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.
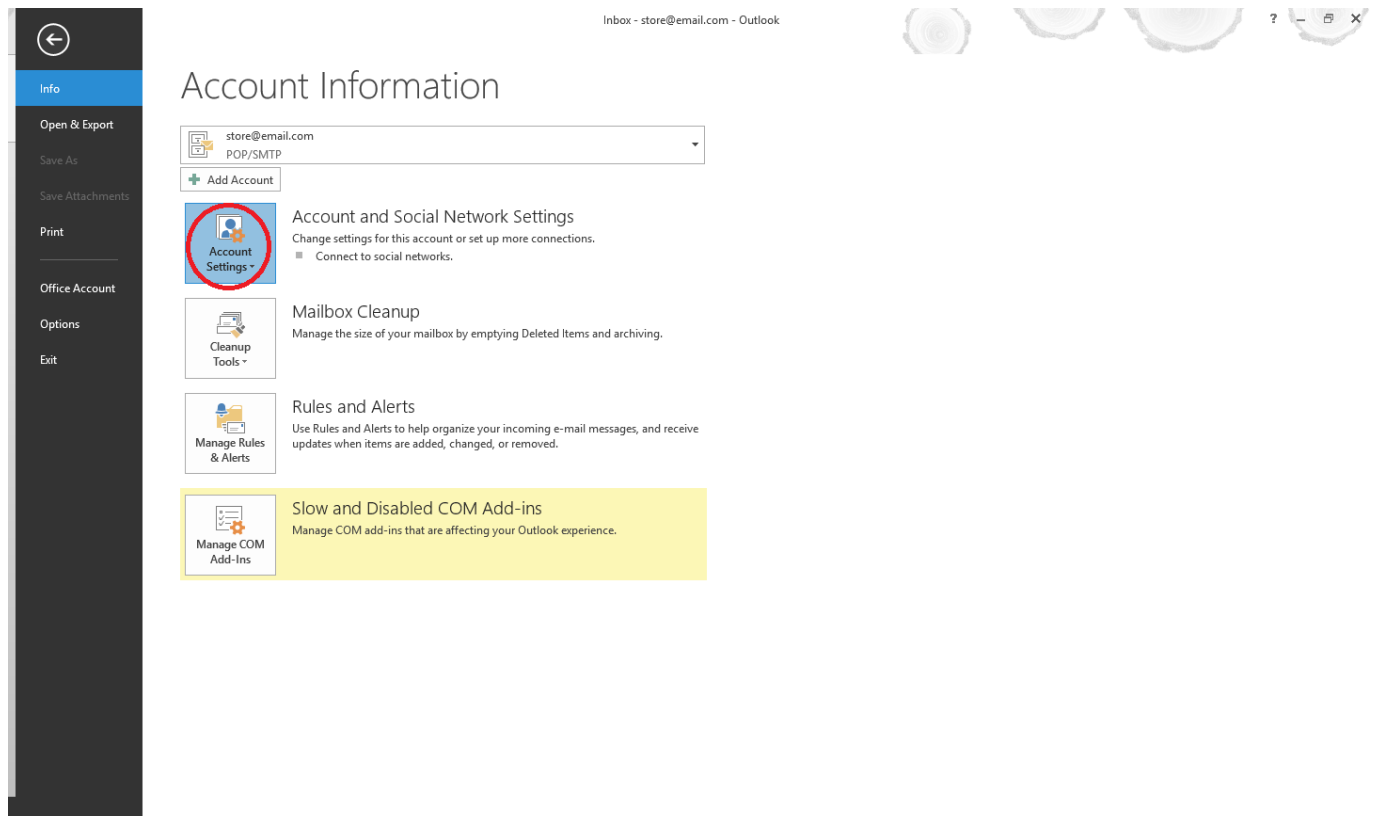
No email should be left on the email server for more than 7 days, otherwise you run the risk of reaching your email storage limit and emails being blocked until you clear your email storage. To limit the above from occurring, please configure your email client as per the instruction below:
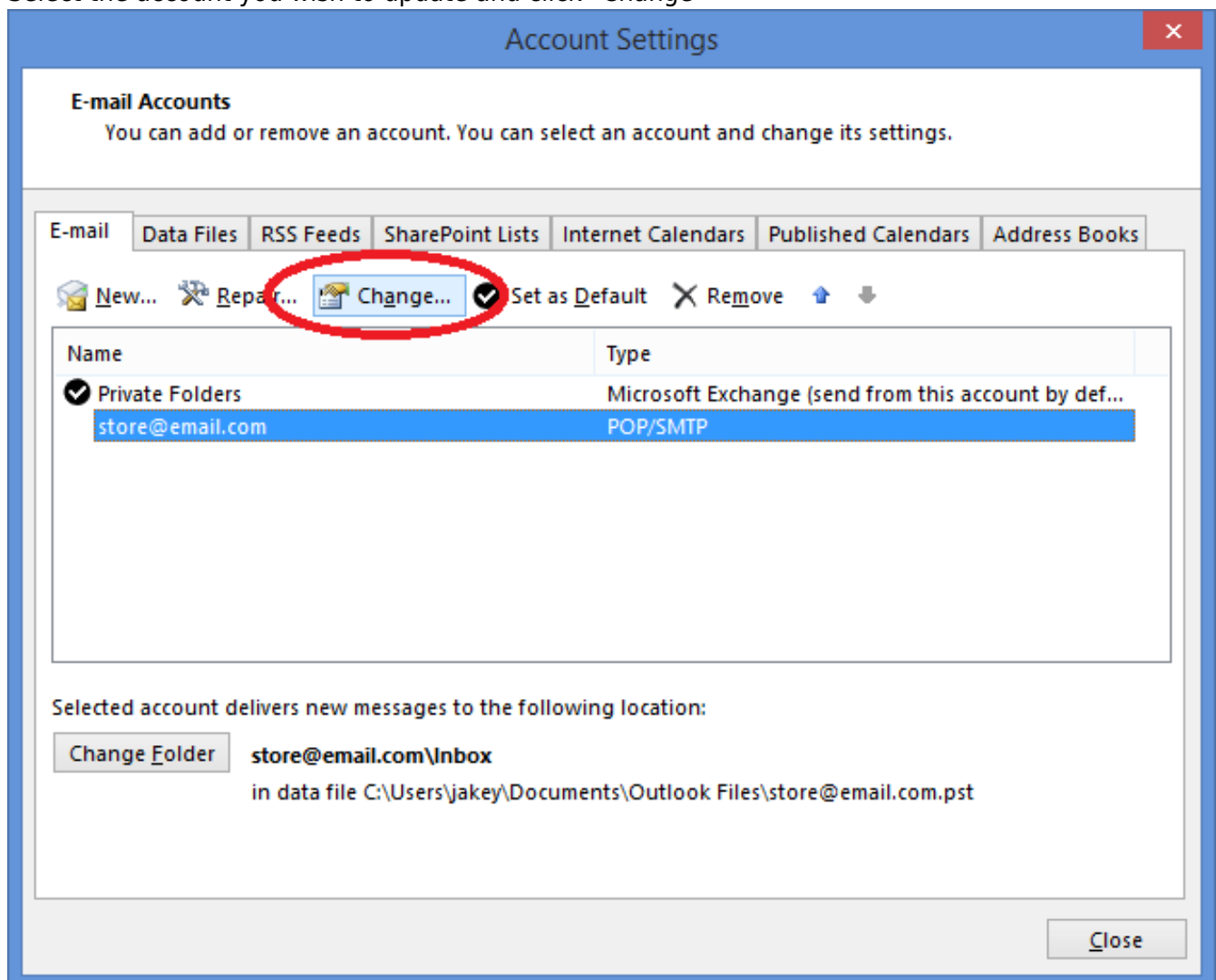
Outlook 2013/Outlook 2010

