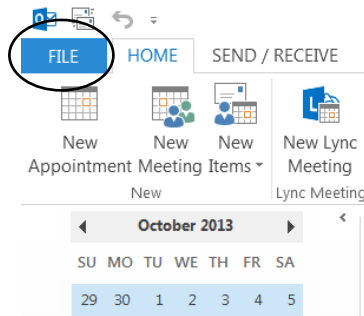




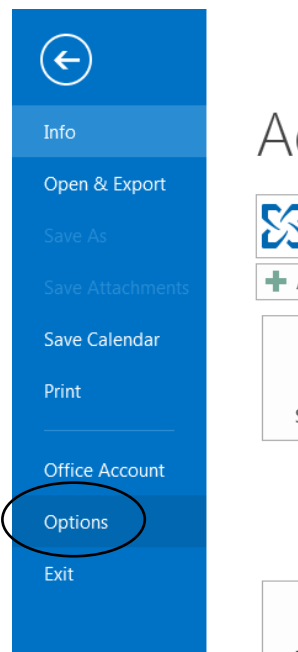
Set trash to automatically purge on sign out / manually purge trash

Automatically purge trash on sign out

Select "File"

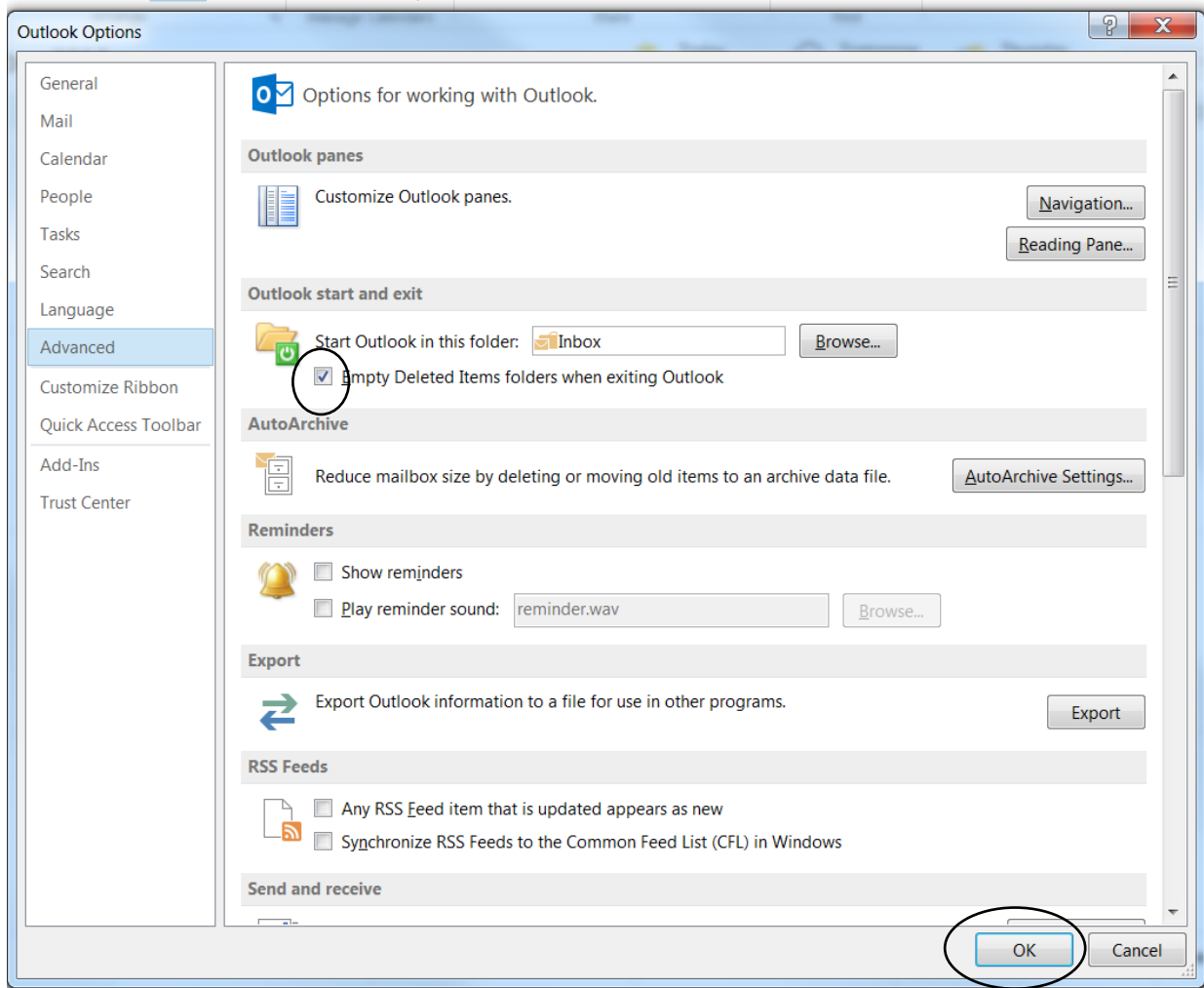


Select "Options"





Select "Advanced"; under the heading of "Outlook start and exit" select "Empty Deleted Items folders when exiting Outlook"; select "OK"





To manually empty trash, right click on “Deleted Items” and select “Empty Folder”

