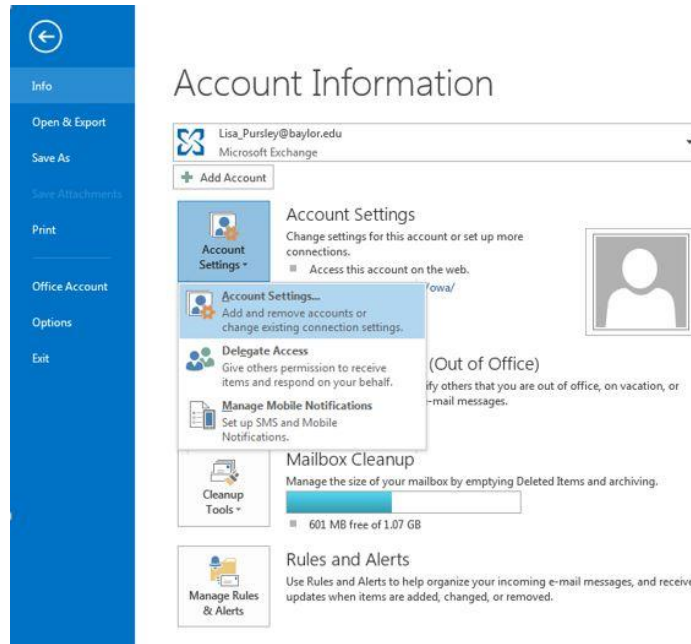


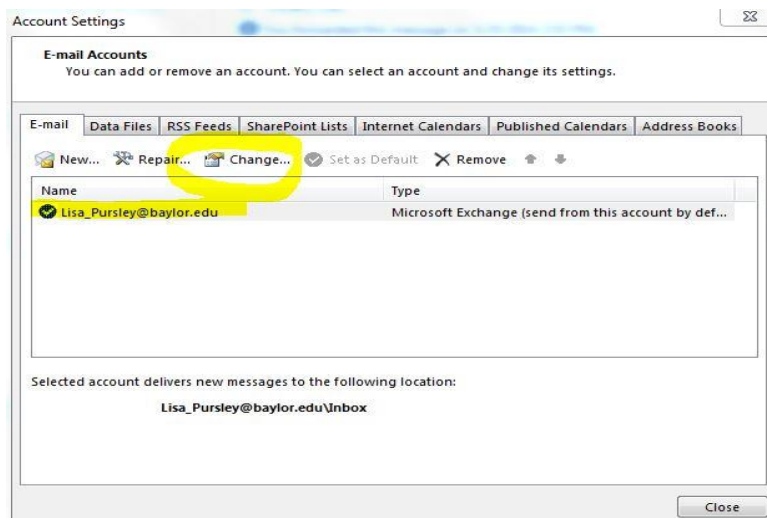
# Outlook 2016 – How to remove cached mode

Note: ITS advises running Outlook 2016 in cached mode for better performance.

