

## Computer Services Help Desk (475-6488)

Outlook – Emptying Deleted Items on Exit Difficulty: Easy

To keep your deleted items clean, Outlook will prompt you to empty your deleted items on exit. You can recover these deleted items from the server.

To set Outlook to empty deleted items on exit, follow these steps:

- 1. Click "Tools"
- 2. Click "Options"
- 3. Click the "Other" tab
- 4. Click on the "Empty the Deleted Items folder upon exiting" checkbox to enable the feature. [see the picture below]

Options	2
Preference	es Mail Setup Mail Format Spelling Security Other Delegates
General	
<b>6</b>	<ul> <li>Empty the Deleted Items folder upon exiting</li> <li>Make Outlook the default program for E-mail, Contacts, and Click the check box</li> <li>Calendar.</li> </ul>
	Advanced Options
AutoArch	ive
1	Manages mailbox size by deleting old items or moving them to an archive file and by deleting expired items.
	AutoArchive
Preview pane	
	Use these options to customize the appearance and behavior of the preview pane.
	P <u>r</u> eview Pane
Instant M	lessaging
Q	Enable Instant Messaging in Microsoft Outlook
	Options
	OK Cancel Apply

- 5. Click Apply
- 6. Click OK

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**Difficulty: Easy** 

When you exit Outlook, you will get a prompt to delete the items, it will look like this:

