Office of Information Technology

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

11/7/14
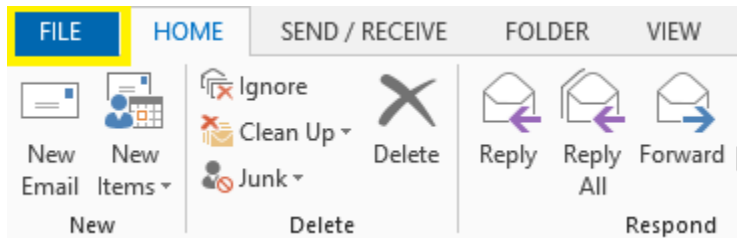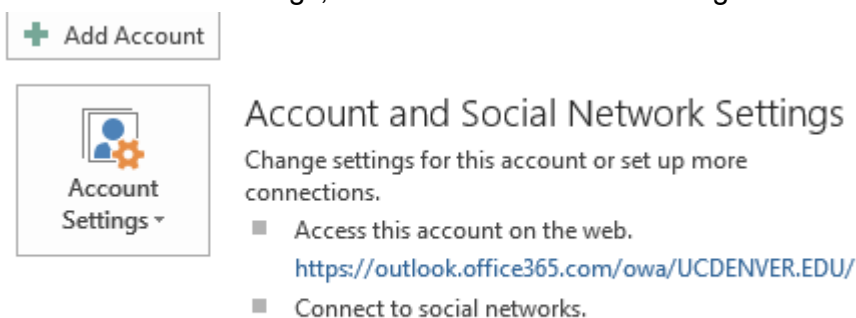Samson V.

1. Instructions

With the migration of our email to Office 365 the OIT Infrastructure team is enabling a policy that will automatically configure all Microsoft Outlook 2010/2013 clients in 'Cached Exchange Mode' to follow Microsoft's best practices. This will provide a much better experience when using the Outlook client.

If your Outlook client is already configured to use 'Cached Exchange Mode', this change will not impact you. You can adjust how much data is stored locally on your computer, by default cached mode will store up to one-year of email on your computer. In some cases this maybe too much depending on your device (tablets with small hard drives especially) and storage availability. To adjust this setting follow the steps below.

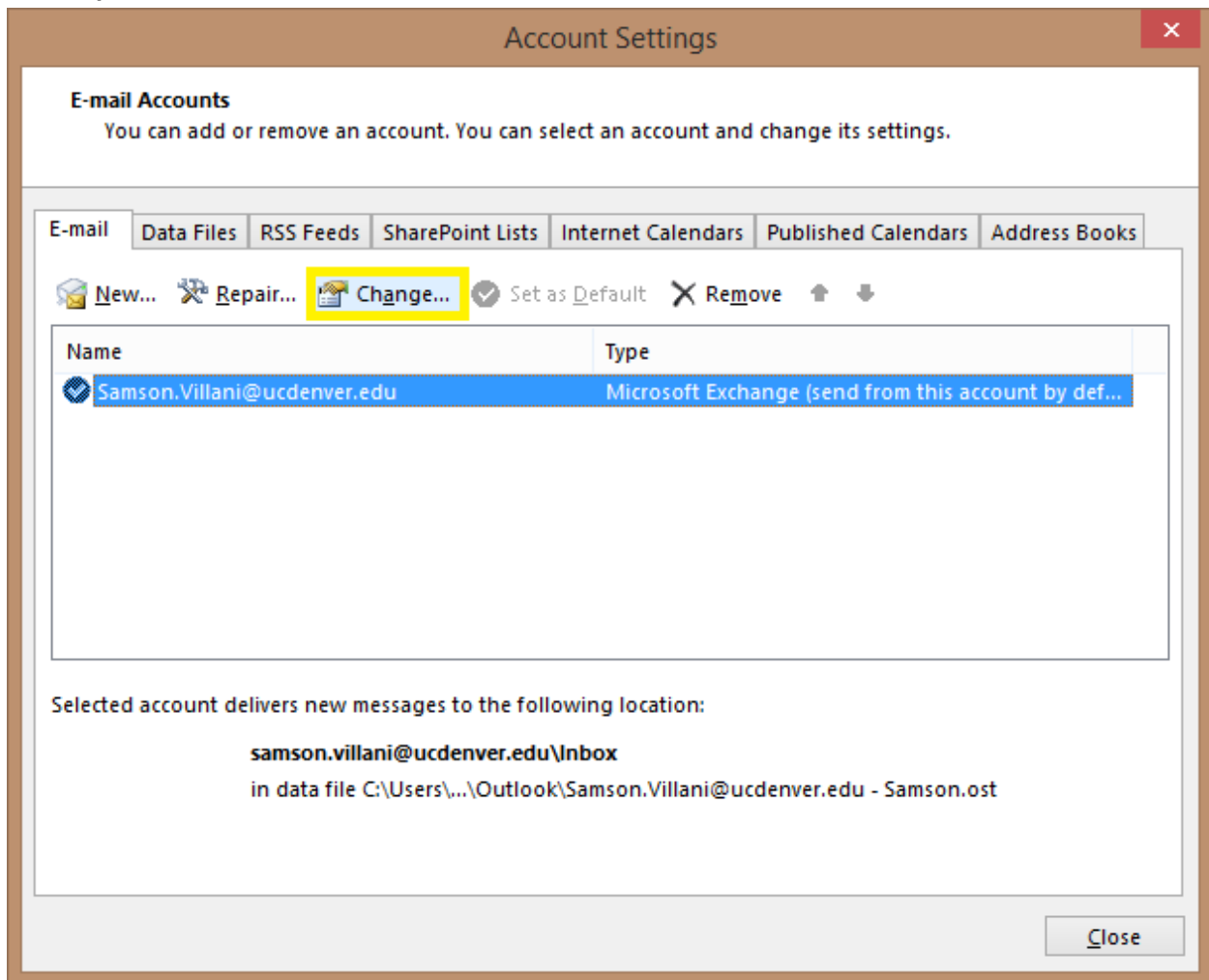**Step 1.**   Click the File tab

Step 2.   Click Account Settings, and then click Account Settings.

If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: http://4help.oit.ucdenver.edu

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Step 3. On the E-mail tab, click the Exchange account, and then click Change.

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

| E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books |

New... Repair... Change... Set as Default Remove ↑ ↓

Name	Type
Samson.Villani@ucdenver.edu	Microsoft Exchange (send from this account by def...

Selected account delivers new messages to the following location:

samson.villani@ucdenver.edu\Inbox

in data file C:\Users\...\Outlook\Samson.Villani@ucdenver.edu - Samson.ost

Close

Step 4. Under Microsoft Exchange server, select Use Cached Exchange Mode check box and use the slide to choose how much you would like to Outlook store.

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Step 5. Older emails will still be available when you need access to them, you can click on the box at the bottom of your current folder view that states 'There are more items in this folder on the server' to see your older emails.

Microsoft URL for configuring Cached Exchange Mode

http://office.microsoft.com/en-us/outlook-help/turn-on-or-off-cached-exchange-mode-HP010355560.aspx

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