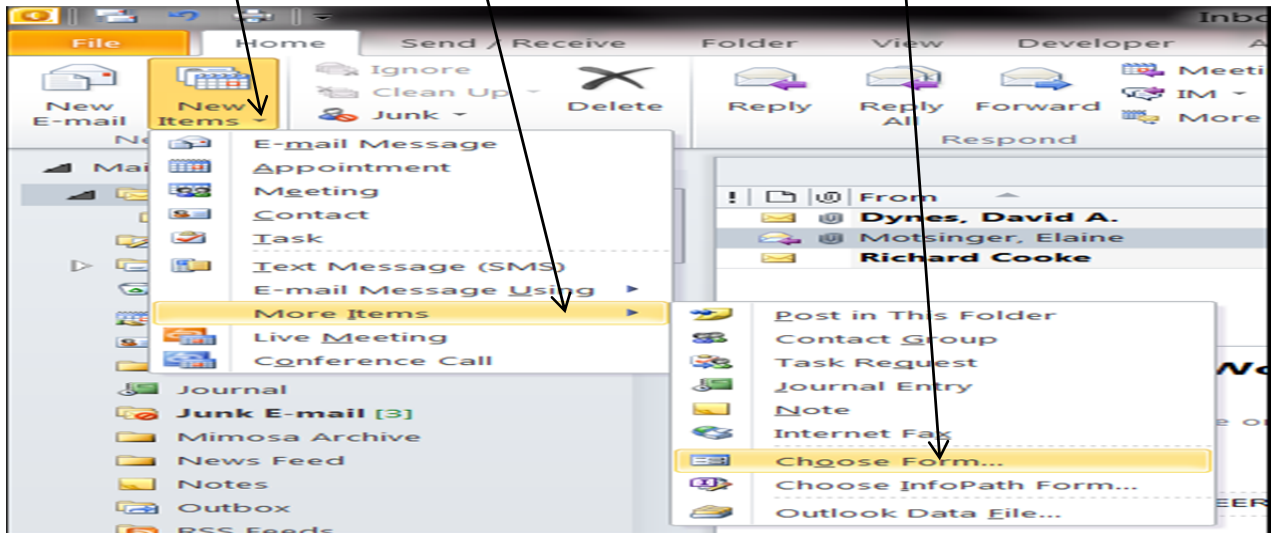


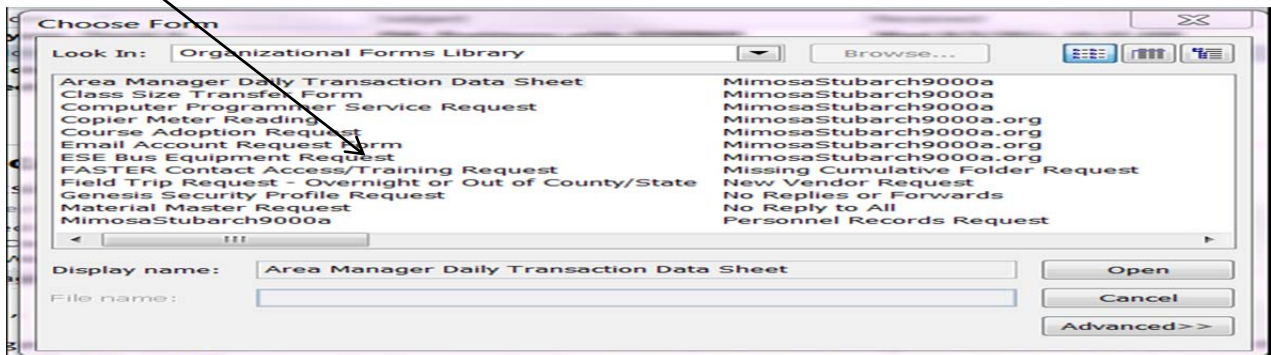
LOCATING FORMS AND CLEARING THE CACHE FOR OUTLOOK 2010 FORMS

HOW TO FIND FORMS IN OUTLOOK 2010

Click the drop down arrow under New Items, Select More Items, and Select Choose Form

