

Turn off Cached Exchange Mode in Windows Outlook 2010

Cached Exchange Mode saves a copy of your mailbox on your computer.

This can prevent you from getting updates to the Global Address List.

HNU campus networked computer users should turn off Cached Exchange Mode.

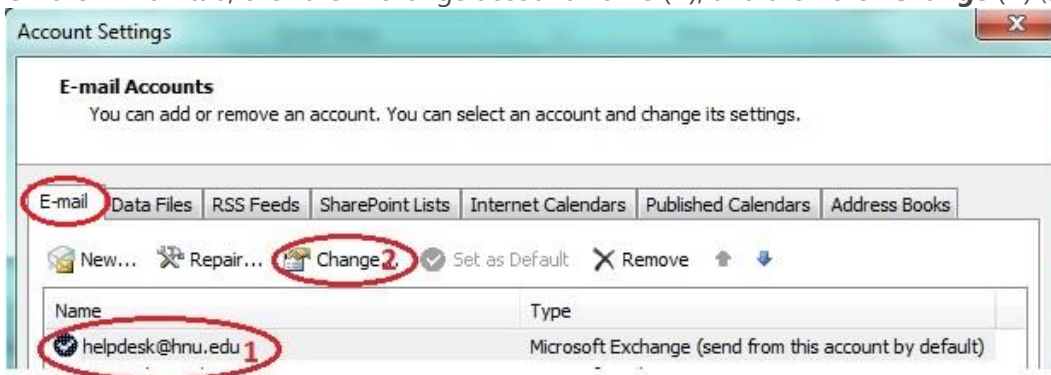
NOTE A Microsoft Exchange Account is required.

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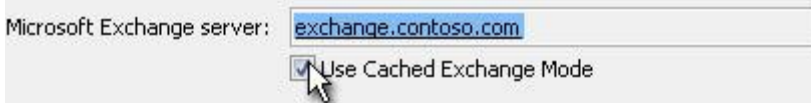
1. In your Outlook 2010 email, Click the **File** tab (at the top left)
2. Click **Account Settings**, and then click **Account Settings...**



3. On the **E-mail** tab, click the Exchange account Name (**1**), and then click **Change** (**2**) (above the account Name).



4. Under **Microsoft Exchange server**, clear the **Use Cached Exchange Mode** check box.



5. Exit and then restart Microsoft Outlook 2010.

Note: HNU Windows Laptop users may want to turn on "Cached Exchange Mode" after restarting Outlook in step 5 above (thereby updating their copy of the **Global Address List**) IF they frequently use Outlook while disconnected from the HNU network and the internet.