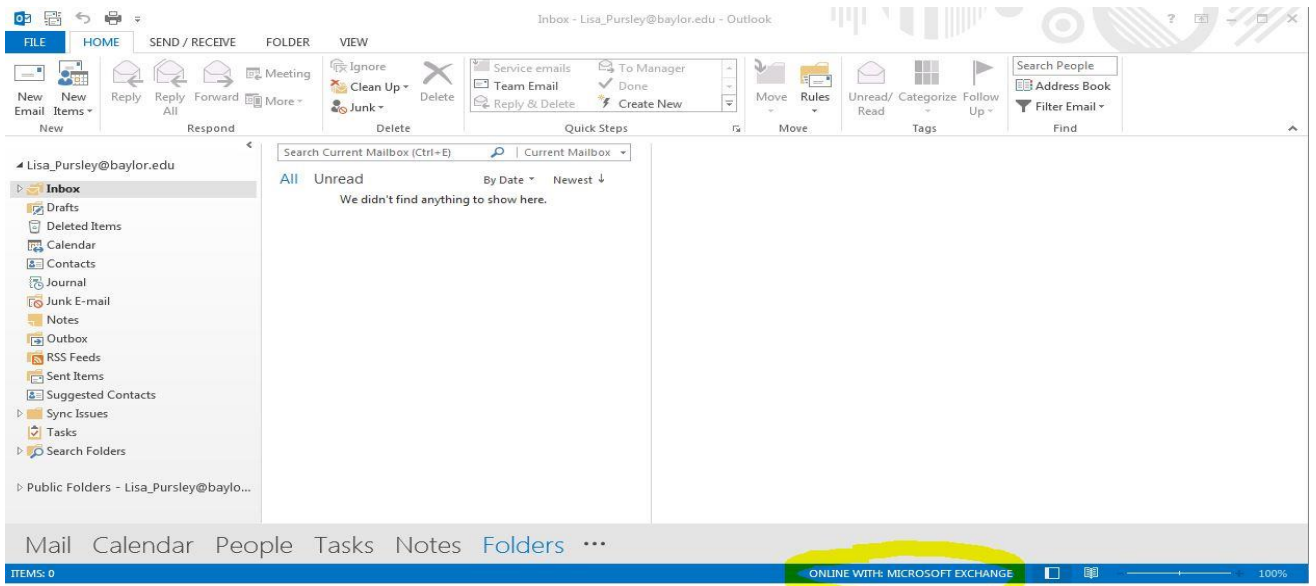
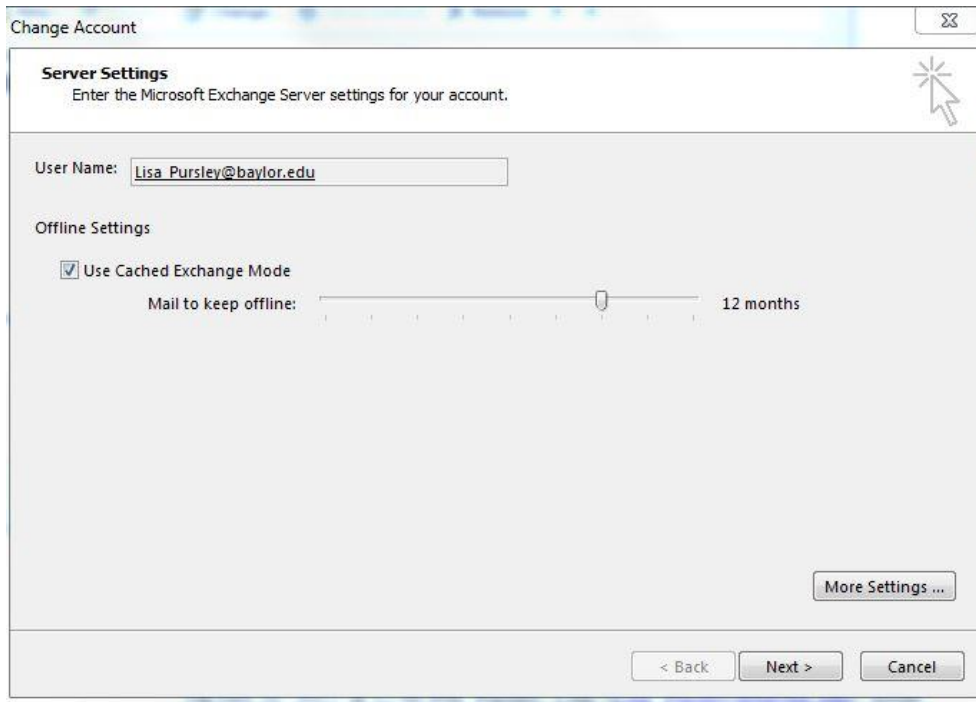
1. Go to the File tab, choose “Info” on the left side of the screen. Then, click on the “Account Settings” button and choose “Account Settings...” from the drop down list.



2. Select your Exchange account name and click on “Change.”



3. Uncheck the box “Use Cached Exchange Mode.” Click Next, Finish, and then **restart Outlook**. In the lower, right corner of your Outlook window it will now say, “Online” vs “Connected” (which did signify cached mode).



**If you have any further questions please contact the Help Desk at 254.710.4357**