

# Tips and Tricks for using POP on multiple computers

When you connect to a mailbox using the POP protocol, your local computer will download all the emails from our mail servers, then delete them to free up space.

While this will mean that your mailbox is maintenance free, once one computer has downloaded your email, other computers you may be using will be unable to access the same email.

You can solve this by configuring your email software to "leave a copy of the email on the server". This means that any additional computers that connect to the mailbox will also be able to see, and download, the same email.

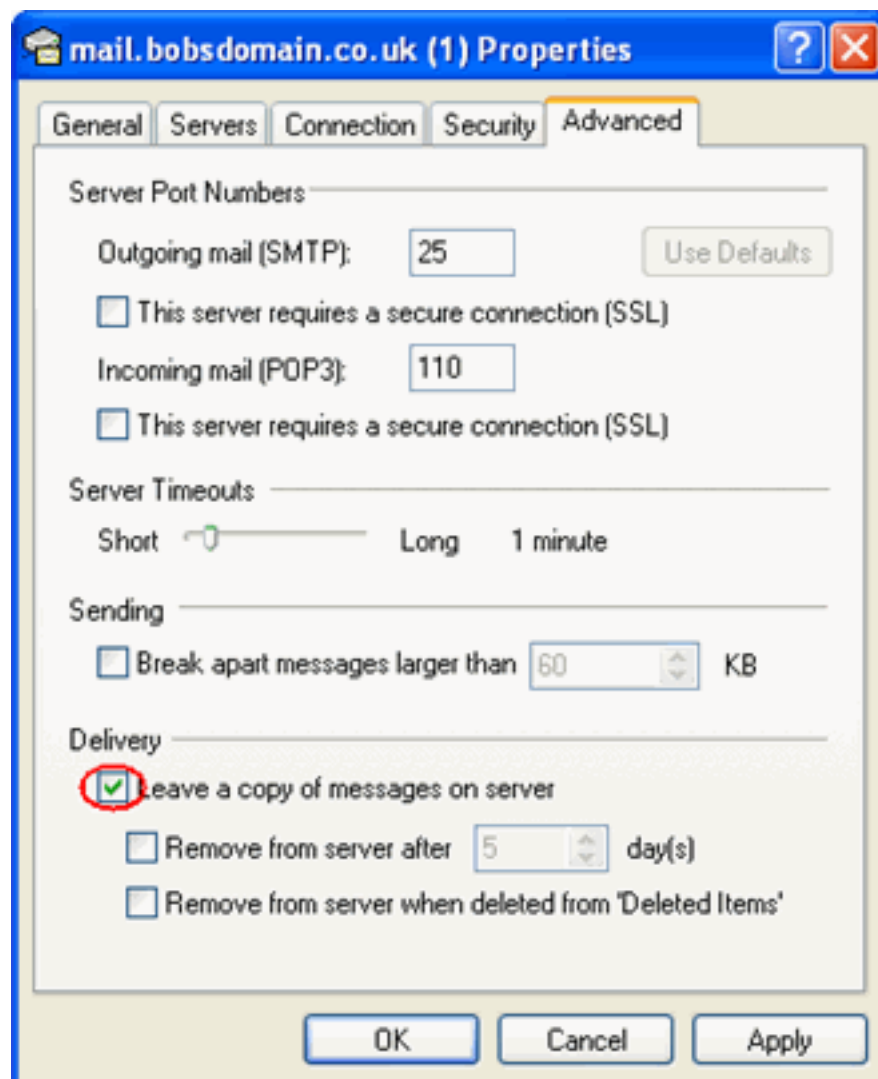
**Note:** You will not be able to synchronise your draft or sent email messages with this method. The process is quick and easy. This article explains how to leave a copy of your email on our servers for the most popular email software.

## Outlook Express

**Step 1:** Open Outlook, click **Tools**, then **Accounts** in the drop down menu.

**Step 2:** Select your email account and click **Properties**.

**Step 3:** Click the *Advanced* tab. At the foot of the page tick the box marked *Leave a copy of messages on server*.



**Quick Tip:** To avoid your mailbox filling up, you should also configure this screen to remove mails from the server after a number of days.

**Step 4:** Click **OK** and **Close** to finish the wizard. This should be repeated on each computer that accesses your mailbox.

