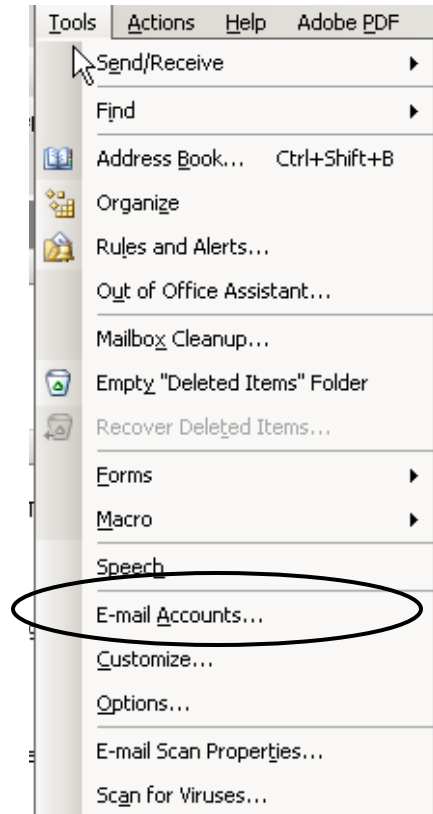
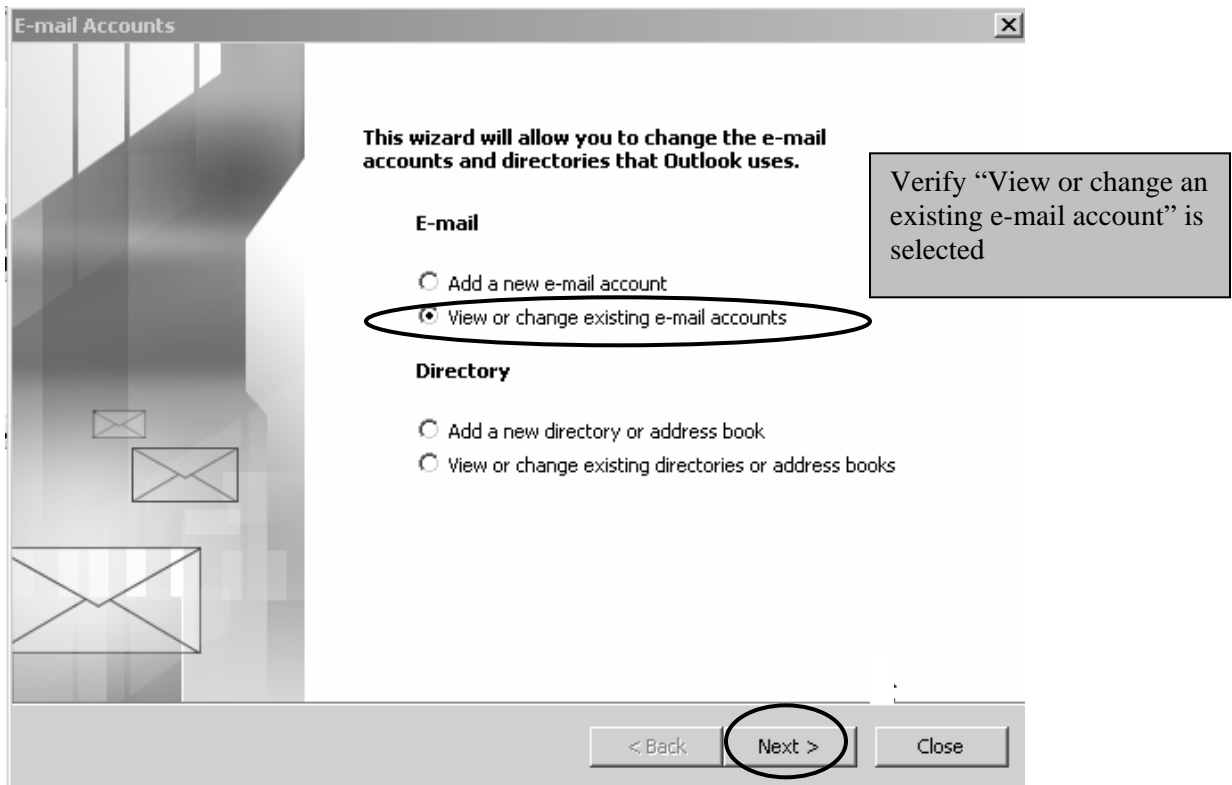


