

# 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:

## 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:

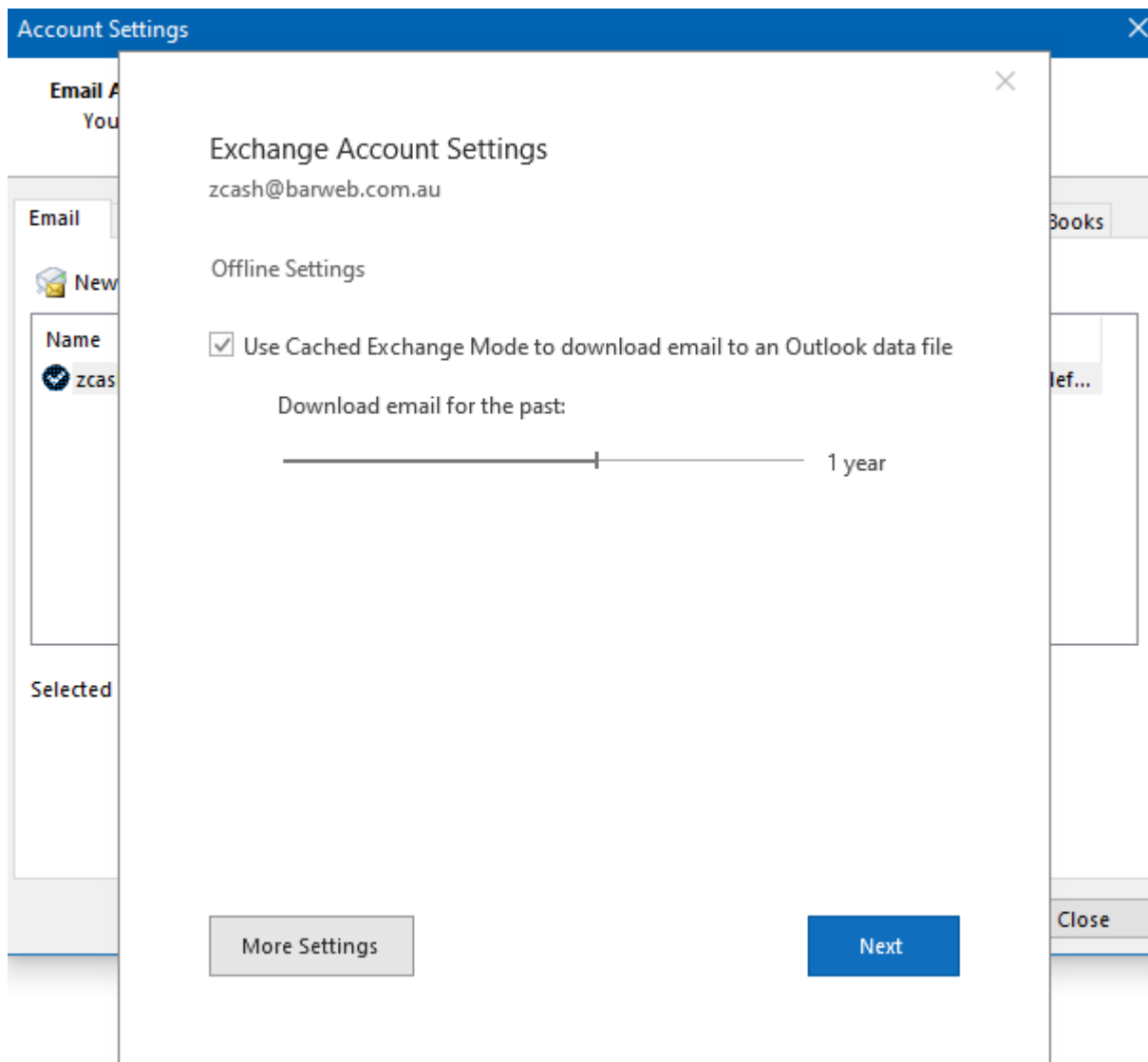
#### Offline Settings

☒ Use Cached Exchange Mode

Mail to keep offline:  All

## Outlook 2016

Cached Exchange Mode is enabled by default in Outlook 2016



Revision #1

Created Wed, Aug 21, 2019 3:50 AM by [Zachary Cash](#)

Updated Wed, Aug 21, 2019 3:52 AM by [Zachary Cash](#)