Open Account setting for Outlook click "File"
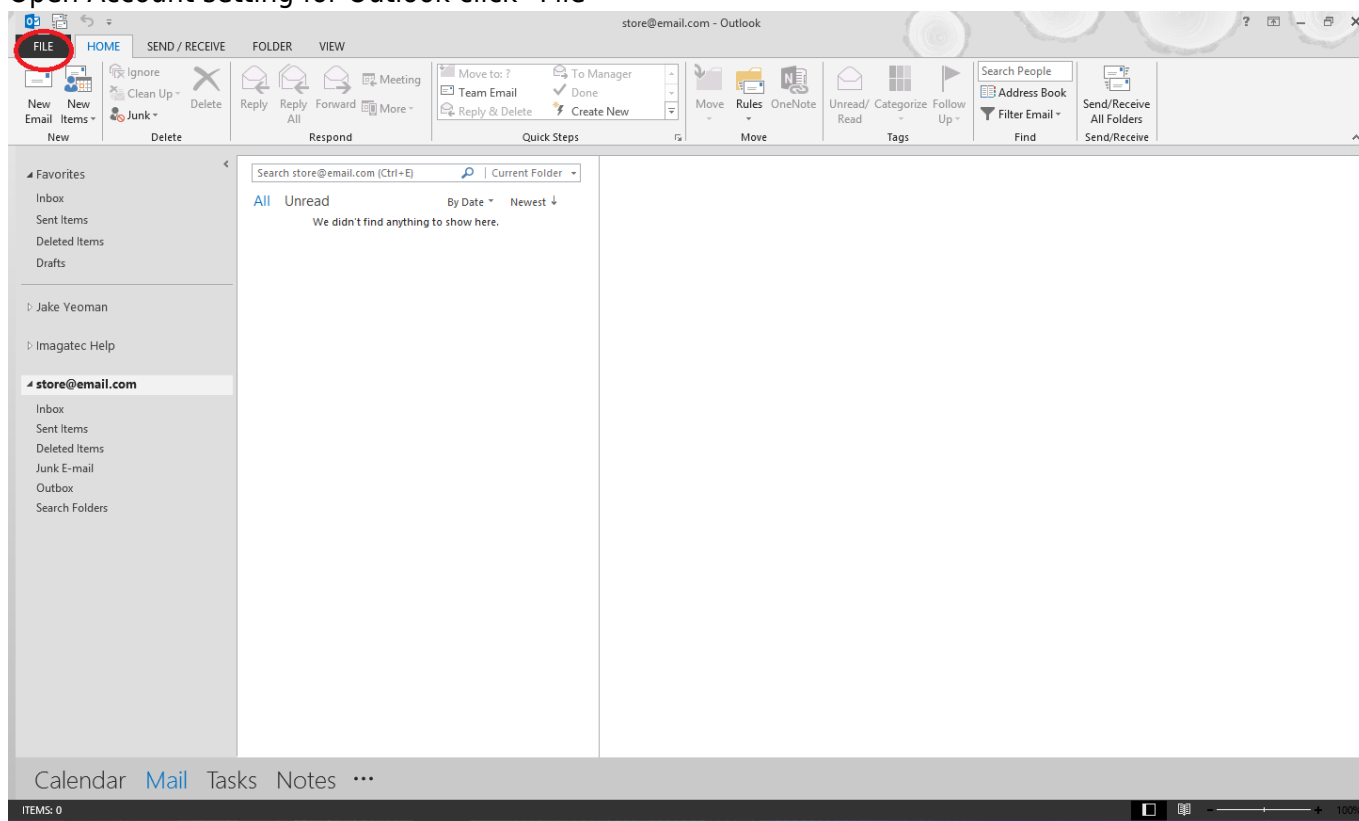
Then select "Account Settings" and "Account Settings" from the drop down list

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

Click "More Settings"