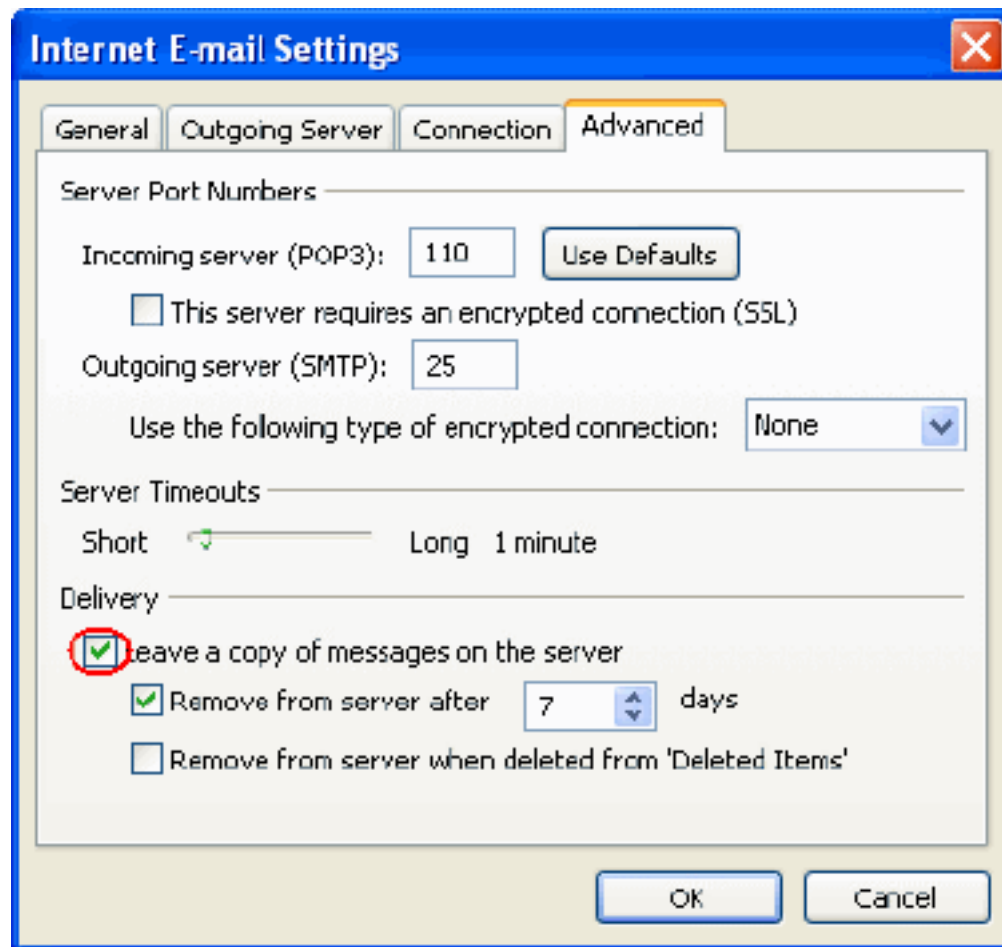
## Outlook 2003 and 2007

**Step 1:** Open Outlook, click **Tools**, then **Account settings** from the drop down menu.

**Step 2:** Select your email account and click **Change**.

**Step 3:** Click **More Settings**

**Step 4:** Click the *Advanced* tab. At the foot of the page tick the box marked *Leave a copy of messages on server*.



**Quick Tip:** To avoid your mailbox filling up, you should also configure this screen to remove mails from the server after a number of days.

