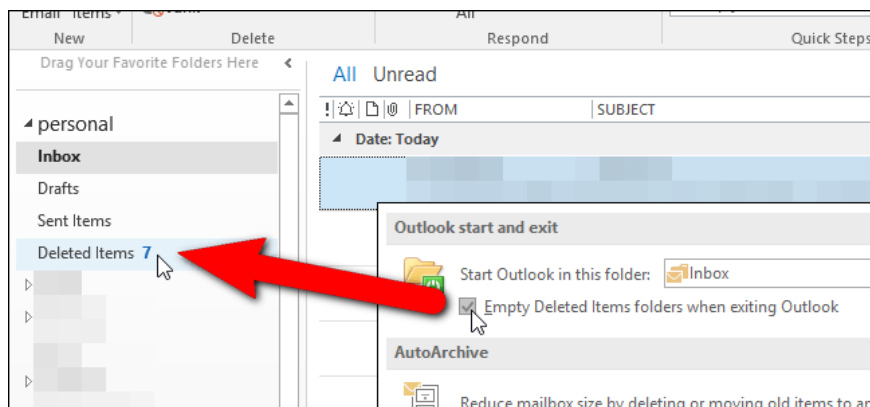


Automatically delete items in the Deleted items folder when exiting Outlook

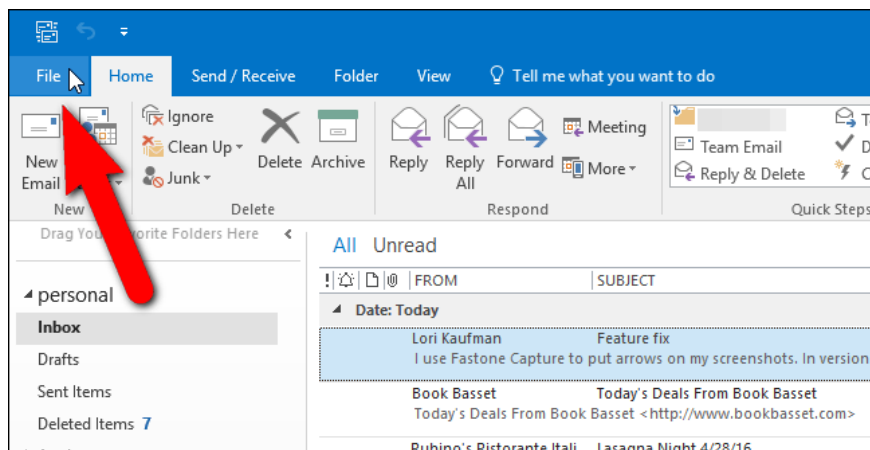
When you delete any email, task, calendar or note in Outlook, these emails will be moved to the Deleted Items folder. By default, items in the Deleted items folder will not be deleted automatically, but are still stored there. So you have to take a few more steps to delete these folders completely.

When you delete any email, task, calendar or note in Outlook, these emails will be moved to the Deleted Items folder. By default, items in the Deleted items folder will not be deleted automatically, but are still stored there. So you have to take a few more steps to delete these folders completely.

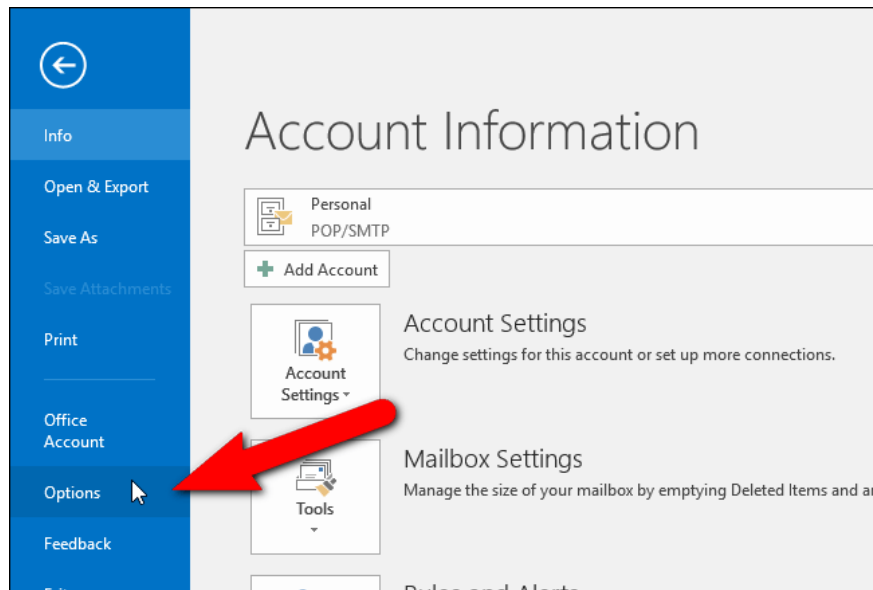


However, if you want, you can set up automatic deletion of these items when you close and exit Outlook.

