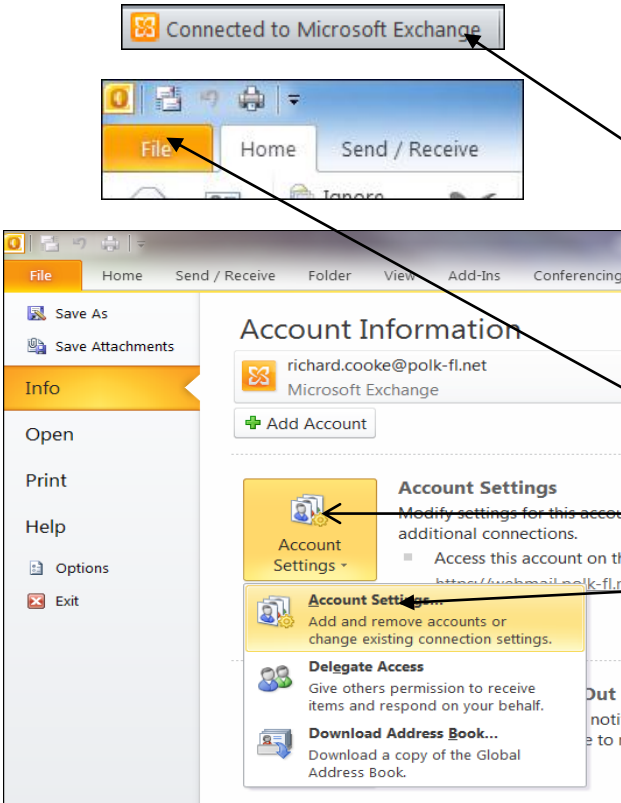
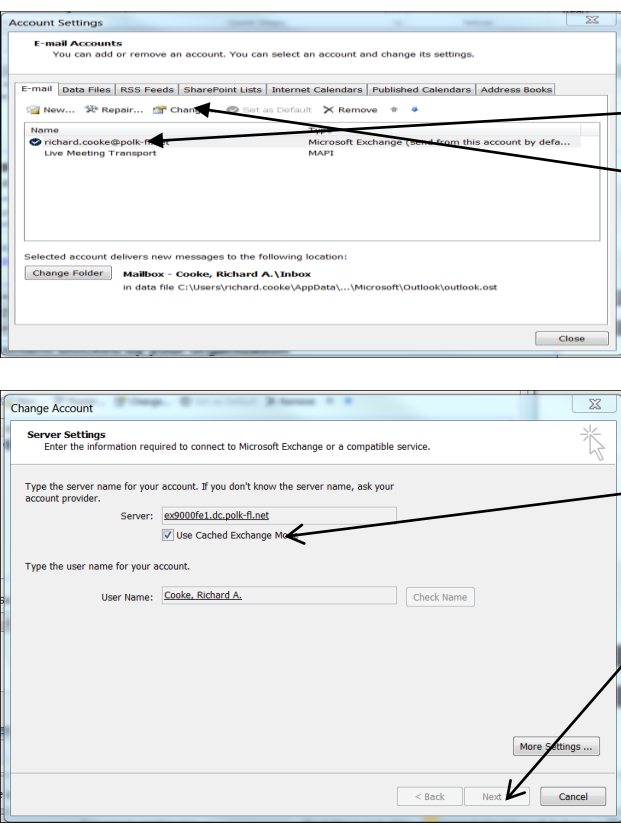
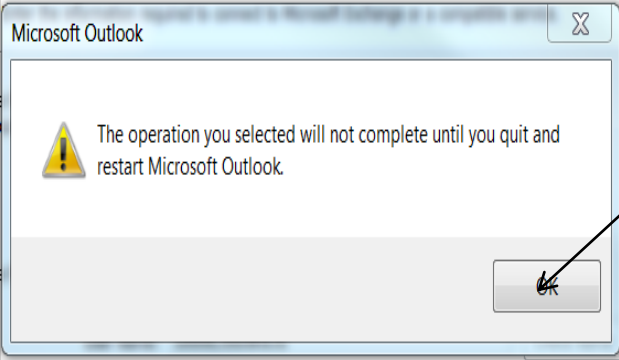
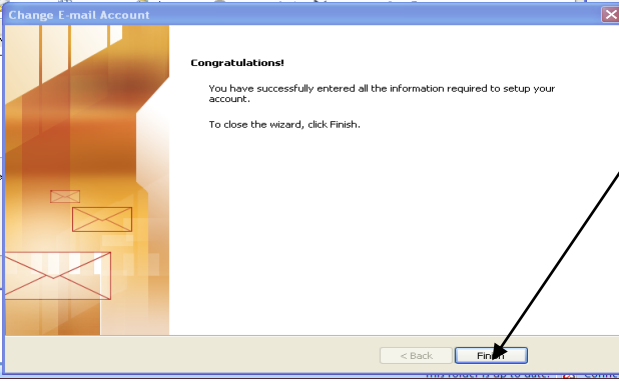



OUTLOOK 2010 CACHING MODE

Steps	Screen Displayed	Procedures
1	 <p>The screenshot shows the Outlook 2010 interface. At the top, a status bar indicates 'Connected to Microsoft Exchange'. Below it, the ribbon shows the 'File' tab selected. On the left, the 'Info' section of the ribbon is active, displaying 'Account Information' for 'richard.cooke@polk-fl.net'. The 'Account Settings' icon is highlighted, and a tooltip is visible over it.</p>	<p style="text-align: center;"><u>HOW TO IDENTIFY OUTLOOK SETUP WTH CACHING MODE</u></p> <p>In the lower right hand corner of the Outlook window, if this box reads, “Connected to Microsoft Exchange” Caching mode is active.</p> <p><u>To Disable Caching:</u></p> <ul style="list-style-type: none"> ● Click on File Tab ● Click on Account Settings icon ● Click on Account Settings
2	 <p>The screenshot shows two dialog boxes. The top one is 'E-mail Accounts', where the user's mailbox 'richard.cooke@polk-fl.net' is highlighted, and the 'Change' button is pointed to. The bottom dialog is 'Change Account', showing 'Server Settings' for 'ex9000fe1.dc.polk-fl.net'. The 'Use Cached Exchange Mode' checkbox is checked, and an arrow points to it. The 'Next' button is also indicated.</p>	<ul style="list-style-type: none"> ● Click on User’s Mailbox Name to Highlight ● Click on Change button ● Uncheck the Box in front of Use Cached Exchange Mode ● Click Next button

OUTLOOK 2010 CACHING MODE

Steps	Screen Displayed	Procedures
3	 <p>The screenshot shows a Microsoft Outlook dialog box with a yellow warning triangle icon. The text reads: "The operation you selected will not complete until you quit and restart Microsoft Outlook." There is an "OK" button at the bottom right.</p>  <p>The screenshot shows the "Change E-mail Account" wizard. It has a blue title bar and a "Finish" button at the bottom right. The text says: "Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish."</p>  <p>The screenshot shows a status bar with the Microsoft Exchange icon and the text "Online with Microsoft Exchange".</p>	<p>Click OK button</p> <p>Click Finish button</p> <ul style="list-style-type: none">• Close Outlook then <i>Open Outlook</i> <p><u>NOTE: This message in the lower right hand corner of the Outlook window indicates that Caching Mode is turned off.</u></p>