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"
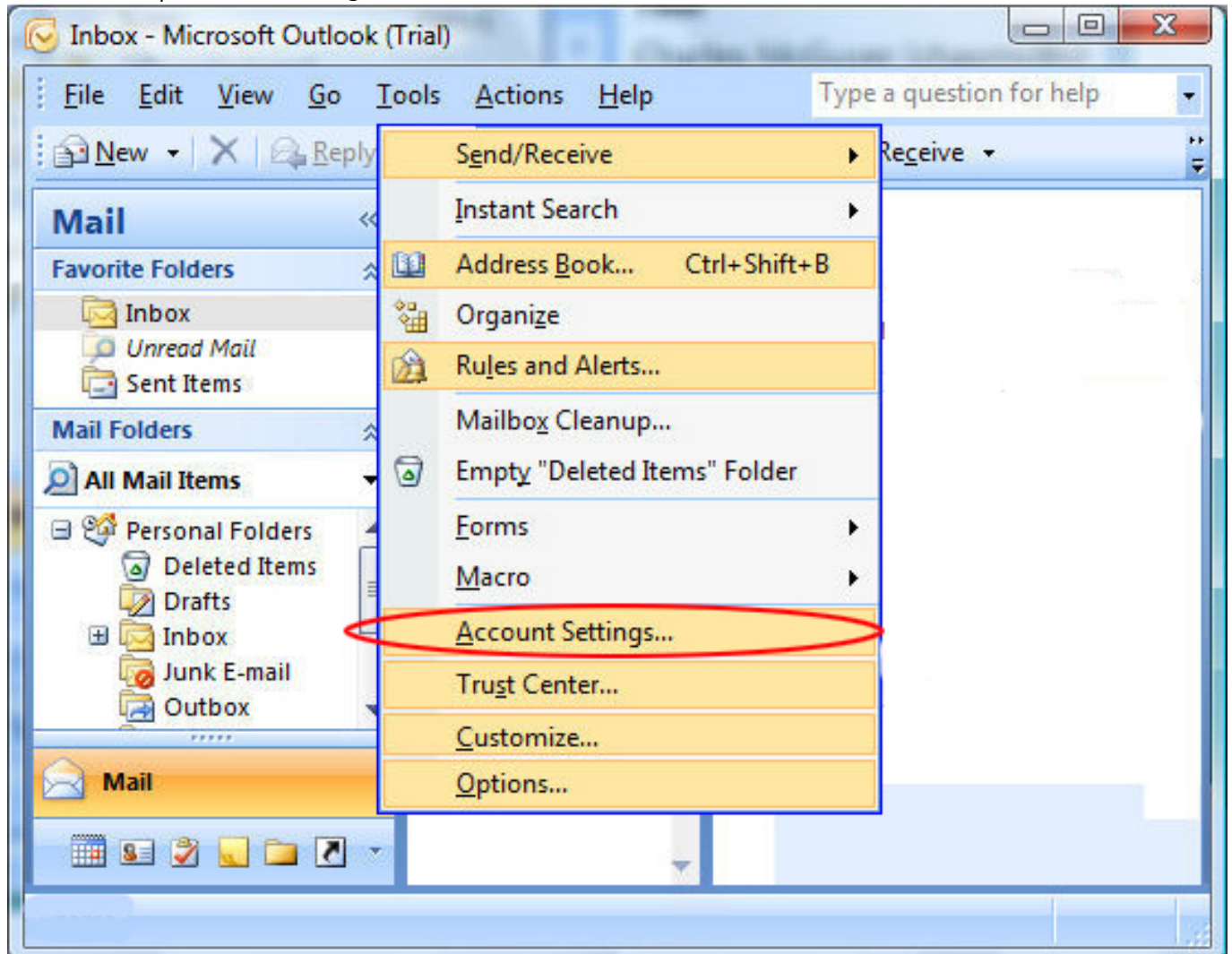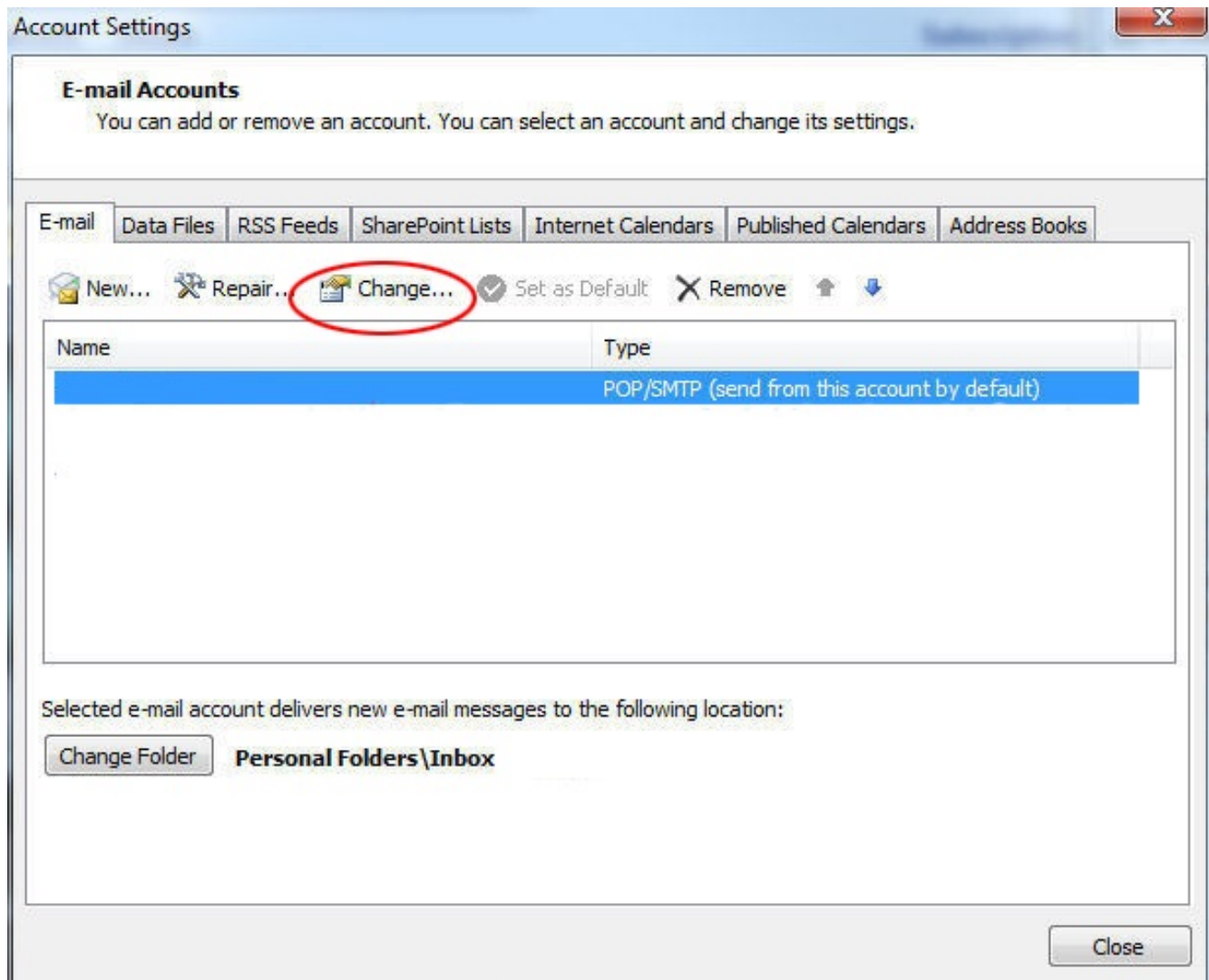Click "OK"

Click the "Next Button"

then click "Finish"

Outlook 2007

Select Tools | Account Settings.

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

Click the "More Settings" button.

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"

Click "Finish"

