Configure POP email account to delete messages from the...

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Outlook 2010 & 2013

1. Click the File tab > Account Settings2. Click Account Settings3. Select your email account4. Click Change...5. Click More Settings...6. Click the Advanced tab7. Uncheck the box next to "Leave a copy of messages on the server"

   » Alternately, leave that box checked but check the box next to "Remove from server after" and select a time period. This ensures that if you have the account configured on multiple devices, you will still be able to access the message for a long enough to download it to all devices before it is deleted from the server.

Outlook 2007

1. Click Tools > Account Settings2. Select your email account3. Click Change...4. Click More Settings...5. Click the Advanced tab6. Uncheck the box next to "Leave a copy of messages on the server"

   » Alternately, leave that box checked but check the box next to "Remove from server after" and select a time period. This ensures that if you have the account configured on multiple devices, you will still be able to access the message for a long enough to download it to all devices before it is deleted from the server.

Thunderbird

1. Click Tools > Account Settings2. Select Server Settings under the correct account3. Uncheck "Leave messages on server"

   » Alternately, leave that box checked but check the box next to "For at most" and select a time period. This ensures that if you have the account configured on multiple devices, you will still be able to access the message for a long enough to download it to all devices before it is deleted from the server.