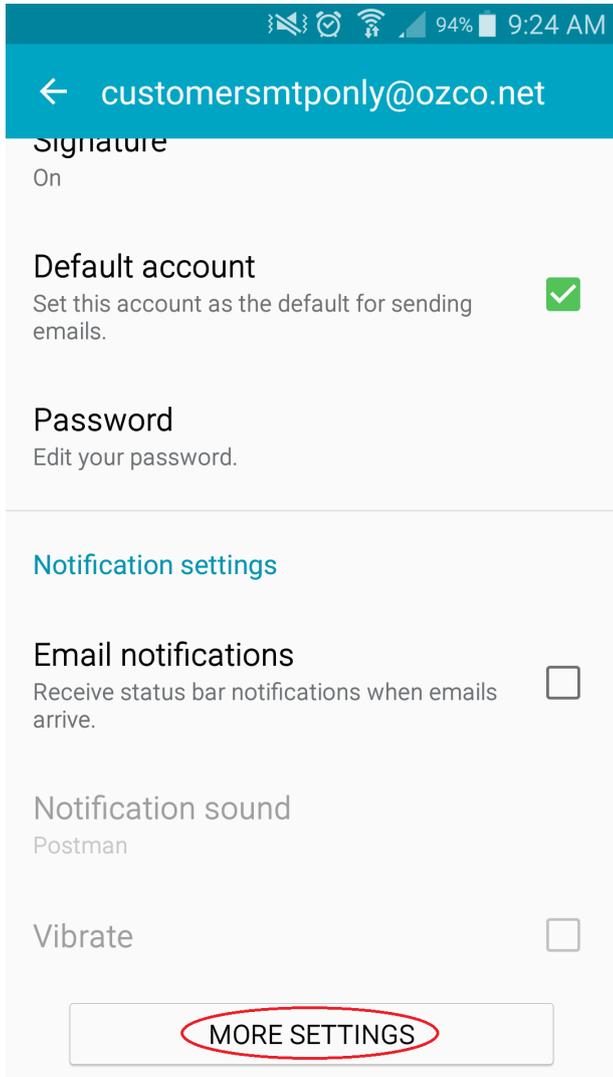
Tap "Manage Accounts"



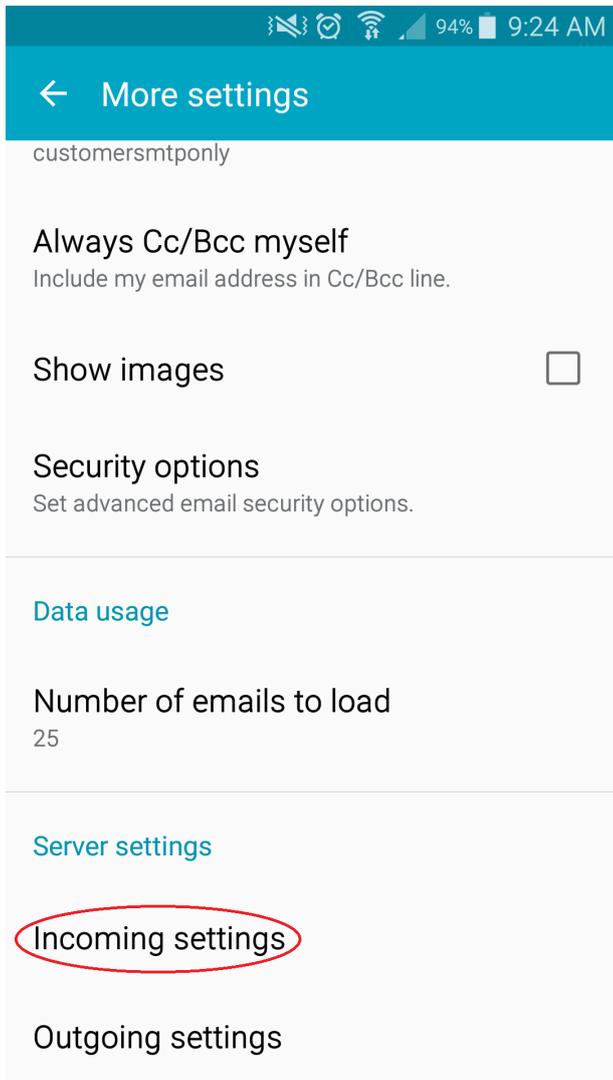
Tap the email account you want to update



Scroll down and tap "More Settings"



Scroll down tap "Incoming settings"



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

9:24 AM 94%

← 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

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