Windows Live Mail

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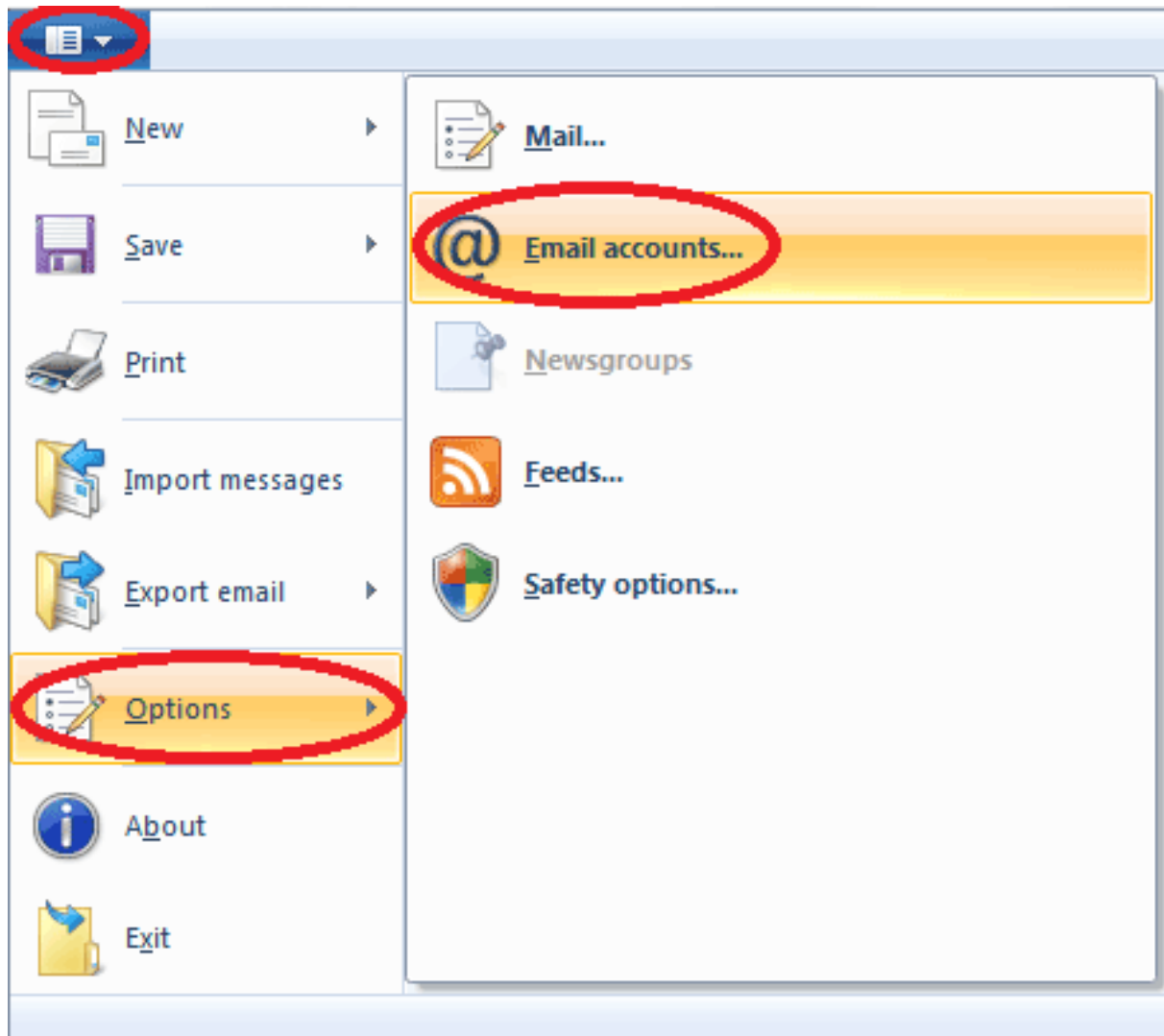
Click "Properties"