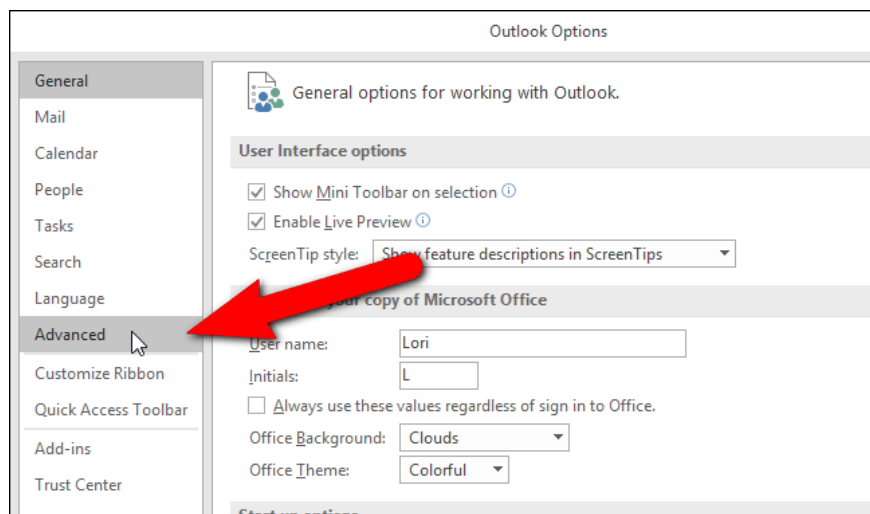
To enable the option to automatically delete empty folders on Outlook, first click the **File** tab .



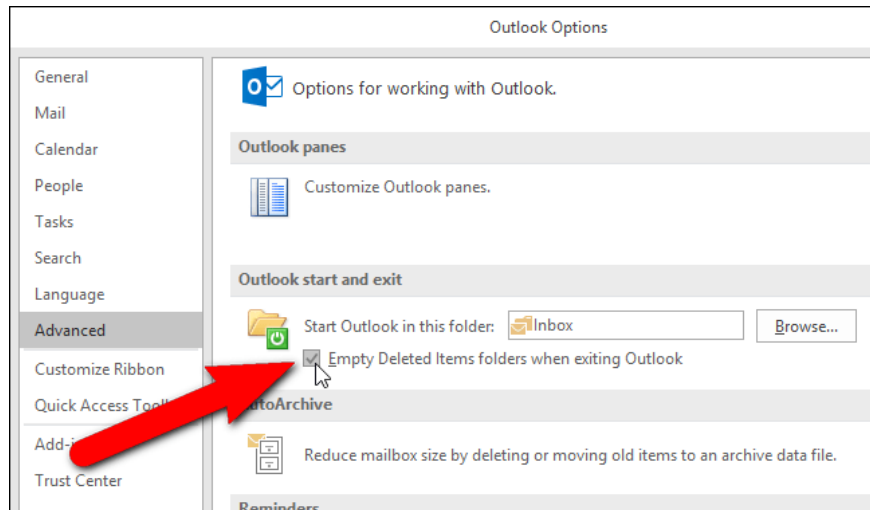
On the backstage interface, in the options list on the left pane, click the Options option .



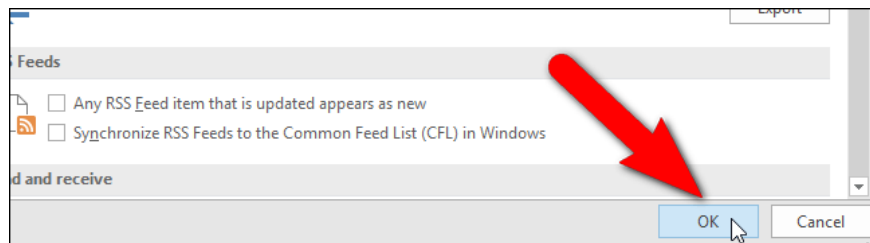
Next on the screen appears the Outlook Options dialog box, here you click **Advanced** in the list of options on the left pane.



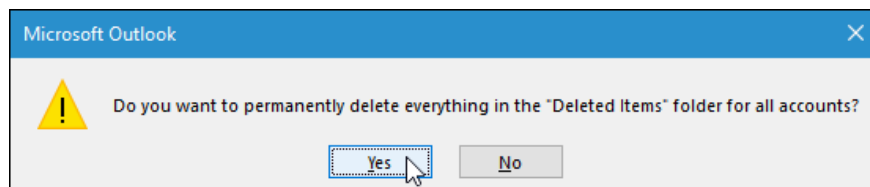
In the **Outlook start** section and **exit**, check **Empty Deleted Items folders when exiting Outlook**.



Click **OK** to accept the change and close the Outlook Options dialog box.



At this time, the dialog box will appear asking you to confirm whether you want to delete these folders or not, click **Yes** to delete these folders.



Refer to some of the following articles:

1. How to turn on POP / IMAP Gmail to use in Outlook
1. All problems with PST, Profile, Add-in . errors on Outlook and how to fix them
1. Outlook cannot send mail after upgrading Windows 10, this is a fix

Good luck!

You finished reading the article "**Automatically delete items in the Deleted items folder when exiting Outlook**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
