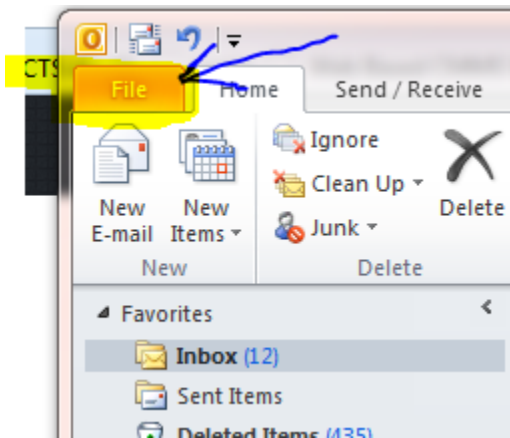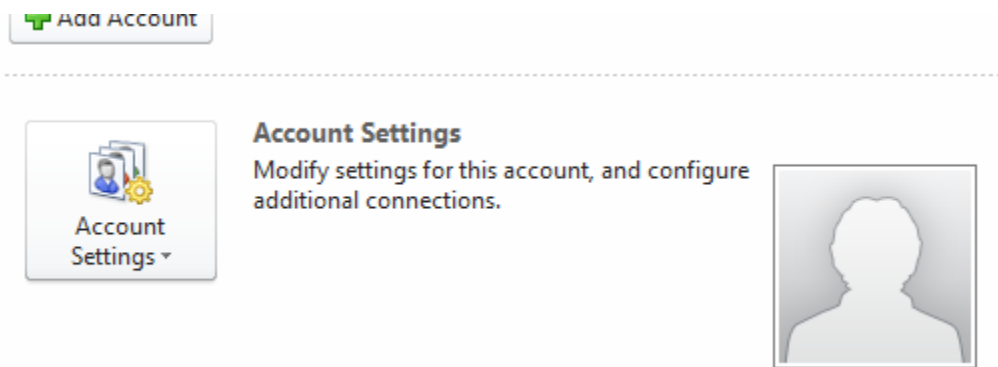# Instructions for turning off cached mode in Outlook.
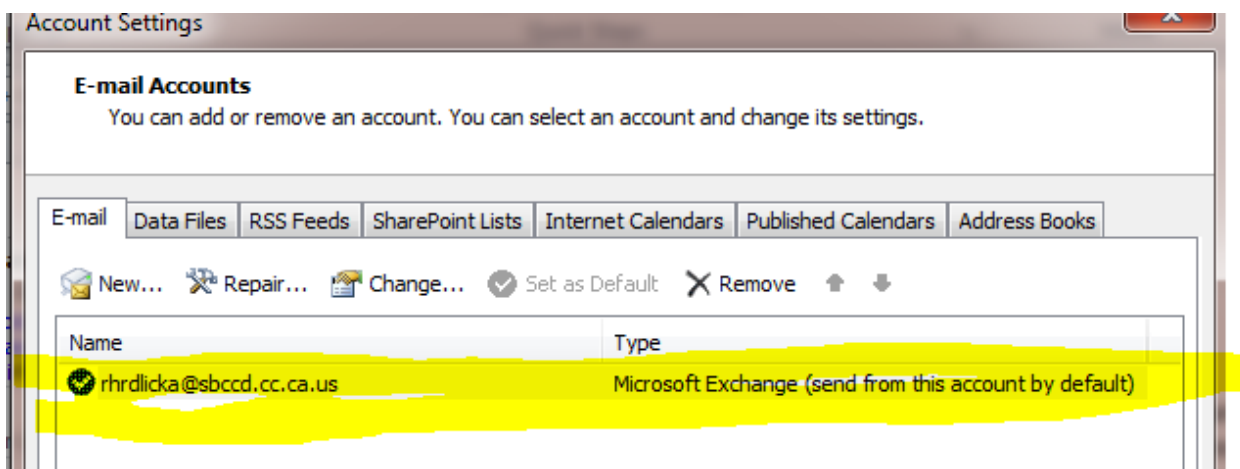
Open Outlook and Click on the File Tab

Click on Account Settings and choose account settings from the list

Double Click on your username in the account list.

Uncheck the Use Cached Exchange Mode Box and click Next

Then Click OK and Finish.

Close all open dialog boxes and Restart Outlook.