

# How to not save sent email in Outlook 2016

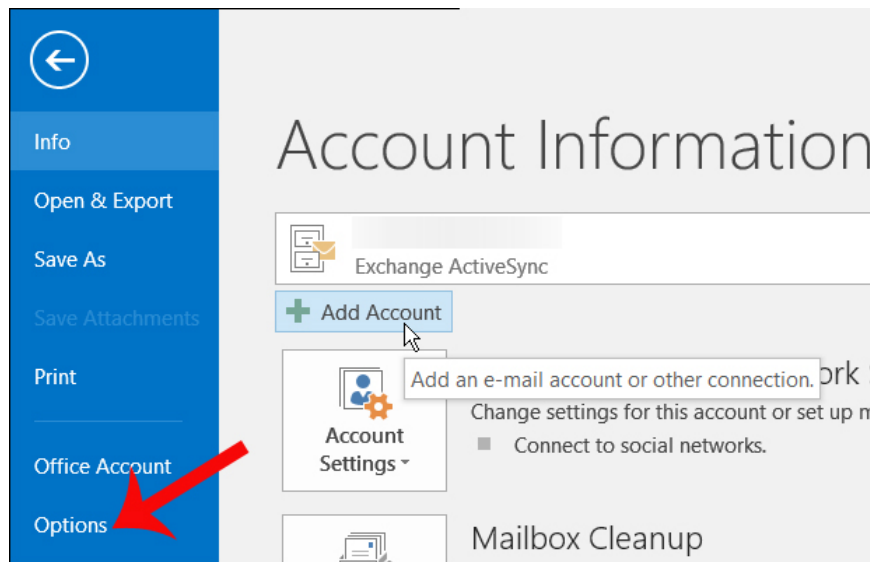
On Outlook versions, users can choose to save email messages so that you can easily search them later. So what if I want to turn off saving email sent on Outlook 2016?

The interface on Outlook 2016 compared to the Outlook 2010 and Outlook 2007 versions has changed, so there are quite a few customizations that users are not used to. Including custom stop saving email sent in Outlook 2016.

Outlook provides users with the option to save email sent, for convenient search when using it later. And if you want to turn off the automatic saving of sent email, just search on Riboon bar. However, with the Outlook 2016 version this option has been moved to another location and you cannot find them on the Ribbon. If the user needs to turn off saving email sent in Outlook 2016, refer to the article below.

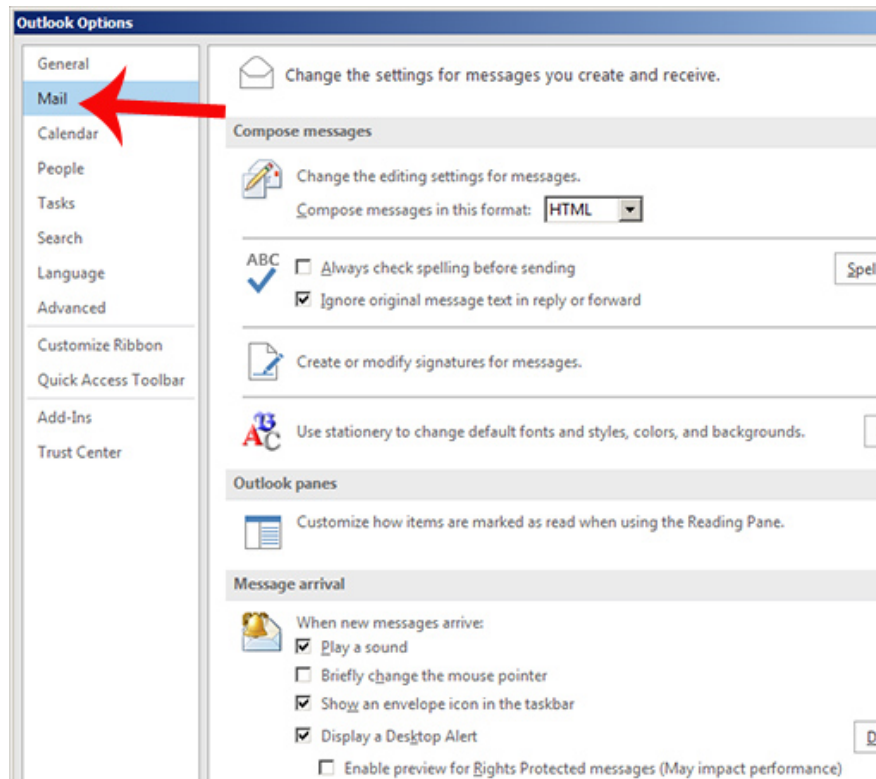
## Step 1:

