To prevent emails from being stored on your server in Outlook



In the next boy, double click on	Account Settings E-mail Accounts You can add or remove an account. You can select an account and change its settings.					
In the next box, double click on						
your existing domain email	E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books					
address.	🙀 New 🎘 Repair 😭 Change 💿 Set as Default 🗙 Remove 👚 🔹					
	Name Type					
	POP/SMIP					
	Selected account delivers new messages to the following location: info@bizboost.com.au\Inbox in data file C:\Users\Rachel\\Microsoft\Outlook\Info@bizboost.com.au.pst					
	Close					

File Tab, and then click Account Settings

on the Tools Tab, and then click **Account Settings**

	Accou	unt Settings		▼ Follow Up ▼ 1	23 N	Find	All Fol
	E	E-mail Accounts You can add or remove an account. You can select an account and change its settings.					
٥	E-m	E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books Change Account Internet E-mail Settings Each of these settings are required to get your e-mail account working.					
]	2
		User Information		Test Account Settings			
		Your Name: Rachel Ridgway After filing out the information on this screen recommend you test your account by clicking below, (Requires network connection)			creen, v icking th	we ne button	
		Server Information	The religion boost contract	Tast Account Satisan			
	s	Account Type:	POP3 👻	Test Account Settings by clicking	the Ne:	xt button	
		Outgoing mail server (SMTP):	mail.bizboost.com.au mail.bizboost.com.au				
		Logon Information					
This will take you to a		User Name:	rachel@bizboost.com.au				
second box, like the		Password:	******** Remember password				
image shown across,	7	Require logon using Secure	e Password Authentication (SPA)		More	e Settings	
click on More Settings							
				< Back Next :	>	Cancel	



You're done! Click **Finish** on the final box that comes up.