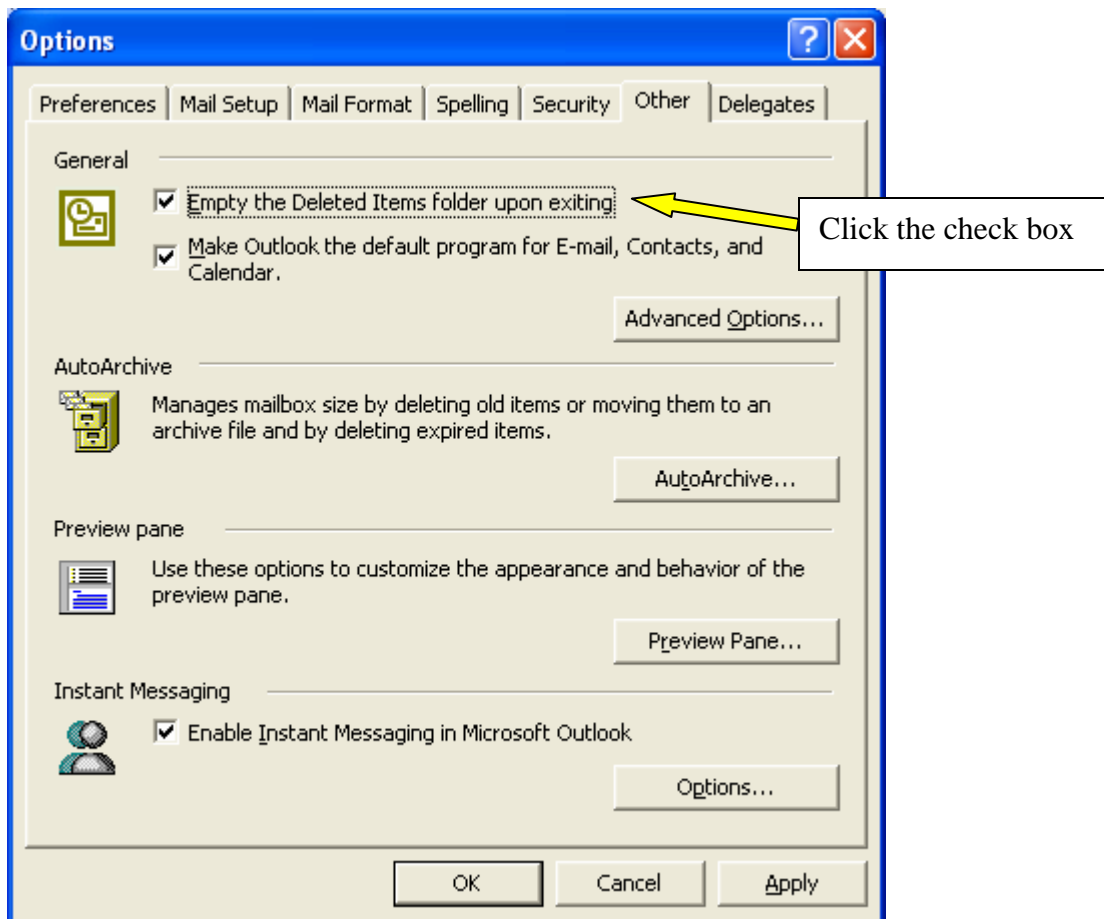


To keep your deleted items clean, Outlook will prompt you to empty your deleted items on exit. You can recover these deleted items from the server.

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]



5. Click Apply
6. Click OK

(next page)

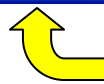
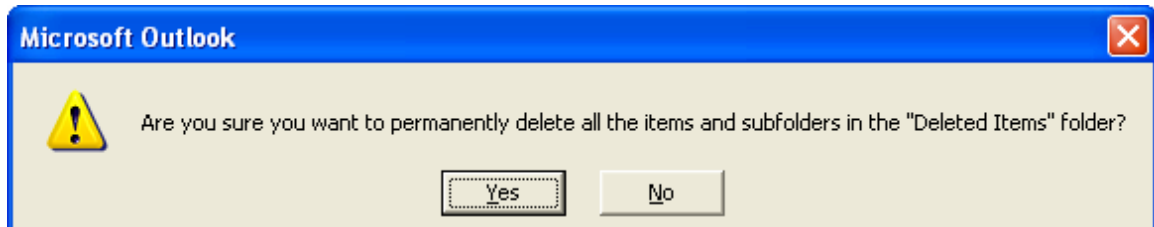


Computer Services Help Desk (475-6488)

Outlook – Emptying Deleted Items on Exit

Difficulty: Easy

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



Click the “Yes” button to empty the deleted items.