



I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Continue

Is There A Email Program For Mac That Will Let You Auto Delete Unwanted Email

- If you have more than one email account configured in Outlook on your computer, click the + (plus) button to the right of days old to add the next rule condition and set it for Account - is -..
- Be sure to back up messages stored on your computer in case Outlook crashes..
- Click and hold on a selected message, then drag it to the desired folder under the On My Computer heading in the folder list on the left..
- In the Rule Name field of the next window, type in a description for the rule you are creating..
- In the Do the following: section, select Move Message - Inbox (On My Computer).. Follow these instructions if you do not see them in the folder list to the left of the Outlook mail window..
- Rename the folder if desired, and drag it up to the On My Computer heading to move it from being a subfolder of the Inbox.. You may need to scroll down to find them, and click on the triangle to the left of the heading to expand and view subfolders..
- With Outlook open, click on the main drop down menu (Outlook in the upper left) and select Preferences.

To skip this step you right-click on a message, select Move and indicate the desired folder on your computer.. NOTE: By default, dragging messages will copy instead of moving them so you may still need to delete the messages from the original folder..

- Select the General icon under the Personal Settings heading
- De-check the options to Group similar folders..
- With Outlook open, select Tools from the uppermost menu, then Rules from the drop down that appears.. Set Up an Archive Using Rules Setting up a rule allows you to move messages that fit a certain criteria, such as their age, to another location such as the On My Computer folders.. NOTE: if there is another folder on your computer you prefer to use it is ok to select this, just make sure it is labeled (On My Computer).

- Items moved to On My Computer folders will not appear in Web Outlook or when accessing your CUMC email on a different computer or mobile device, however you can manually move or copy them back if needed.. A bulk move of information via may be preferred if you want to store items from an account that is being disabled.. Your CUMC Exchange account will have youruni@cumc.columbia.edu in the E-mail address field, and read Exchange.. To do this, include the Microsoft User Data folder within your Documents folder when backing up your Mac.. These folders and messages or other items stored in them sit on the Mac's hard drive and do not count against your CUMC account's storage space.. To verify the name, select Tools - Accounts from Outlook's uppermost menu
- Click on an account the left column of the Accounts window to view its details in the right..
- Folders that are stored on the mail server will be listed under the heading name that was used when setting up your CUMC email account in Outlook.

Deleted already from address-book & contacts but still seems to pop up automatically when i type person's name (along with the correct email).. nk2 cache file, and Outlook will once again begin caching the email addresses you use.. Viewing On My Computer Folders Outlook automatically creates a set of default folders labeled On Your Computer.. Intel Mac:: Delete Auto-fill Addresses In Mail? I've looked thru Mail Preferences and can't see where i can delete an old email address.. The picture below shows 4 selected messages being dragged from the Inbox folder of an account called Columbia 1 to the Inbox folder under On My Computer.

- Click on Exchange under the On My Computer heading in the left column of the window to highlight it, then select the + (plus) sign at the bottom of the window to add a Rule.. If you would like to create folders other than the default ones listed under On My Computer:
- Press the control key on your keyboard and click on the Inbox under the On My Computer heading.. Any folders under this heading exist on the mail server You can also log in to, which will only show folders, messages and items that are stored on the mail server.. Under the account name at the top In the image above, the account name is Columbia; this will be the heading that appears at the top of the folder list in Outlook mail.. This will appear in the Outlook Rules window (shown above) if you need to review, modify or delete it in the future.. The best antispaam programs let you set custom filters

and can connect with public databases that list email addresses known to send spam.. • Set additional criteria for the rule To have all messages that are older than 180 days (approximately 6 months) moved from your account on the server to your Inbox on the computer, select the following: • In the When a new message arrives: section, change the first drop down to Date Received; the next to Is Greater Than; and type 180 in the days old field.. NOTE: Rules in Outlook for Mac are only run when a new message comes in Due to this, a rule based on a message's age will NOT automatically archive old messages, however you can set up the rule and run it when needed to perform a quick, bulk move of old messages.. • Select New Folder from the menu that appears An Untitled Folder will appear under the Inbox.. Instructions below will help you,, and to run a bulk move of messages Outlook 2016 and 2011.. And Hide On My Computer folders • You will now see the On My Computer heading in the left Mail folder pane of Outlook.. Antispam software integrates with your email program, and the spam blocker tools should appear alongside the regular toolbar in your email account so the features and filters are easy to find.. Info: mac pro, Mac OS X (10 7 2) View 1 Replies View Once you delete the nk2 file, then the next time you open Outlook it will automatically create a new.. • • • • • • • • • • Managing Space with On My Computer Folders - Outlook for Macintosh While CUMC email accounts have 50GB of storage space, Mac users with the need for more space can use folders designated as On My Computer within Outlook. e10c415e6f