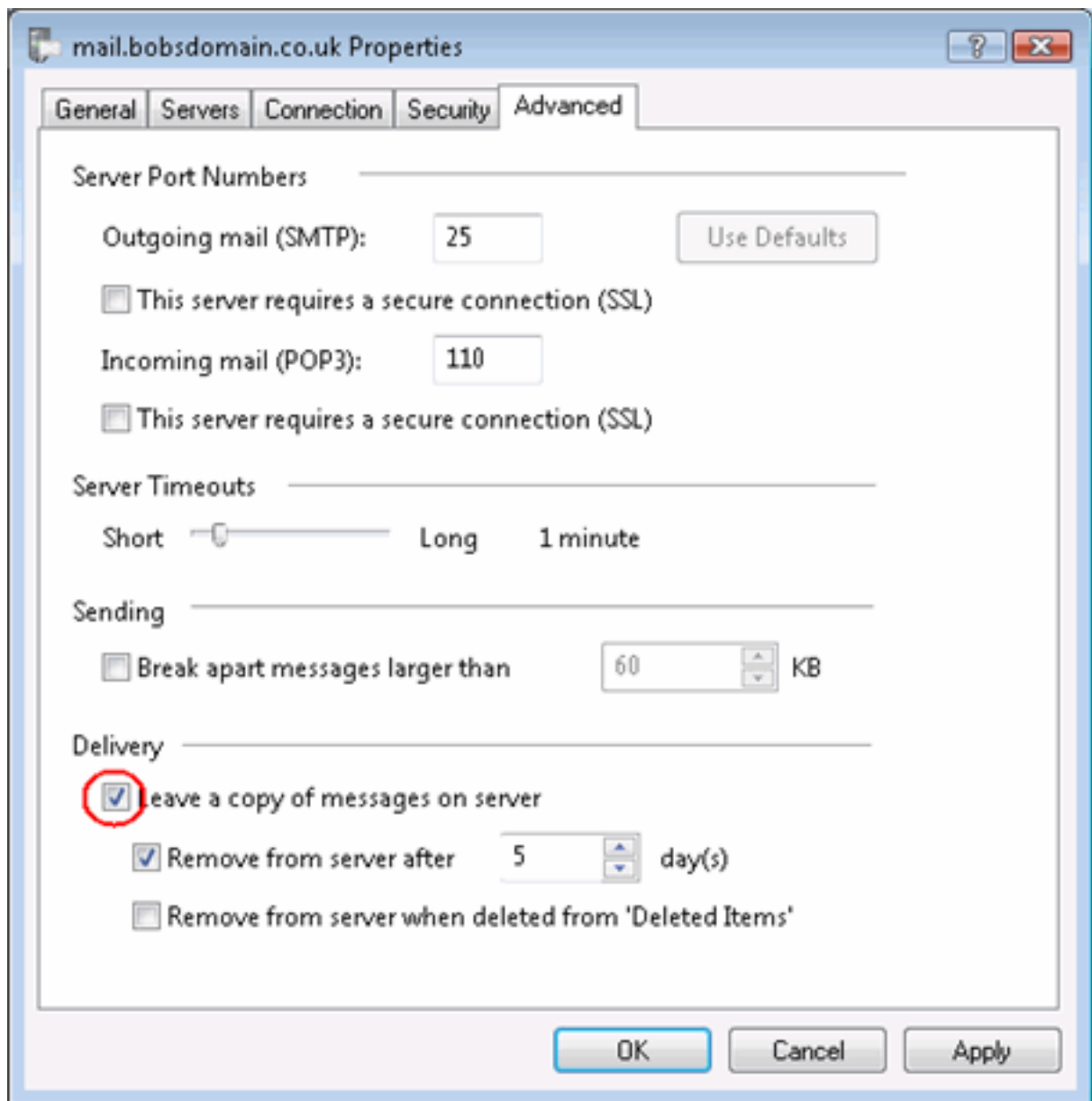
**Step 4:** Click **OK** and **Close** to finish the wizard. This should be repeated on each computer that accesses your mailbox.

## Windows Mail and Windows Live Mail

**Step 1:** Open Windows Mail/Windows Live Mail, click **Tools**, then **Accounts** in the drop down menu.

**Step 2:** Select your email account and click **Properties**.

**Step 3:** Click the *Advanced* tab. At the foot of the page tick the box marked *Leave a copy of messages on server*.



**Quick Tip:** To avoid your mailbox filling up (which will prevent you from receiving more emails), you should also configure this screen to remove mails from the server after a number of days.

**Step 4:** Click **OK** and **Close** to finish the wizard. This should be repeated on each computer that accesses your mailbox.

