

## 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 Delete Items folders when exiting Outlook"; select "OK"

Outlook Options	ନ <mark>ନ</mark> ଅ
General Mail	Options for working with Outlook.
Calendar	Outlook panes
People	Customize Outlook panes.
Tasks	Reading Pane
Search	Outlook start and exit
Language Advanced	Start Outlook in this folder: Inbox Browse
Customize Ribbon	Imply Deleted items folders when exiting Outlook
Quick Access Toolbar	AutoArchive
Add-Ins Trust Center	Reduce mailbox size by deleting or moving old items to an archive data file.
	Reminders
	Image: Show reminders   Image: Play reminder sound:   reminder.wav   Image: Browse
	Export
	Export Outlook information to a file for use in other programs.
	RSS Feeds
	Any RSS <u>F</u> eed item that is updated appears as new Synchronize RSS Feeds to the Common Feed List (CFL) in Windows
	Send and receive
	OK Cancel



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

