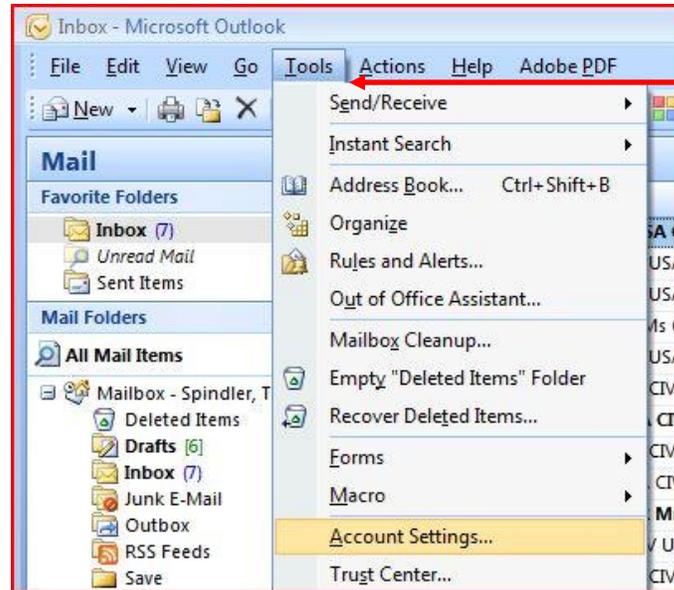




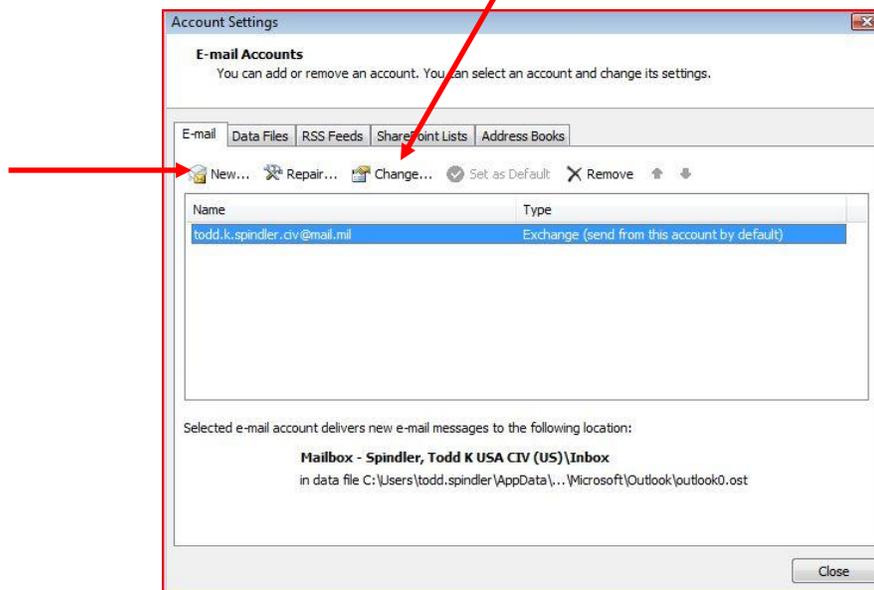
## Enterprise Email Post-Migration Step 2A Ensure Outlook is set to Cache Mode



1. From the menu bar select **Tools** and click **Account Settings**.



2. Under **Name** select your account. Click **Change**. **\*\*\* NOTE \*\*\*** The entry might say **Microsoft Exchange** vice your name.

