

# Enabling Cached Exchange Mode - Outlook

1.

Click **File -> Account Settings -> Account Settings**.

2.

Double click your account, then ensure the **Use Cached Exchange Mode** is checked.

## Outlook 2010

### Server Settings

Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

☒ Use Cached Exchange Mode

Type the user name for your account.

User Name:

Check Name

## Outlook 2013

Cached Exchange Mode is enabled by default in Outlook 2013.

### Server Settings

Enter the Microsoft Exchange Server settings for your account.



#### Server Settings

Server:

User Name:

Check Name

#### Offline Settings

☒ Use Cached Exchange Mode

Mail to keep offline:  All

More Settings ...

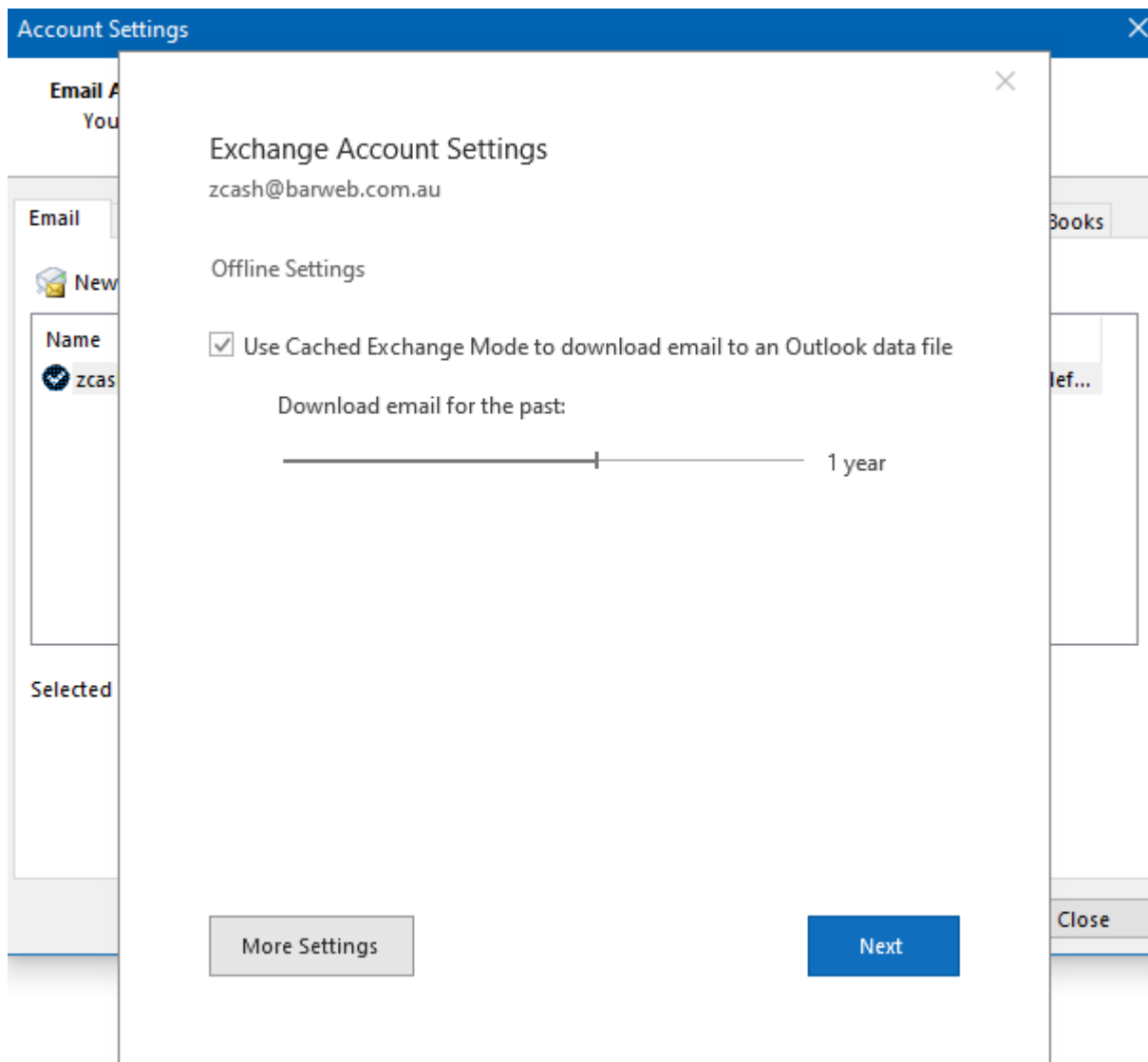
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Cancel

## Outlook 2016

Cached Exchange Mode is enabled by default in Outlook 2016



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