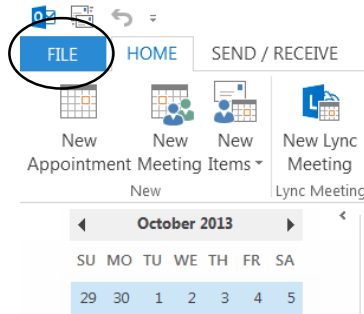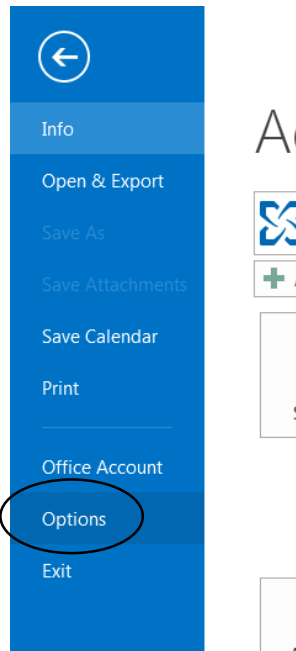**Information Services and Technology**

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

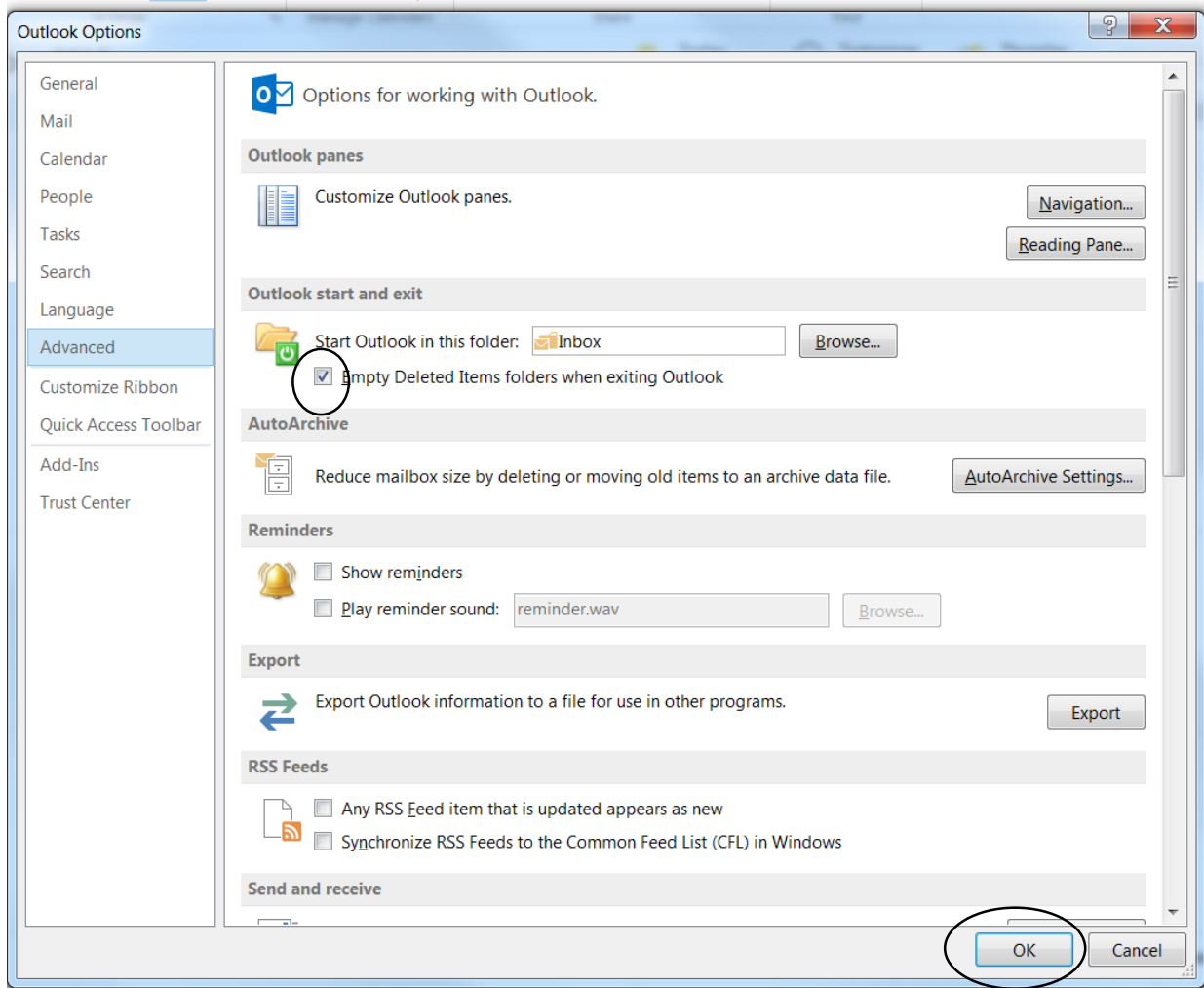<u>Automatically purge trash on sign out</u>

Select "File

Select "Options"

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

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