

Set trash to automatically empty / manually empty trash

1) After signing into the account, select the "Settings" icon and then "Mail"





2) Select "Message options" under the heading of "Automatic processing"; select "Empty the Deleted Items folder when I sign out" and then "Save"

III Office 365 Outlook	
 Options Shortcuts General Mail Automatic processing Automatic highlighting Automatic replies Clutter Inbox and sweep rules Junk email reporting Mark as read 	Save X Discard Message options After moving or deleting an item Open the next item Play a sound when new items arrive Play a sound when new items arrive Display a notification when a new email message arrives Fmpty the Deleted Items folder when I sign out
Read receipts Reply settings Retention policies	

To manually empty trash, right click on "Deleted Items" folder, select "Delete All" and then "OK" to confirm the action

