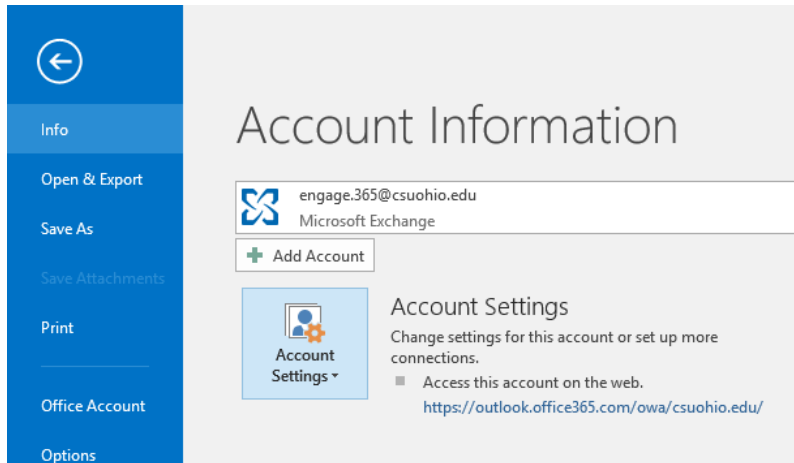


## Change Amount of Mail to Sync with Desktop Client

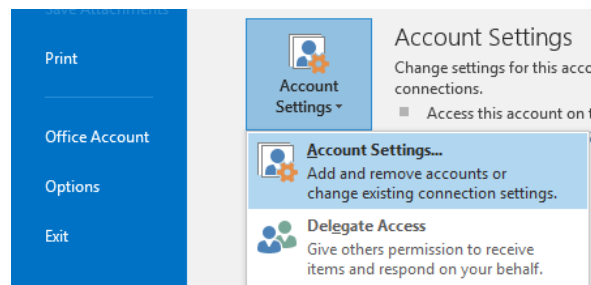
In Outlook, a person can control the amount of mail to sync with the desktop client. A person can sync as little as mail that is less than 1 month old up to all mail in the mailbox.

To adjust these settings to meet your individual needs, follow the steps listed below

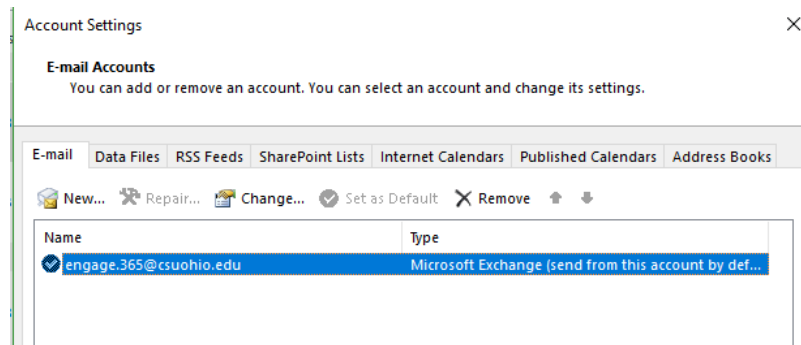
- 1) Sign into your client and select File and then locate “Account Settings”



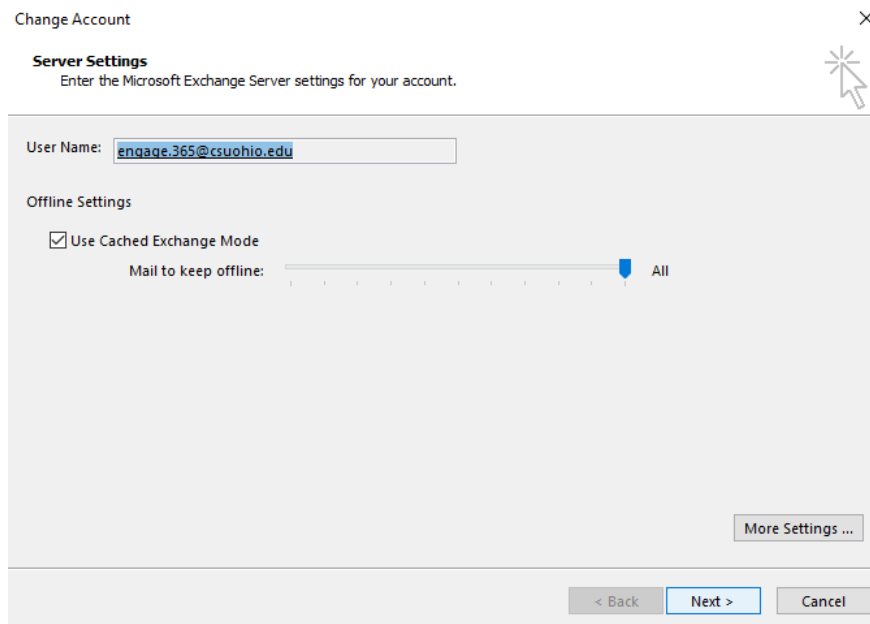
- 2) Select “Account Settings” – it will expand and another option by the name of “Account Settings” will appear. Select this second “Account Settings”



3) Select the tab titled "Email". You will see your account listed double click on it.



4) Under "Offline Settings" select "Use Cached Exchange Mode", if not already checked. Moving the scroll bar to the right or left, set the amount of mail to sync with the client. This option is based upon the age of the mail. Once you have it set – select the button at bottom titled "next" ( a pop-up will appear informing you that you must close and restart the client for these changes to take effect ). Another screen will appear with a button titled "Finished", select this.



Once completed, close your client and start it back up. All of your mail should now download.

Note: depending on the amount of mail in your account, this may take a few moments to download everything.