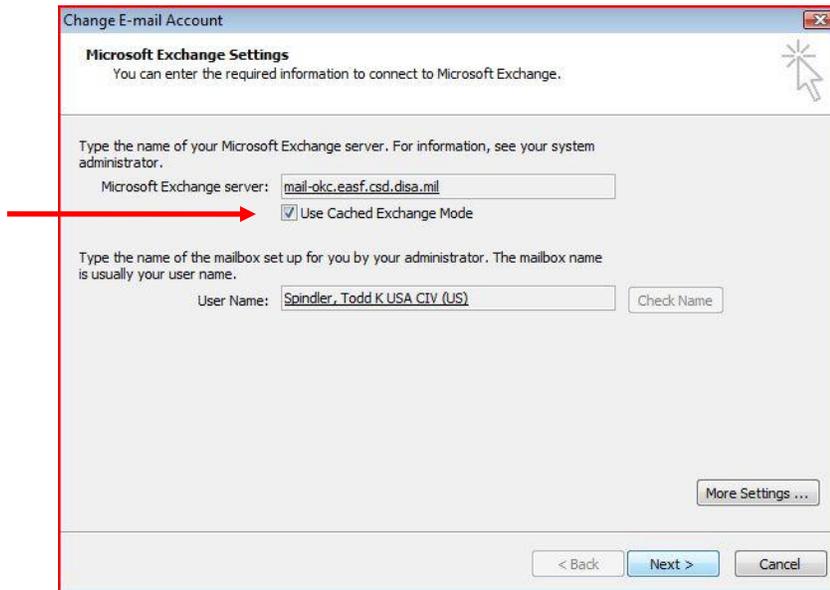




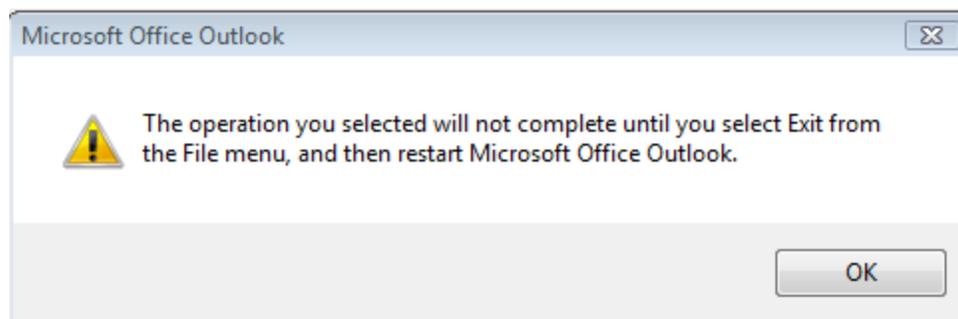
Enterprise Email  
Post-Migration Step 2A  
Ensure Outlook is set to Cache Mode



3. Ensure the **Use Cached Exchange Mode** checkbox is checked. If it is currently checked click the **Cancel** button. If it is not checked click the box to check it and click **Next**



4. If the “Use Cached Exchange Mode” checkbox is checked click **Cancel**.
5. If the “Use Cached Exchange Mode” checkbox is NOT checked, click the box to check it. Click **Next**. The following message box may appear. Click **OK**.

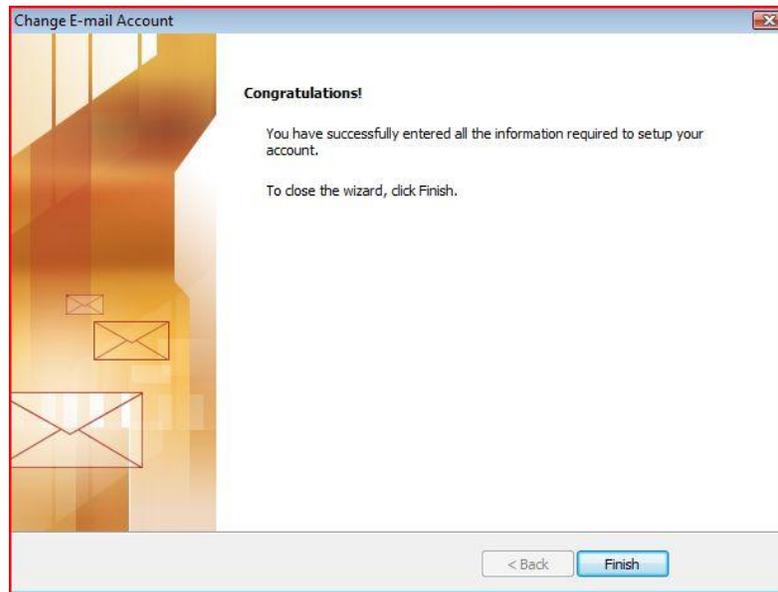




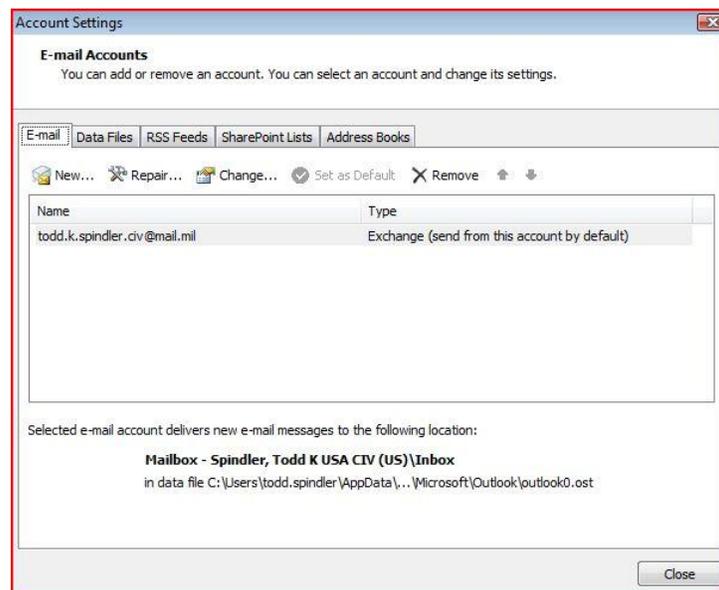
## Enterprise Email Post-Migration Step 2A Ensure Outlook is set to Cache Mode



6. Click **Finish**.



7. Click **Close**.



8. You have now completed Step 2B.