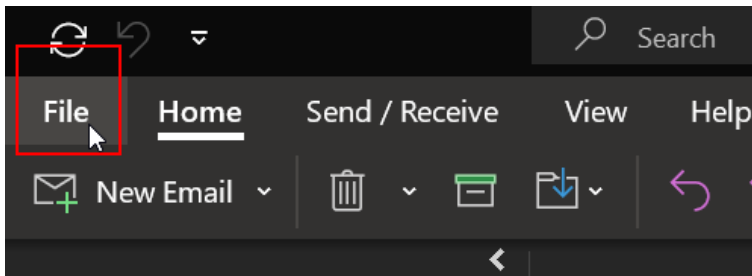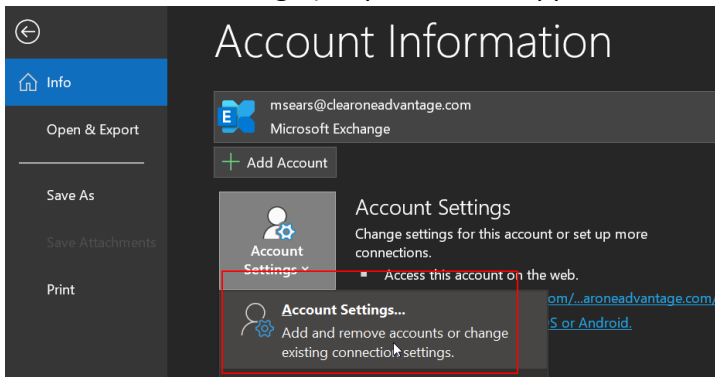# Changing cache exchange mode in Outlook

1. Select file at the top left of Outlook
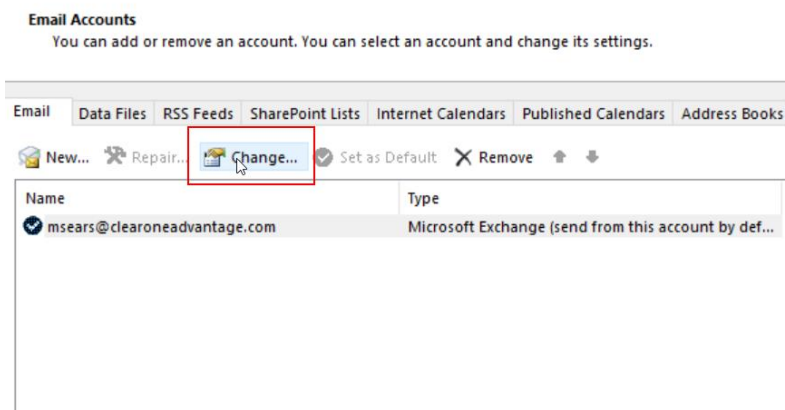
2. Select account settings (drop down will appear once clicked)

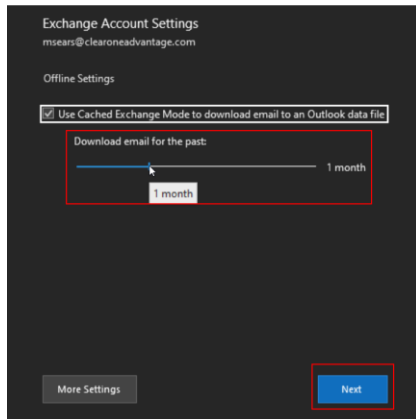3. Click the "change option"

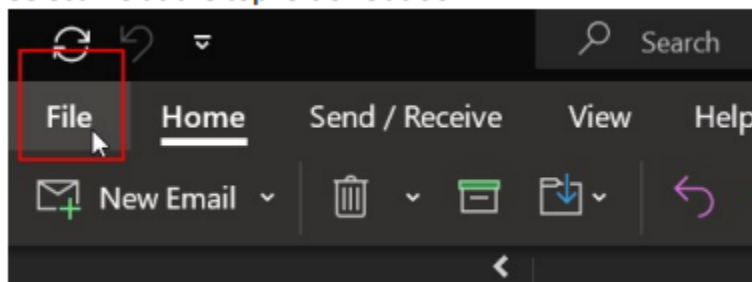4. Move the slider to set to 1 month, then click next.
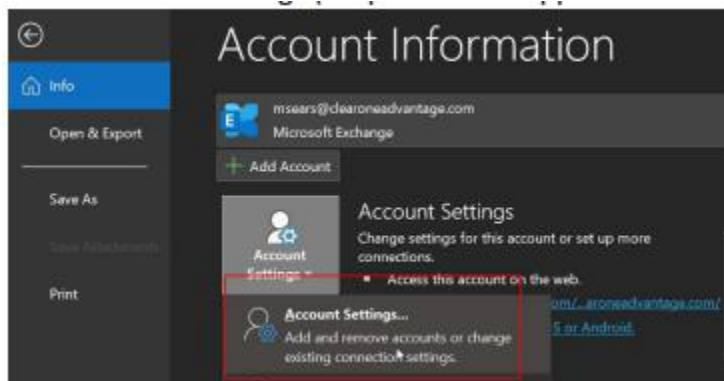
5. Restart Outlook

If the issue continues, follow the steps below to turn off cache exchange on your Outlook account.

1. Select file at the top left of Outlook

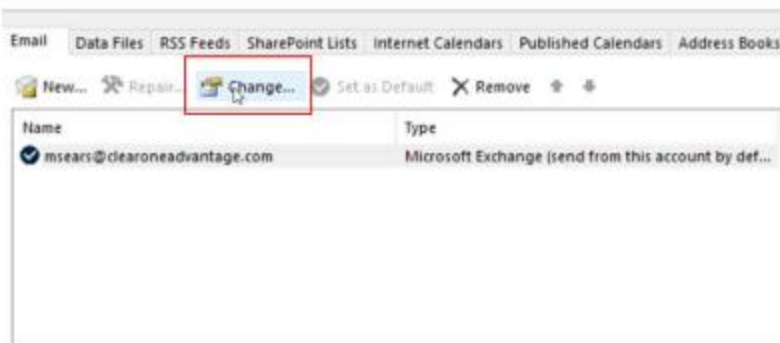2. Select account settings (drop down will appear once clicked)

3. Click the "change option"

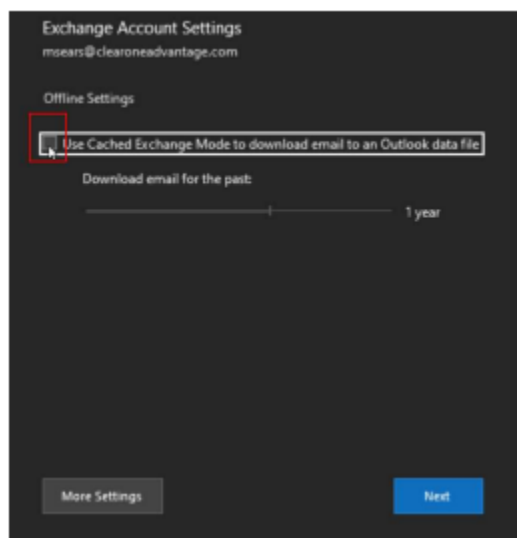4. Uncheck the user cache exchange mode box & select next

5. Restart Outlook