

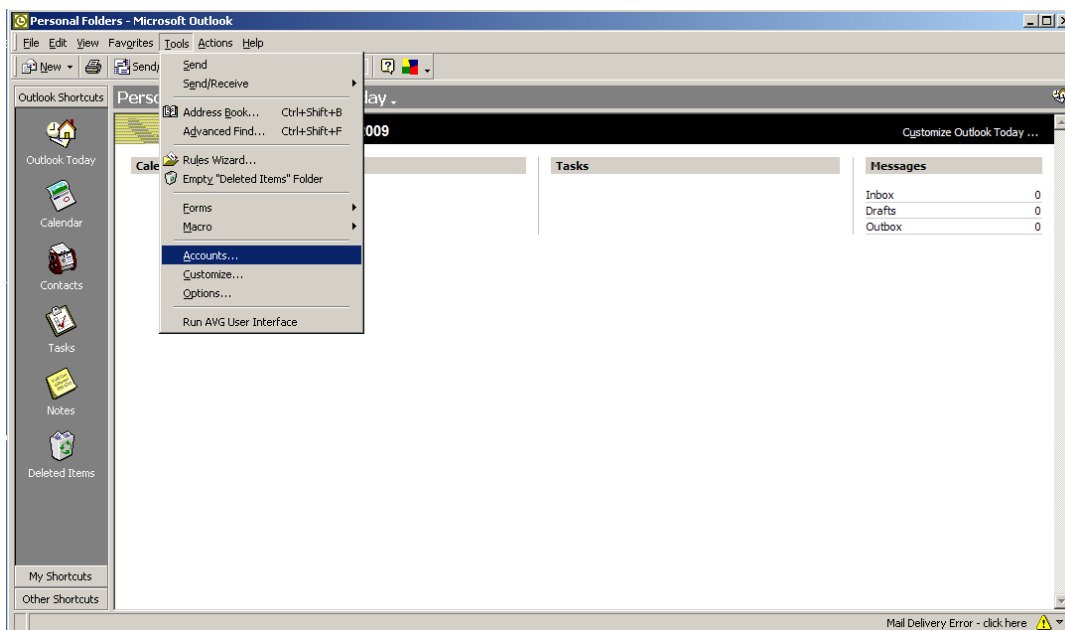


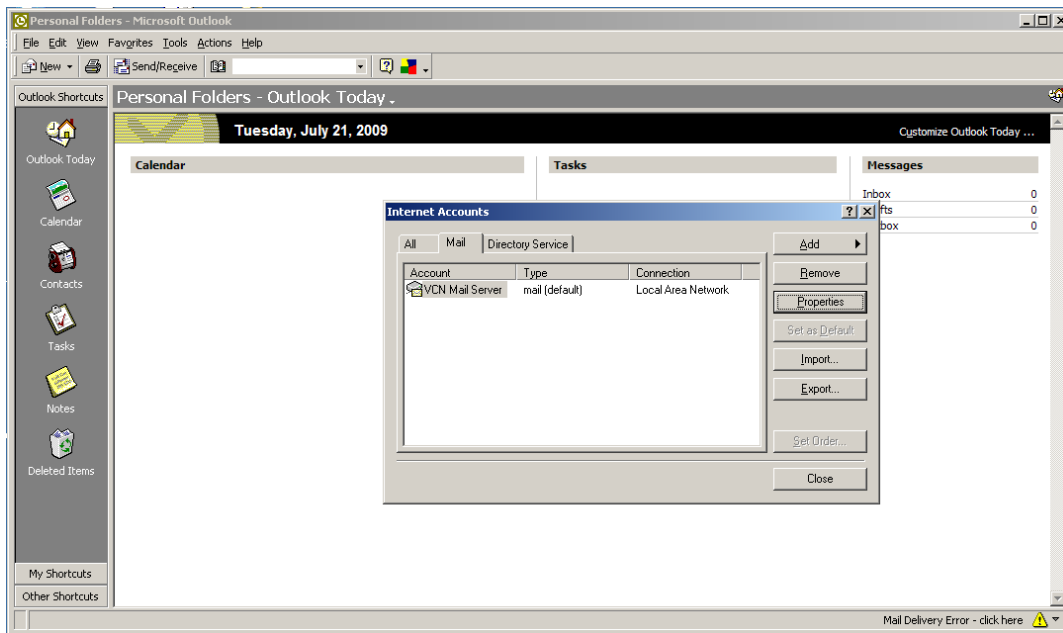
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## Outlook XP/2000/2002/10 (Not Outlook Express) LEAVING A COPY OF MESSAGES ON SERVER, OR NOT

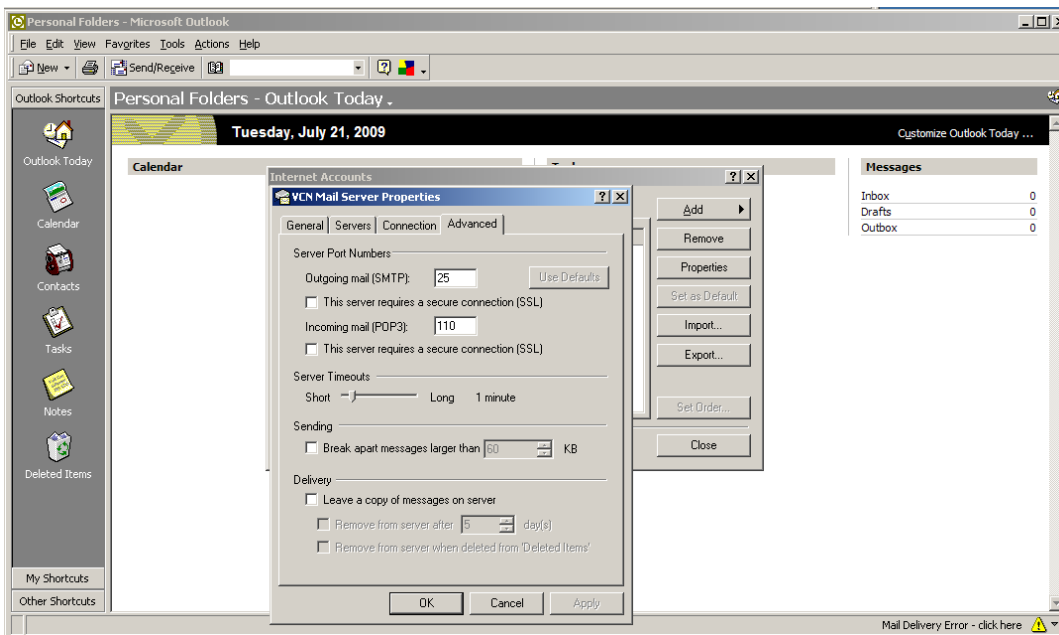
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1. Go to "Tools"
2. Click on "Accounts"
3. Select "Account Name". Click "Properties".





4. Select "Advanced". In "Delivery" section, check "Leave a copy of messages on server" or leave it empty if you wish not to keep a copy in Server after messages downloaded.



5. Unless required, leave bottom 2 lines empty
6. Click on "Ok", then "Close"

## Not to Download Messages Larger than a Specific Size

4. Go to "Tools"
5. Click on "Options"
6. Select "Mail Delivery" tab. On "Dial-up options" section Check "Don't Download messages larger than xxx KB", insert desired size.