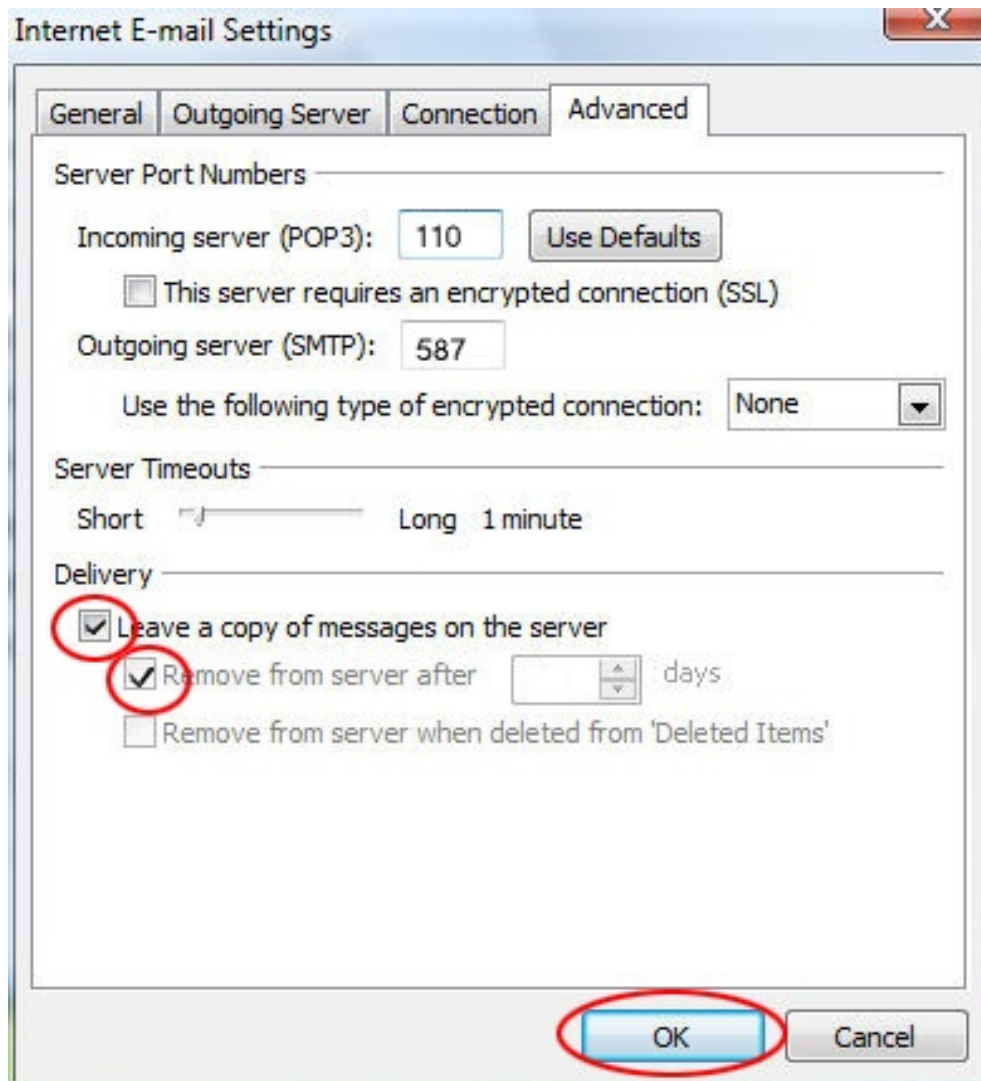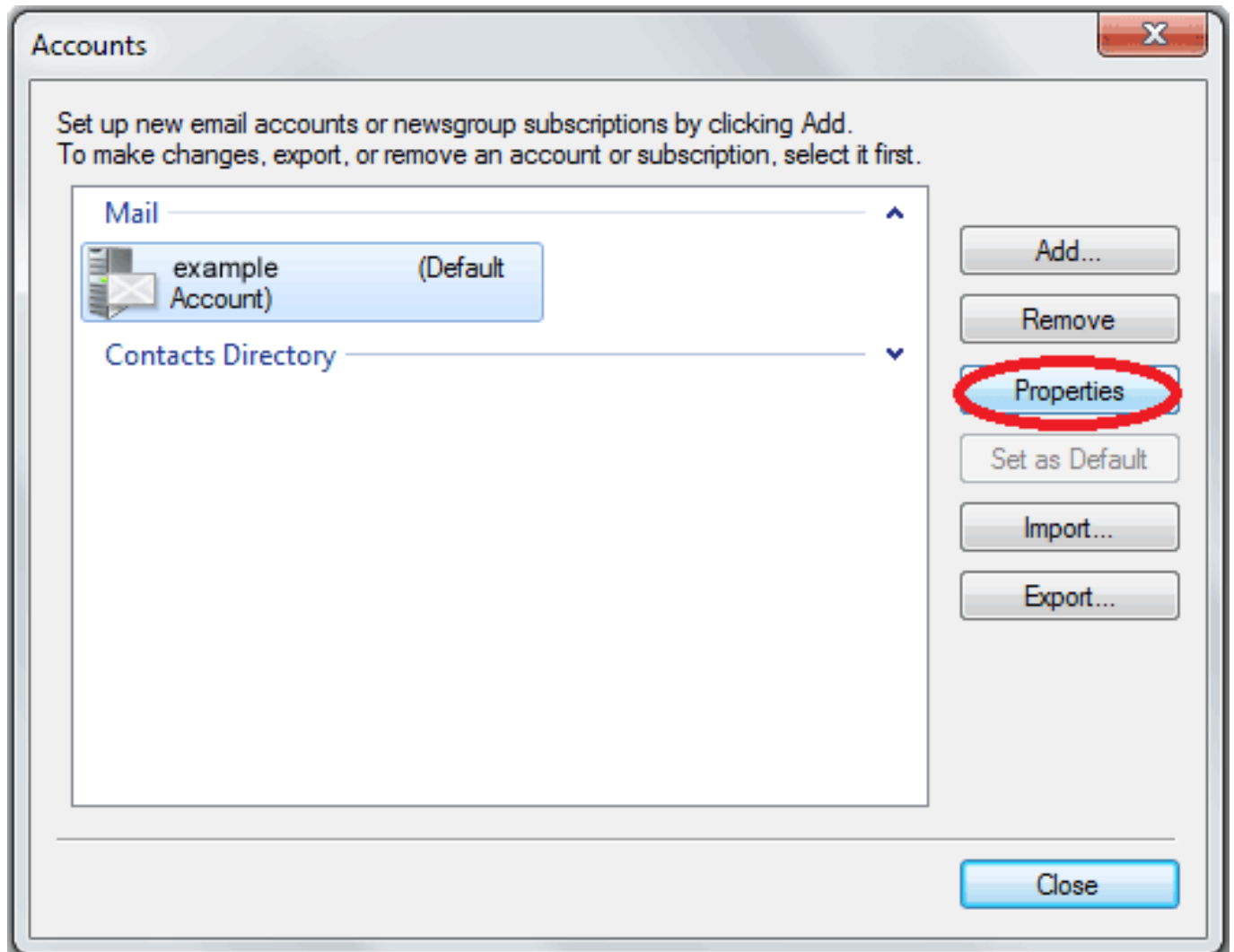Click the "Advanced" tab and update the "Delivery" Settings to the following
Tick "Leave a copy of message on the server"
Tick " Remove from server After 3 Days"
Tick "Remove from server when deleted from Deleted Items"
Click "OK" and close the properties window
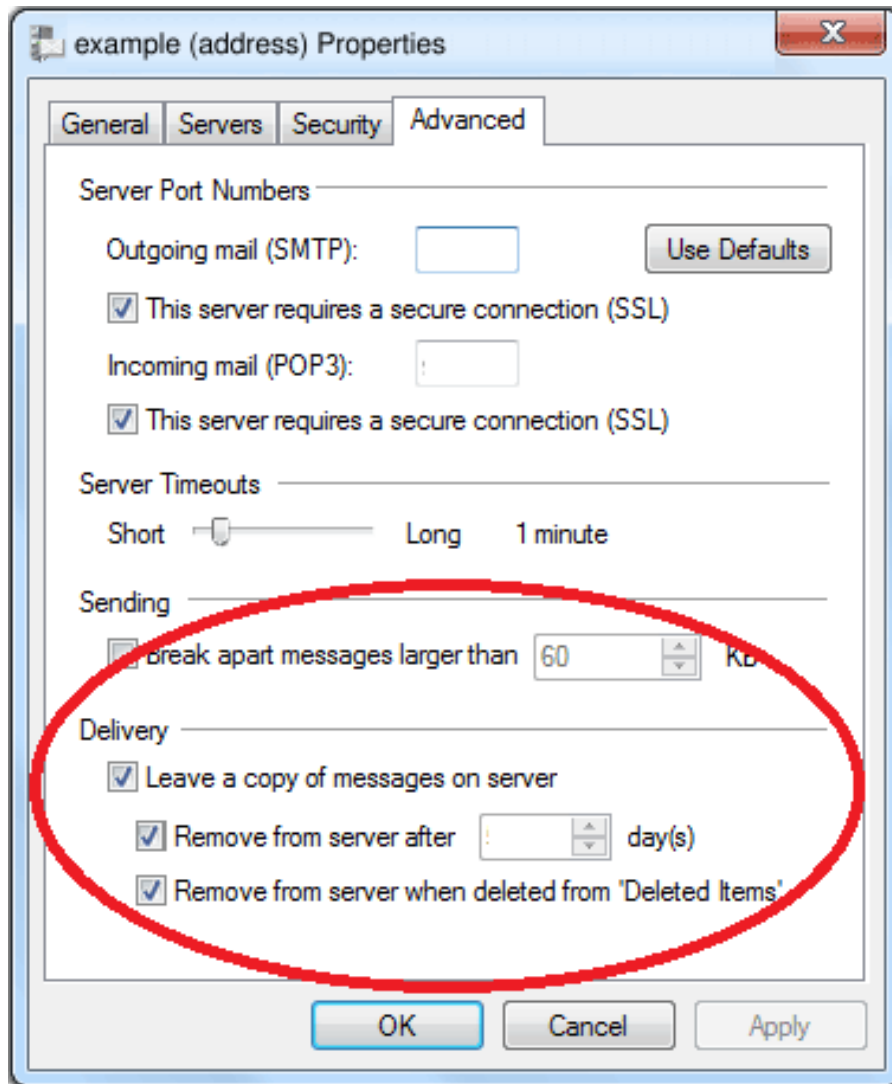
Thunderbird

