Instructions for turning off cached mode in Outlook.

Open Outlook and Click on the File Tab

| СТ | O III ♥ = | me Send / Re | Send / Receive | | | |
|----|---------------------------|---|----------------|--|--|--|
| | New New E-mail Items * | ignore ignor | X Delete | | | |
| | Favorites | | < | | | |
| | 🖂 Inbox | | | | | |
| | 🔄 Sent Items | | | | | |
| | Deleted Items (135) | | | | | |

Click on Account Settings and choose account settings from the list



Double Click on your username in the account list.

| A | ccount | Settings | | _ | term lines | | | | | |
|---|--|------------|-----------|------------------|--------------------|---------------------|---------------|--|--|--|
| | E-mail Accounts You can add or remove an account. You can select an account and change its settings. | | | | | | | | | |
| | E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books | | | |
| 😪 New 💸 Repair 🚰 Change 📀 Set as Default 🗙 Remove 🔹 🖶 | | | | | | | | | | |
| | Name Type | | | | | | | | | |
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| | | | | | | | | | | |

Uncheck the Use Cached Exchange Mode Box and click Next

Then Click OK and Finish.

Close all open dialog boxes and Restart Outlook.