

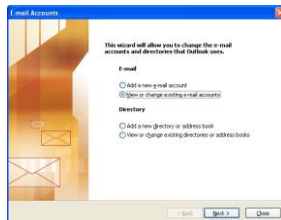
Switching Exchange Cached Mode (on and off)

Outlook 2003 Instructions:

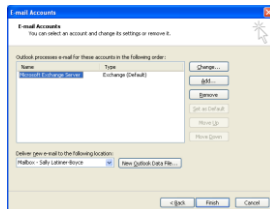
(for Outlook 2007/2010 instructions, see page 3)

From the Toolbar in OUTLOOK, select TOOLS

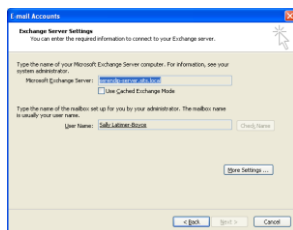
Select EMAIL ACCOUNTS



At the above screen, click NEXT



At the above screen, click CHANGE



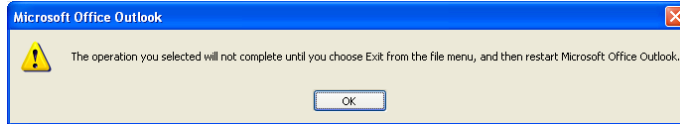
There is a check-box next to “Use Cached Exchange Mode”

If it is currently ticked, CLICK TO UNTICK
If it currently unticked, CLICK TO TICK

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Click NEXT



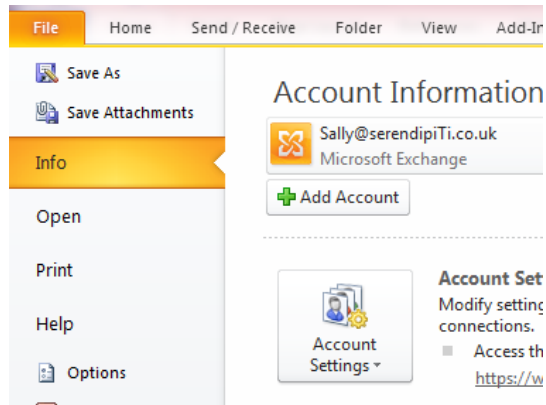
Click OKAY as prompted.

Click FINISH

Now CLOSE Outlook, then REOPEN Outlook.

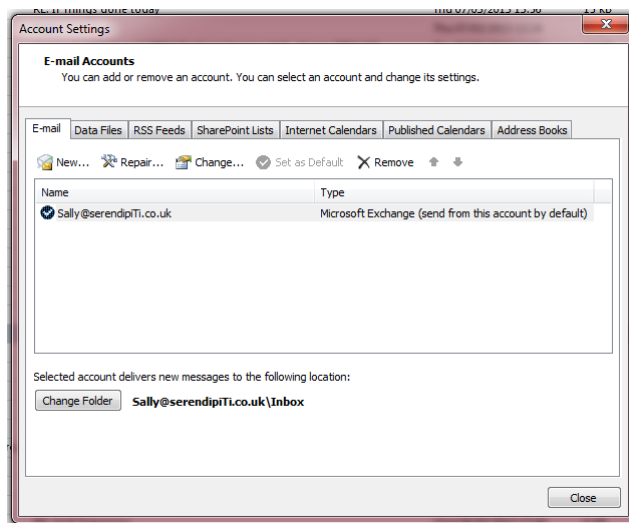
Outlook 2007/2010 Instructions:

From the Toolbar in OUTLOOK, select FILE to display the following screen:

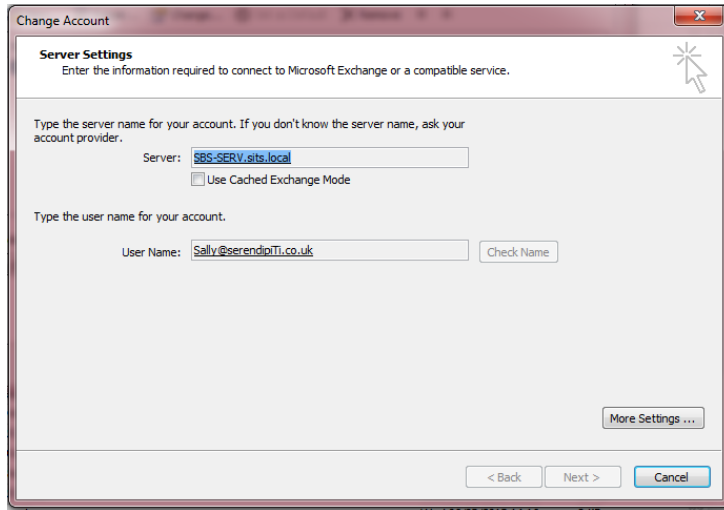


Select ACCOUNT SETTINGS

From the dropdown, click ACCOUNT SETTINGS...



Double-click on your email address (beneath the “name” column)



There is a check-box next to **“Use Cached Exchange Mode”**

If it is currently ticked, CLICK TO UNTICK
If it currently unticked, CLICK TO TICK

Click NEXT

Respond OK to the prompt “the operation you selected will not complete until you quit and restart Outlook”.

Click FINISH

Restart Outlook.