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

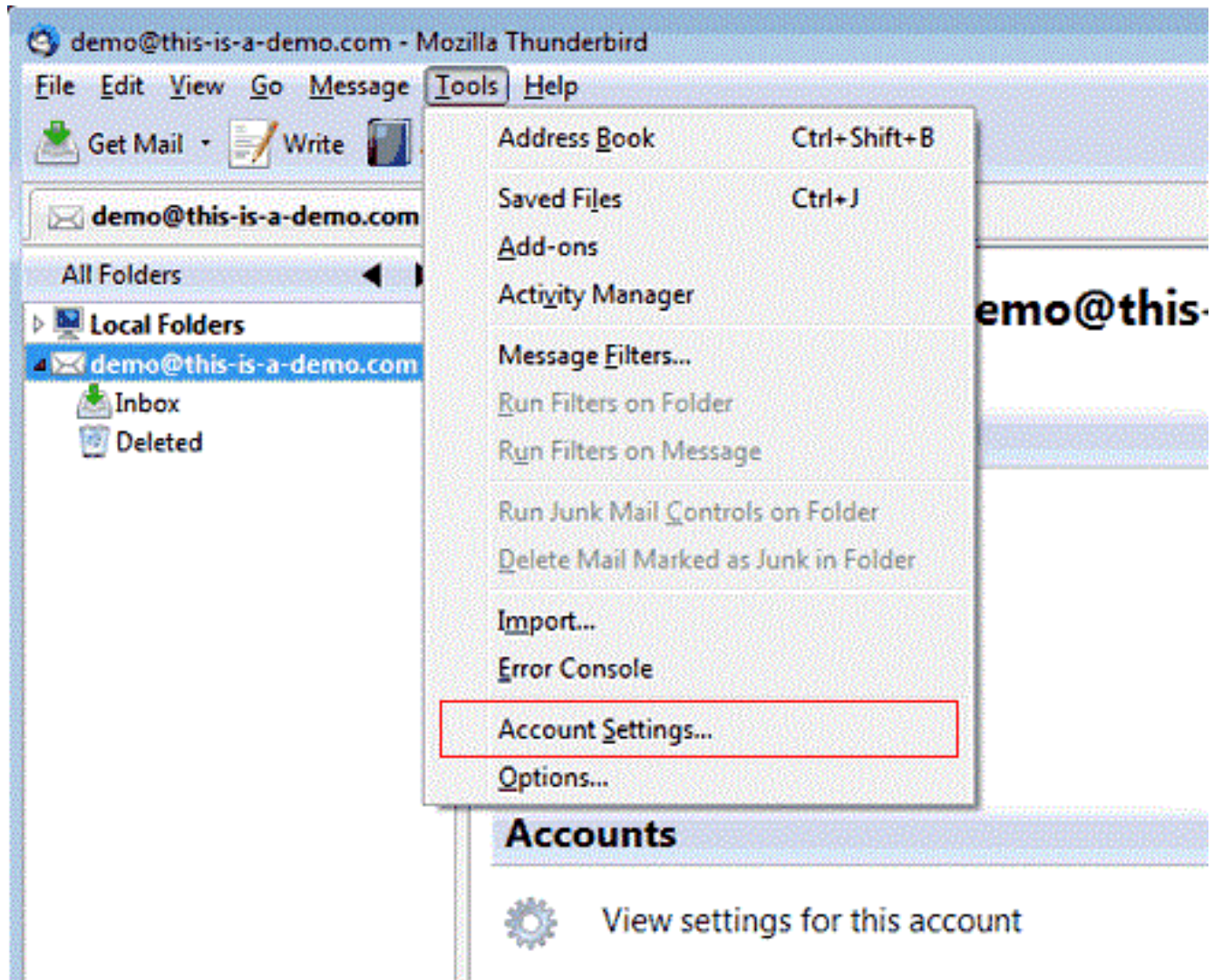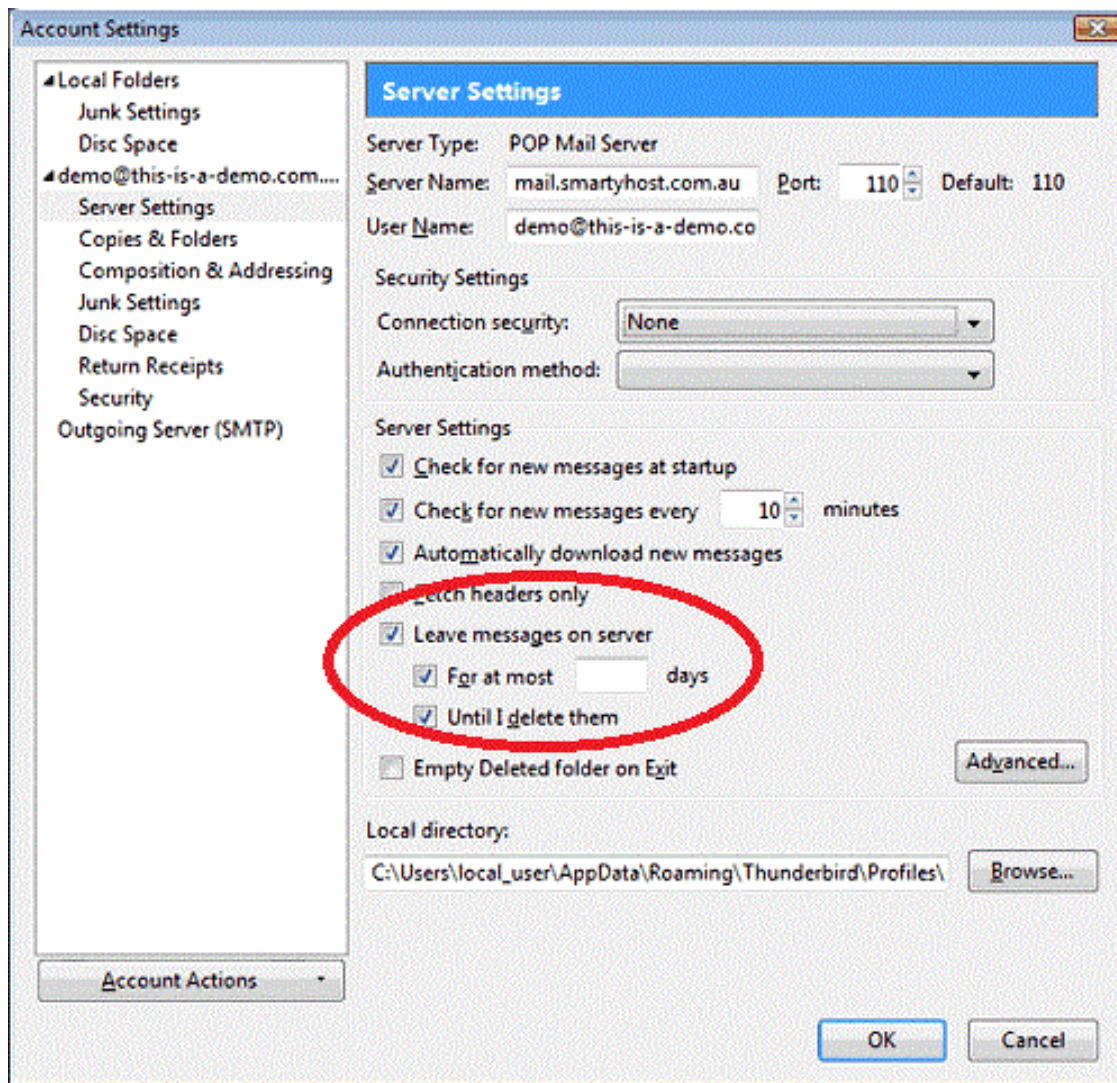Open the Mail app, then choose Preferences from the Mail menu.
Click Accounts, then select your POP account from the list of accounts.
Click the Advanced tab.
Tick "Remove copy from server after retrieving a message" and set this to "After one week"
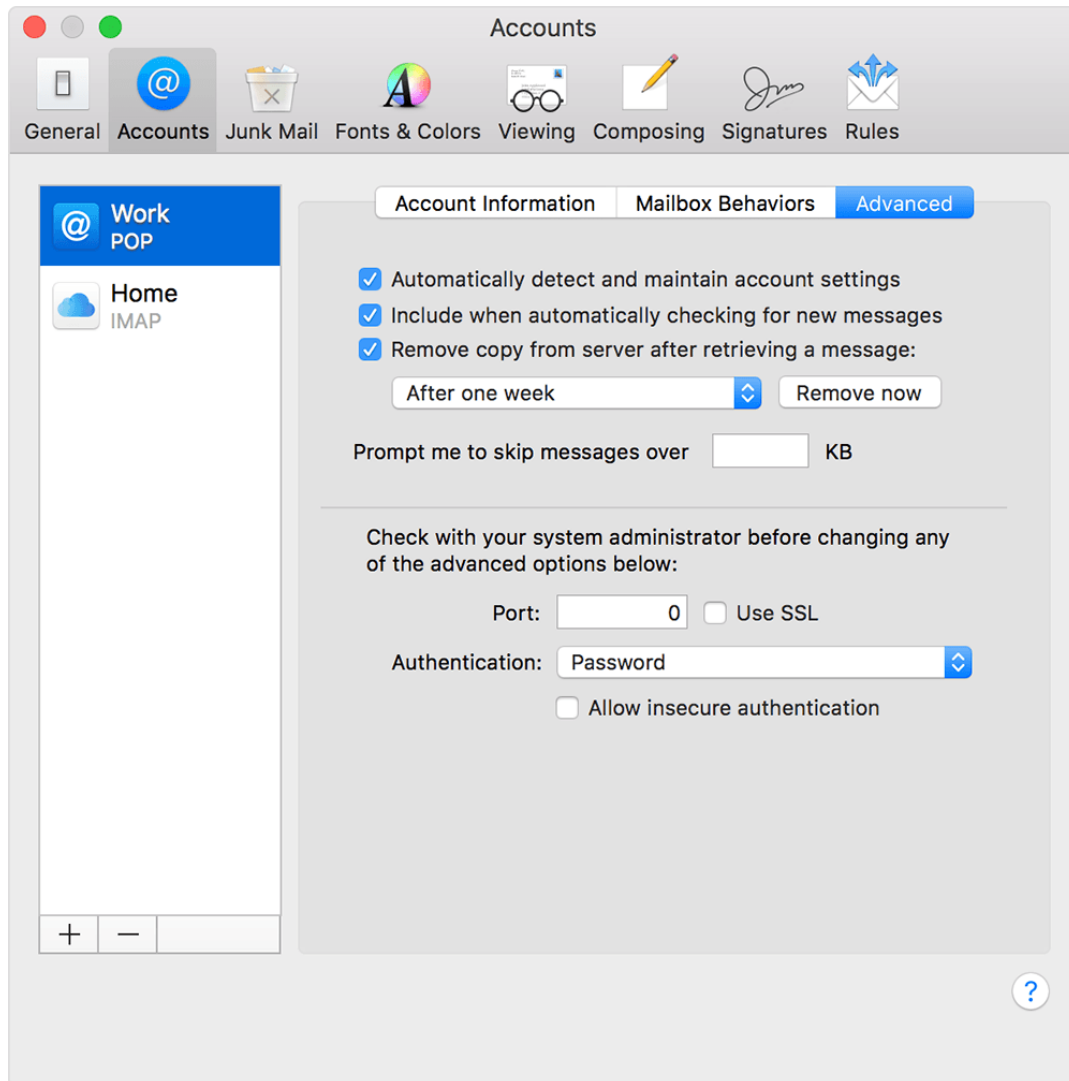
Close Mail preferences to save your settings