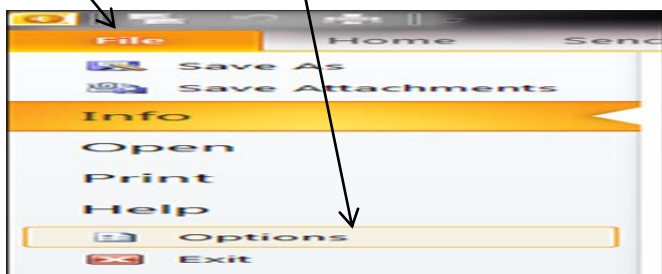


Choose desired Form



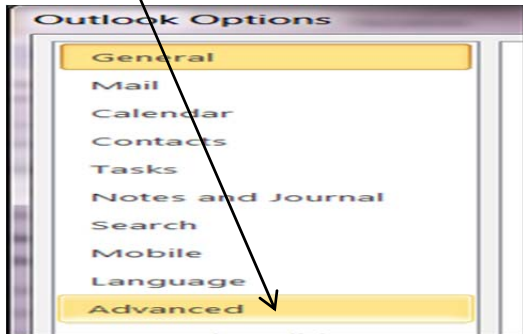
HOW TO CLEAR THE FORMS CACHE IN OUTLOOK 2010

Click File, Click Options

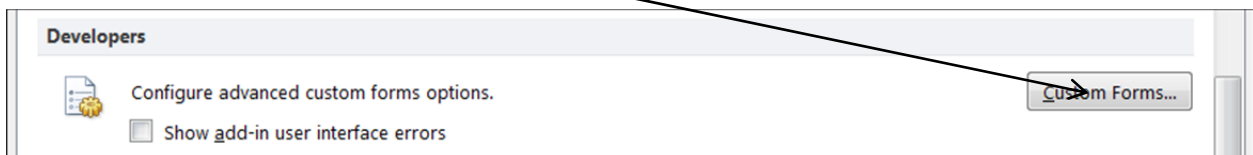


LOCATING FORMS AND CLEARING THE CACHE FOR OUTLOOK 2010 FORMS

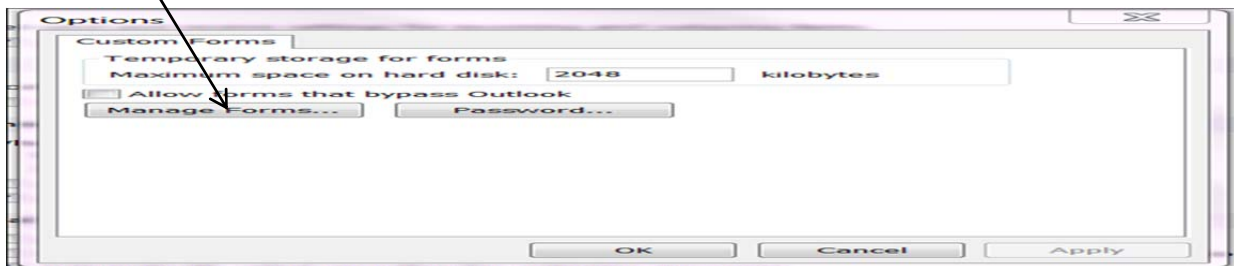
Click **Advanced**



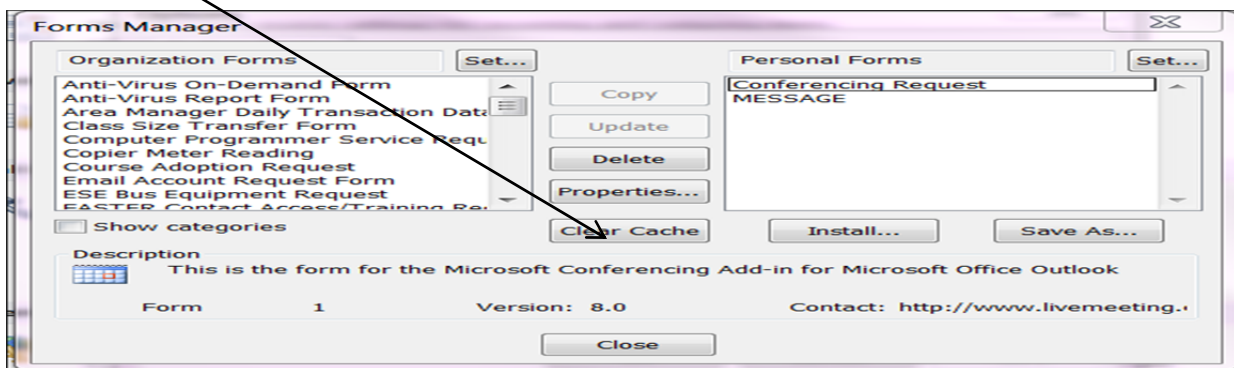
Scroll down to **Developers** and Click **Custom Forms** button



Click **Manage Forms** button



Click **Clear Cache** button



Click **Close**

Click **OK**, Click **OK** (twice)