

OUTLOOK 2010

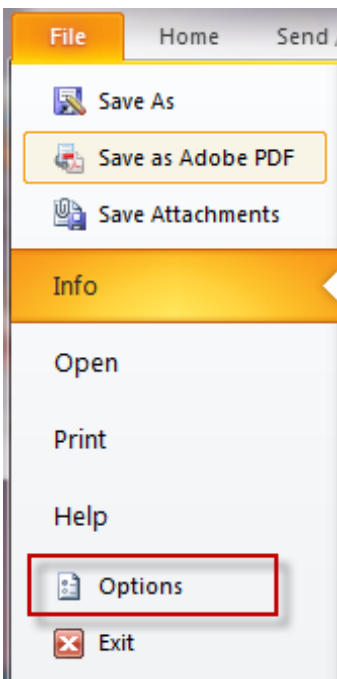
Instructional Steps

Empty Deleted Items Folder when Exiting Outlook

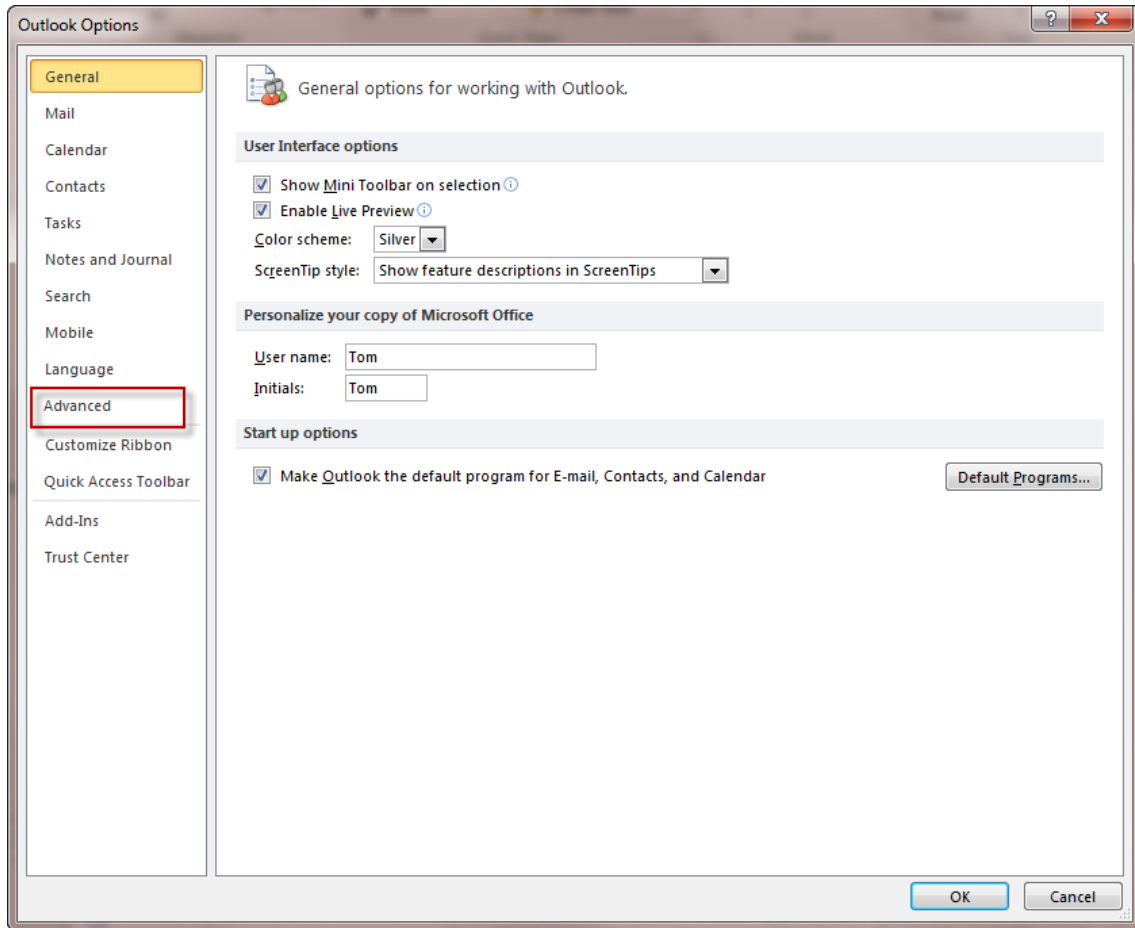
1. Click "File"



2. Click "Options"



4. Click the "Advanced" options.



6. In the section under "Outlook start and exit" place a checkmark in the box to empty deleted items folder when exiting Outlook.