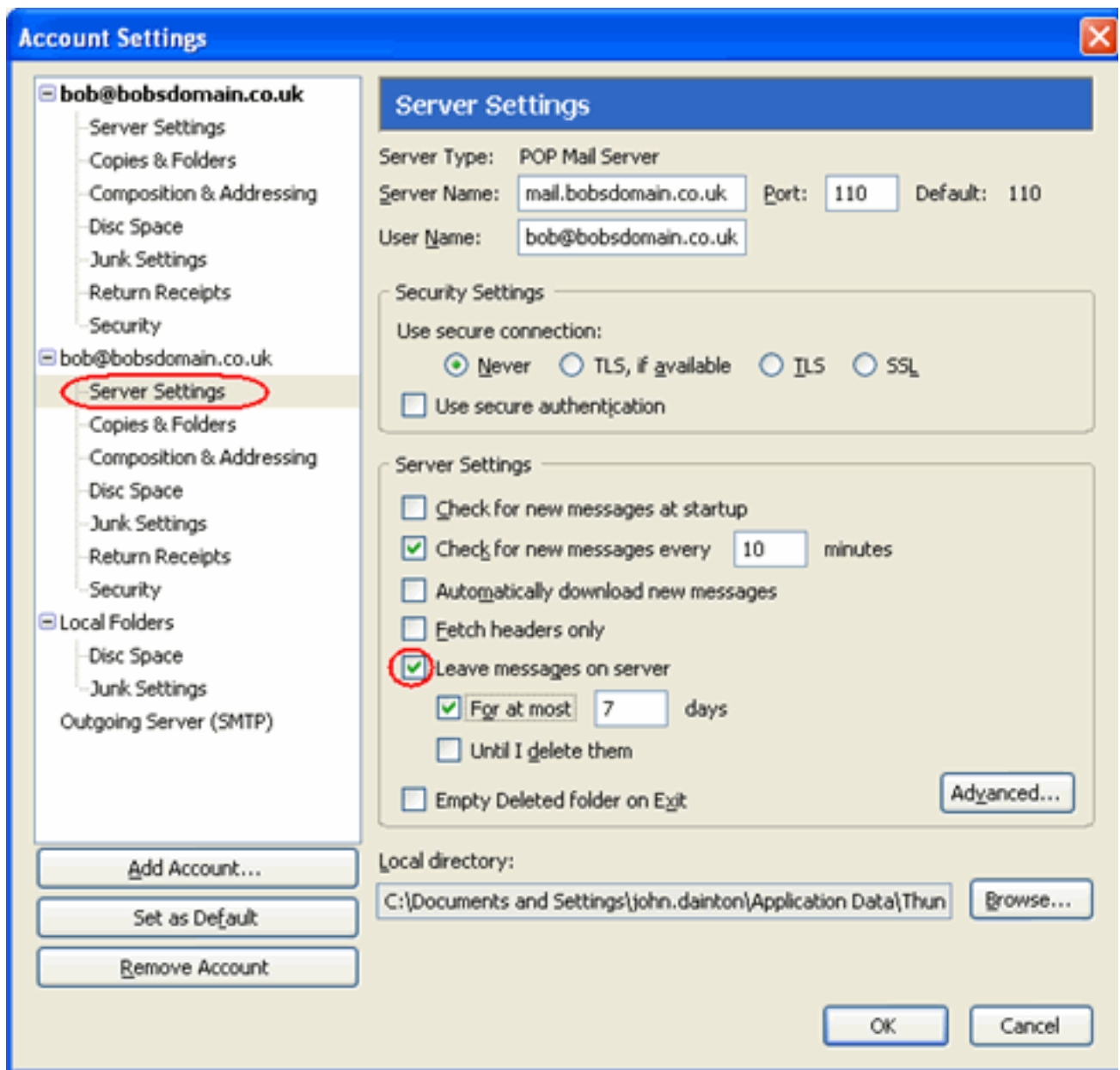
## Thunderbird

**Step 1:** Open Thunderbird, click **Tools**, then **Account settings** in the drop down menu.

**Step 2:** A list of your accounts will appear, expand the account you want to edit and click **Server Settings**.

**Step 3:** Tick the box marked *Leave messages on server*

**Quick Tip:** To avoid your mailbox filling up, you should also configure this screen to remove mails from the server after a number of days.