Turning Off Cached Mode In Outlook 2003

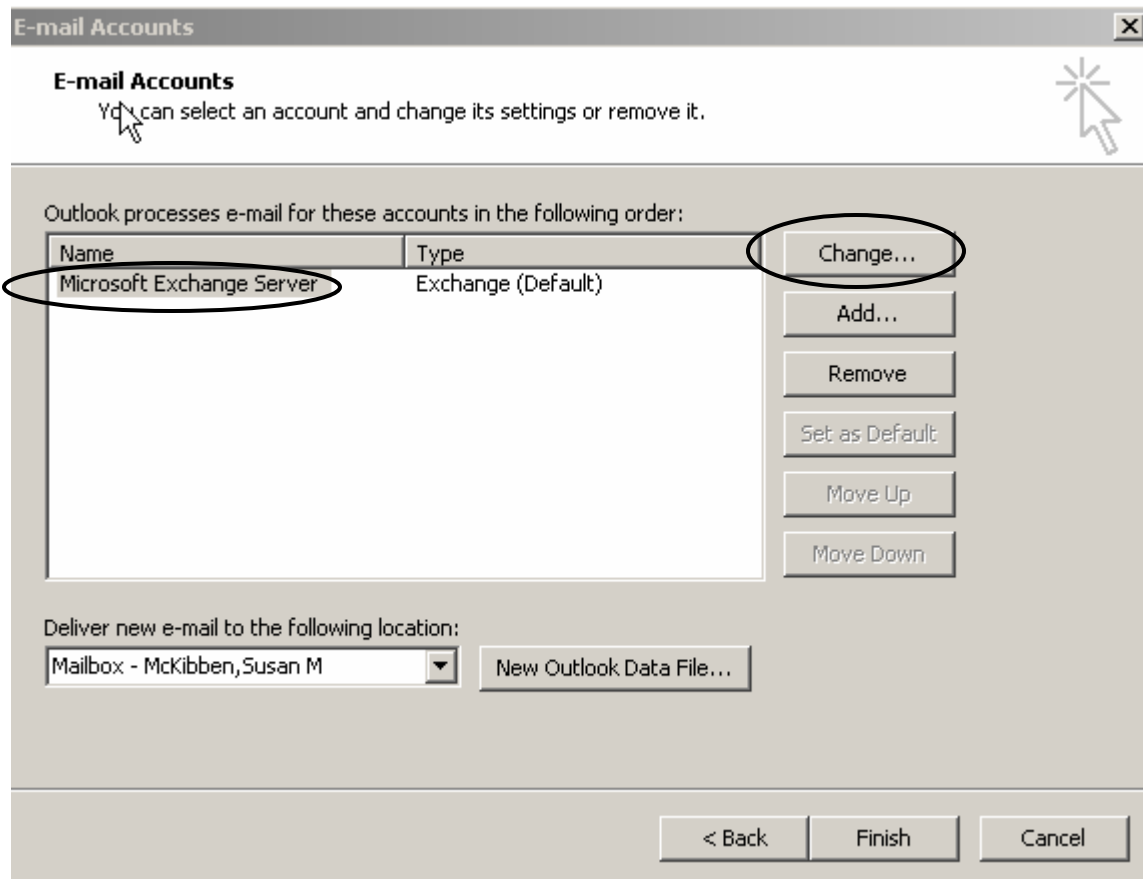
1. Open Microsoft Outlook.
2. Double-click the **Tools** menu and select **E-Mail Accounts**.



3. The E-mail Accounts dialog box is returned. Click **View or change existing e-mail accounts**, and then click **Next**.



- Under the heading “**Outlook processes e-mail for these accounts in the following order**”, click the **Microsoft Exchange Server** e-mail account, and then click **Change**.



5. Under **Microsoft Exchange Server**, clear the **Use Cached Exchange Mode** check box. Your screen should look similar to the one below (with no check in the “**Use Cached Exchanged Mode**” box).

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see the system administrator.

Microsoft Exchange Server:

Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

6. Click the **Next** button.
7. Click the **Finish** button.
8. Exit and then restart Outlook.