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
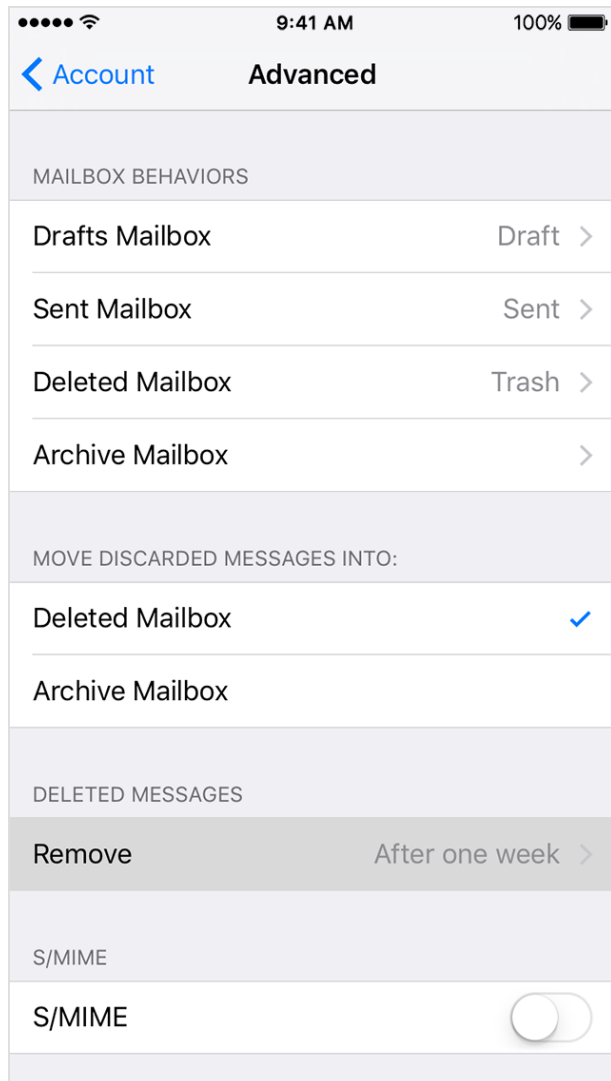
Android Mobile Devices Mail

Tap the 3 Lines at the top left corner
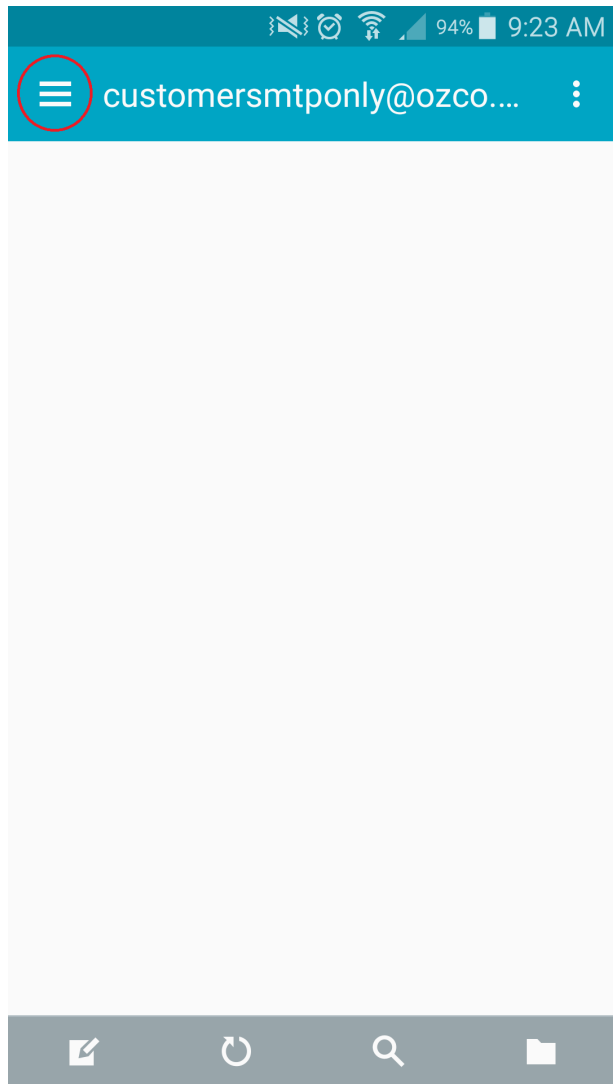
Tap "Manage Accounts"