First, open Outlook on your computer and click **File> Options** .



## Step 2:

In the Outlook Options dialog box, users will click on the **Mail tab** to go to the list of change settings for mail.

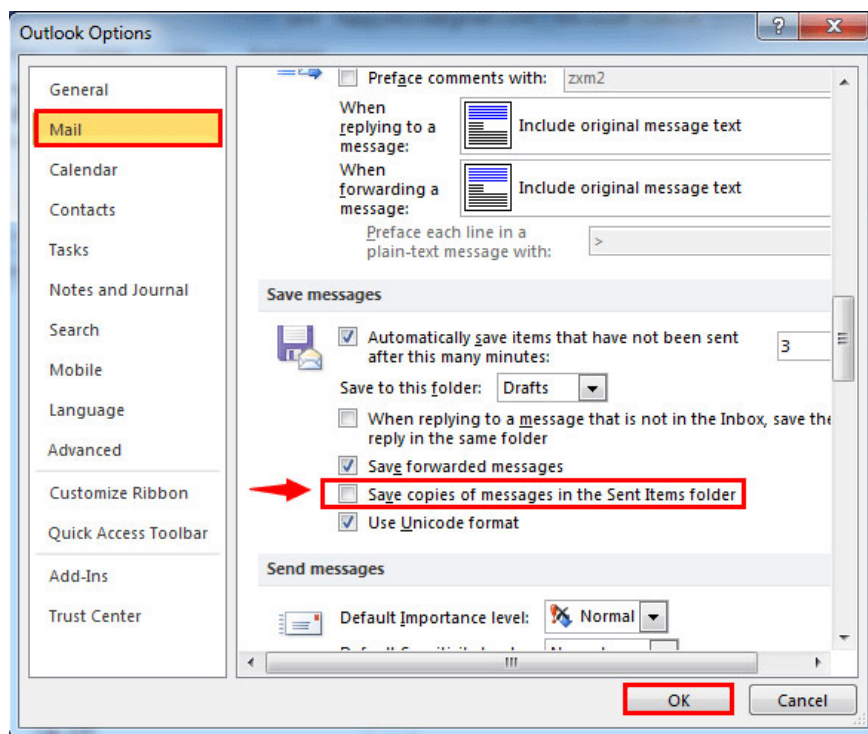


### Step 3:

Scroll down under Save Messages and there are options to set up email archiving on Outlook:

1. T? ??ng l?u các m?c nh?p mà không ???c g?i vào sau này nhi?u l?n: this option for emails that are not sent or needs a long time to send. We can also change the delay period for sending email on Outlook before saving it.
2. Save forwarded messages: uncheck to not forward forward emails. A copy of the original email will still be available in the inbox. However, in the process of forwarding mail and email you save as sent messages, we saved the message twice.
3. Save copies of messages in the Sent Items folder: uncheck to stop saving sent emails in Outlook 2016. Leaving this option unchecked will not affect forwarded messages.

To stop saving emails and sent messages in Outlook, **uncheck Save copies of messages in the Sent Items folder** , then click **OK** to save them.



The above is a small trick to help users easily handle email when using Microsoft Outlook 2016, version with some changes on the interface. If you want to save your sent emails, just save them to Save copies of messages in the Sent Items folder.

Hope the above article is useful to you!

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