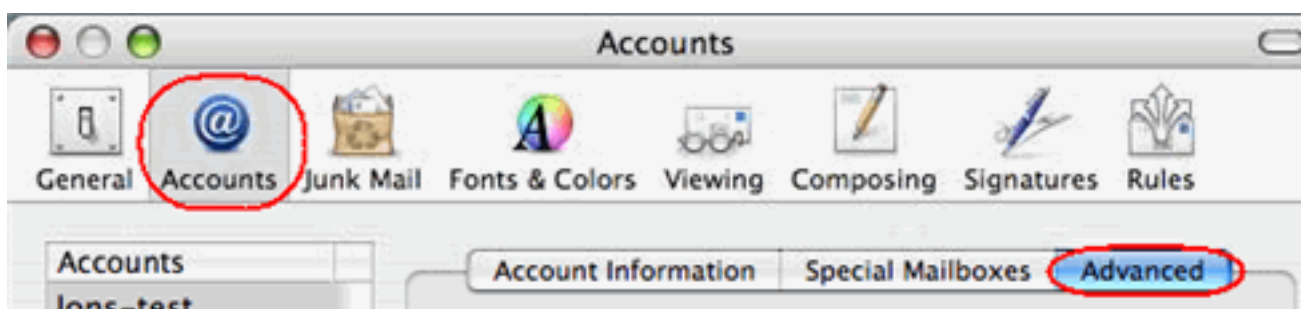


**Step 4:** Click **OK** to save your changes. This should be repeated on each computer that accesses your mailbox.

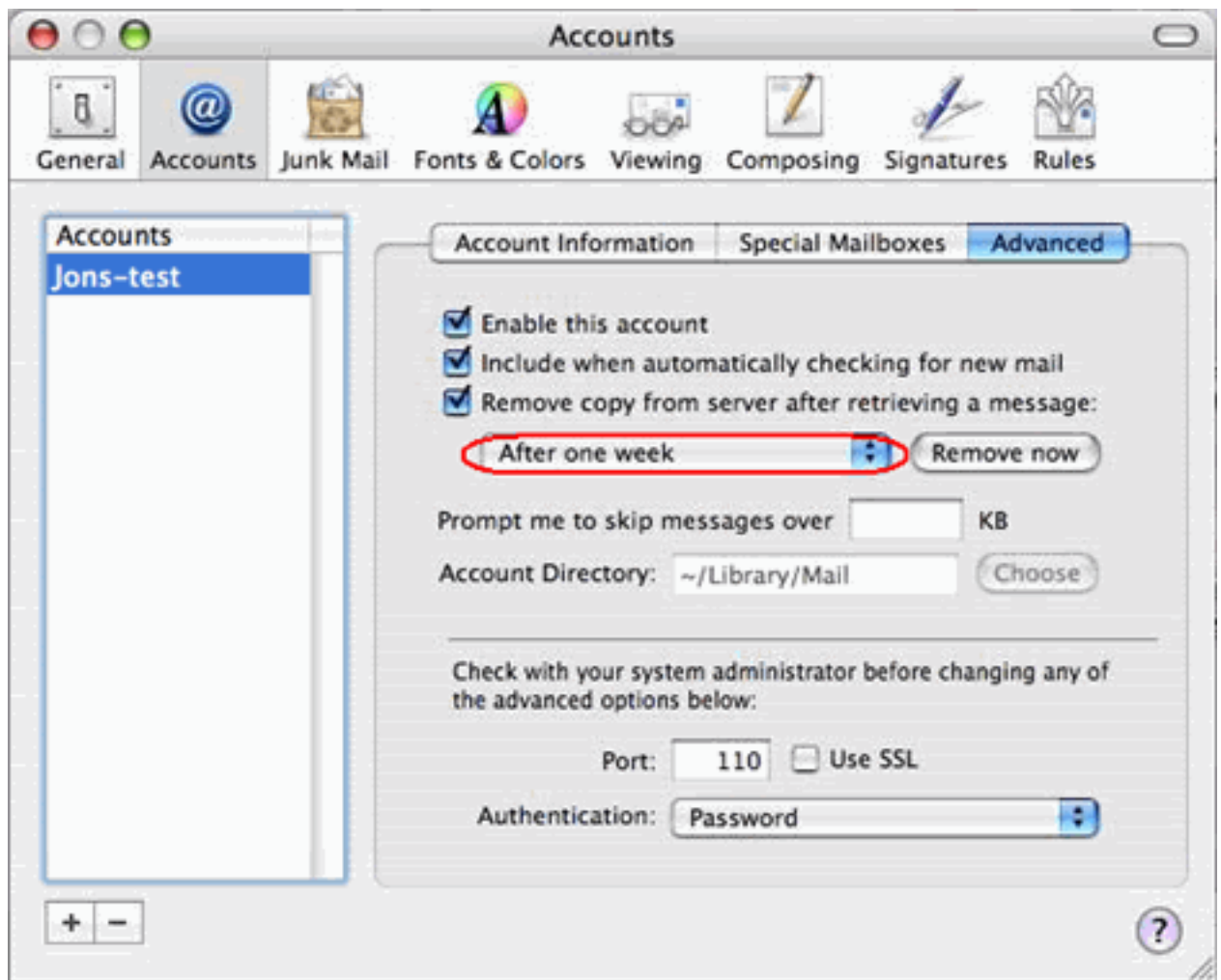
## Mac Mail

**Step 1:** Open mail, Click **Mail**, then **Preferences** in the drop down menu.

**Step 2:** In the **Accounts** section, click **Advanced**.



**Step 3:** In the section marked *Remove copy from server after retrieving a message*, select **After one week**.



**Step 4:** Click the red button to close the window. When prompted, click **Save changes**. This should be repeated on each computer that accesses your mailbox.