Tap the email account you want to update

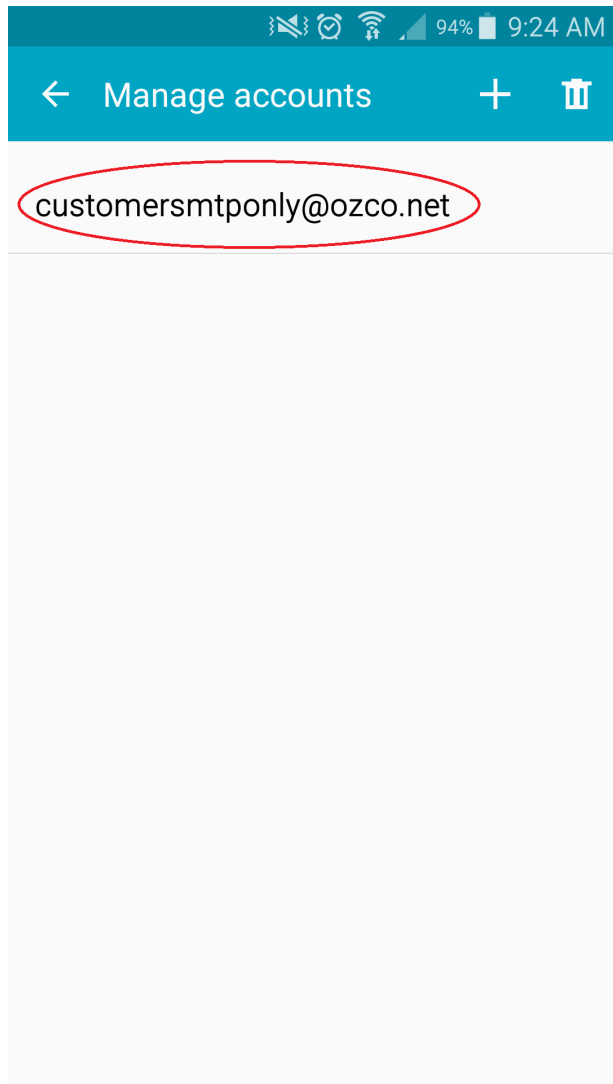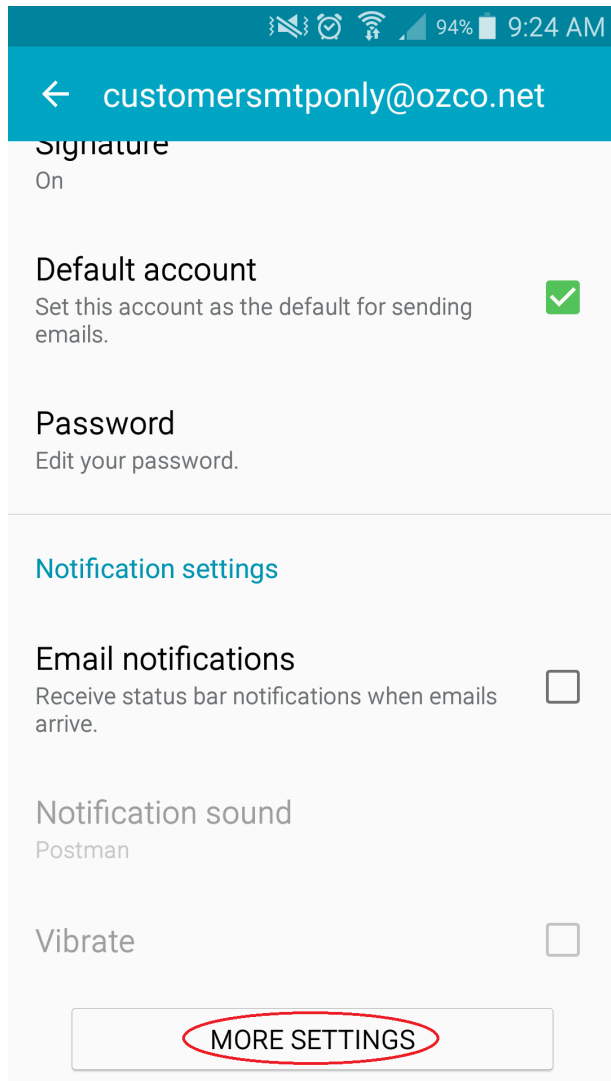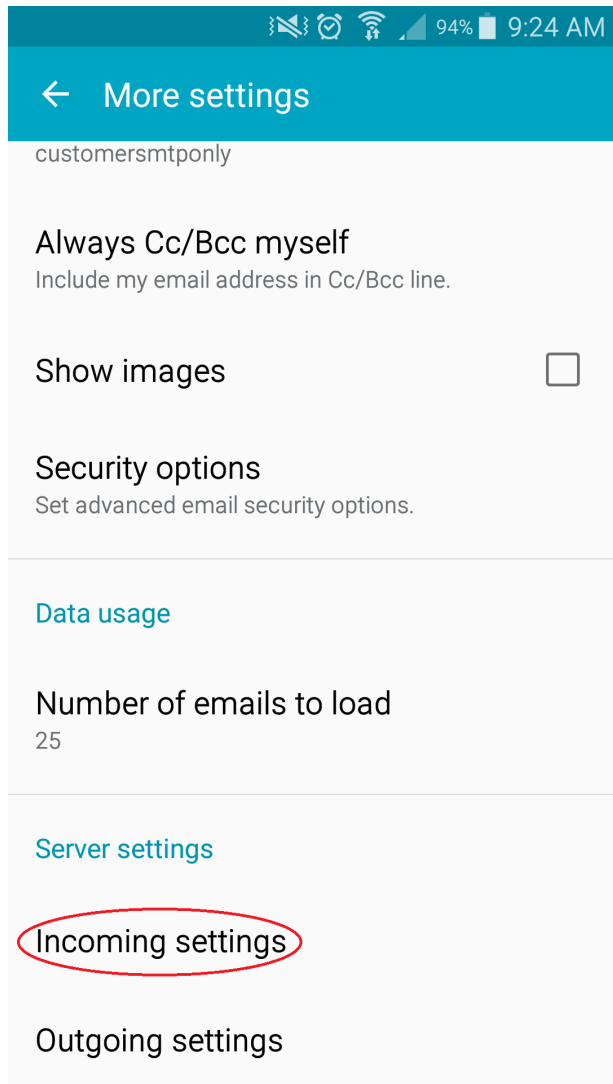Scroll down and tap "More Settings"

Scroll down tap "Incoming settings"

customersmtponly

Always Cc/Bcc myself
Include my email address in Cc/Bcc line.

Show images   ☐

Security options
Set advanced email security options.

Data usage

Number of emails to load
25

Server settings

Incoming settings

Outgoing settings

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

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http://wiki.imagatec.com.au/doku.php?id=customer_portal:guides:email_settings

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