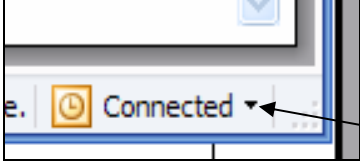
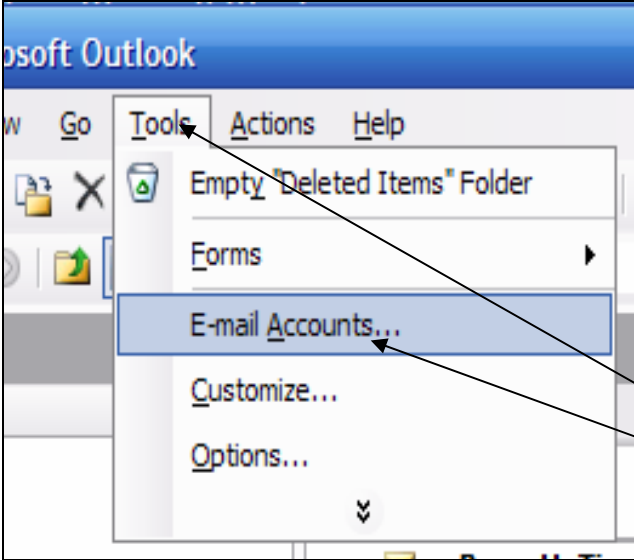
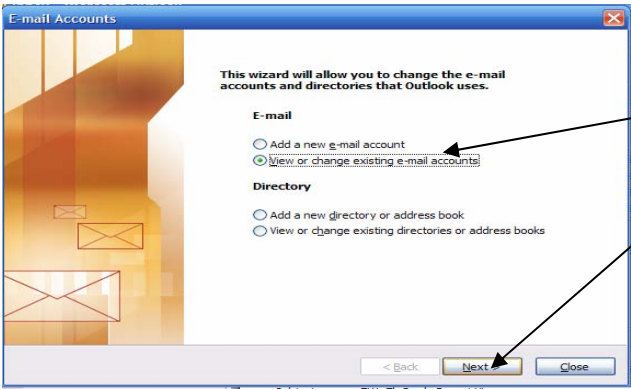
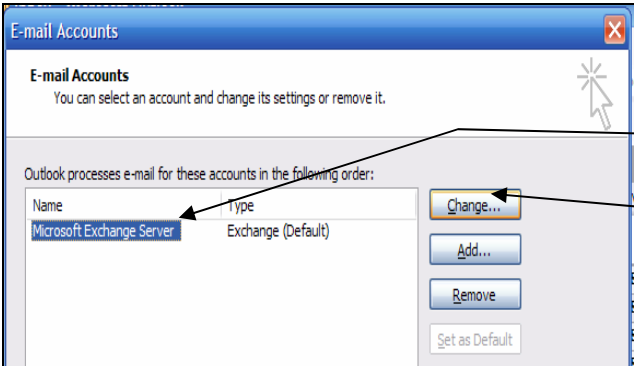
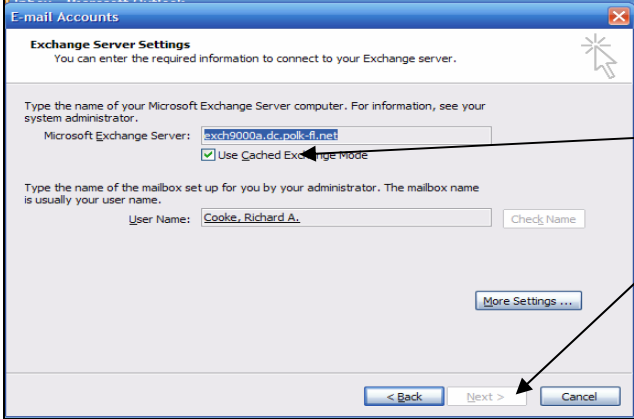
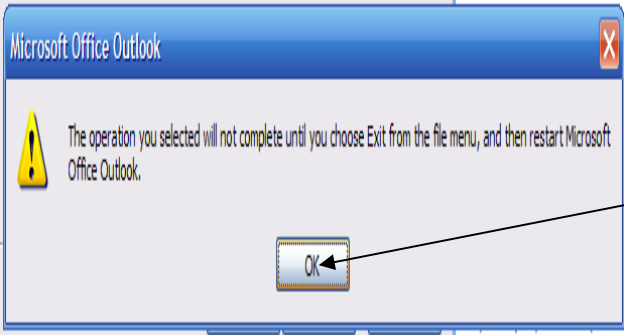
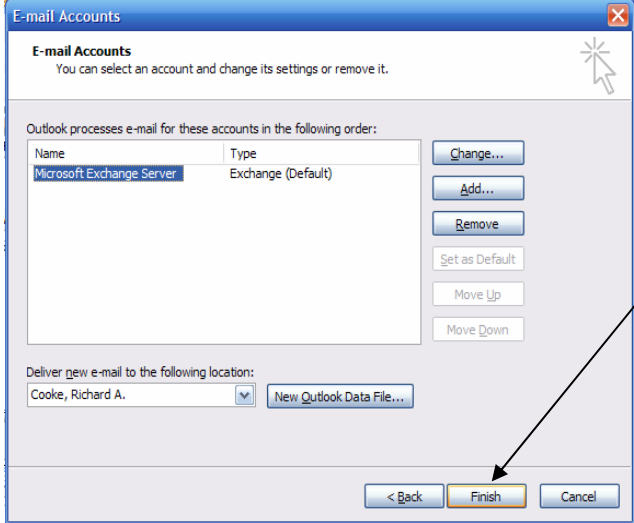
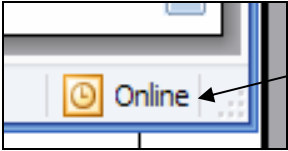


# OFFICE 2003 OUTLOOK CACHING MODE

Steps	Screen Displayed	Procedures
1	 	<p><b><u>HOW TO IDENTIFY OUTLOOK SETUP WTH CACHING MODE</u></b></p> <p>If there is a “DROP DOWN” arrow next to the OUTLOOK icon in the lower right hand corner of your Outlook window, <b>Caching mode is active.</b></p> <p style="text-align: center;"><b>To Disable Caching</b></p> <ul style="list-style-type: none"> <li>• Click on <b>Tools</b></li> <li>• Select <b>E-mail Accounts</b></li> </ul>
2	 	<ul style="list-style-type: none"> <li>• Click <b>View</b> or change existing email account <b>Button.</b></li> <li>• Click <b>Next</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Ensure Microsoft Exchange Server is Highlighted</b></li> <li>• Click on <b>Change</b> button</li> </ul>

# OFFICE 2003 OUTLOOK CACHING MODE

Steps	Screen Displayed	Procedures
3	 	<ul style="list-style-type: none"> <li>• Uncheck the box <b>Use Cached Exchange Mode</b></li> <li>• Click <b>Next</b></li>   <li>• Click <b>OK</b> button</li> </ul>
4	 	<ul style="list-style-type: none"> <li>• Click <b>Finish</b></li> </ul> <p style="text-align: center;"><b><u>VERIFY CHANGES</u></b></p> <p>When Outlook start up after the changes, the Outlook icon in the lower left hand corner will no longer have the “DROP DOWN” arrow.</p>