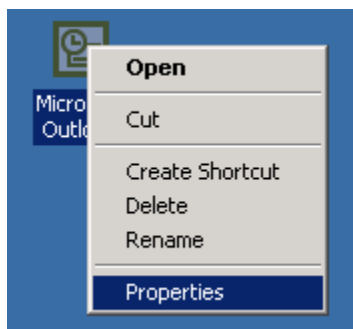
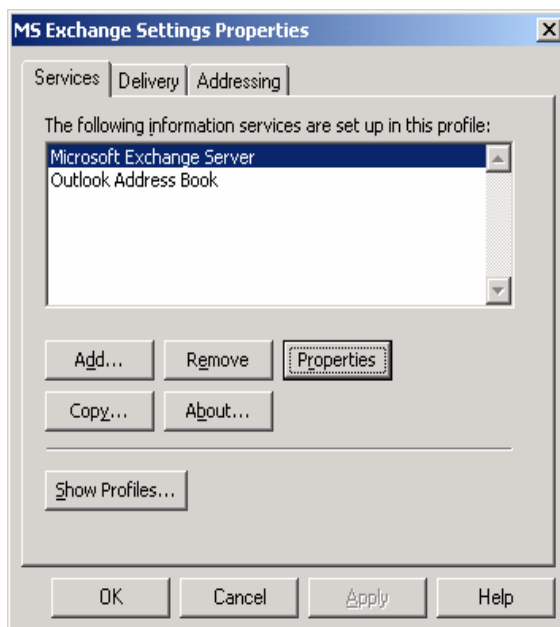


## Enabling Synchronize and Offline use within Outlook 2000.

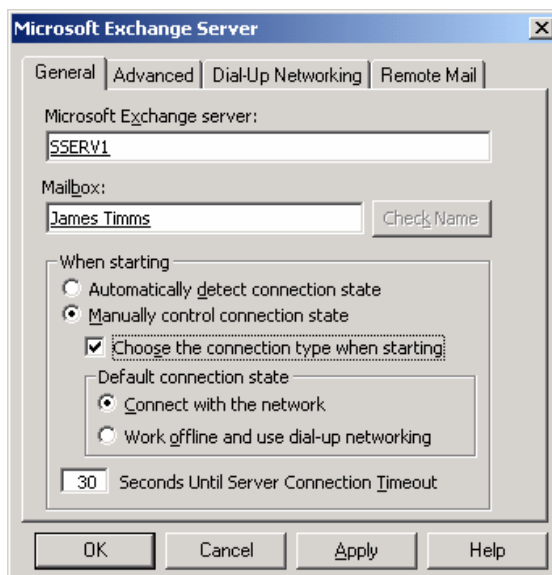
Right click on Microsoft Outlook desktop shortcut and select properties.



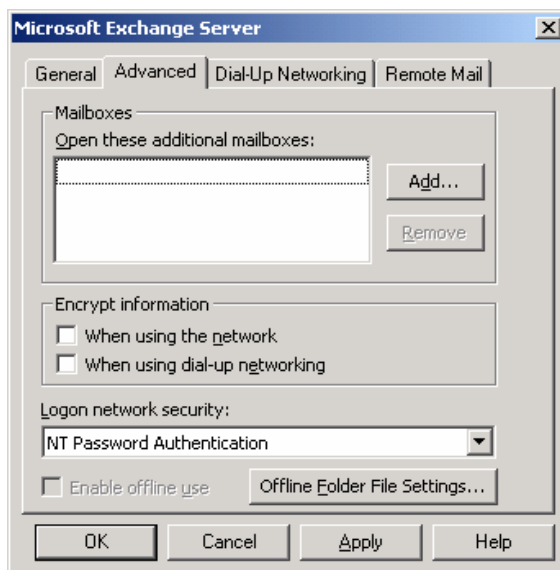
Then select the Microsoft exchange server and click properties



On the General tab ensure that, manually control connection state and choose the connection type are selected.



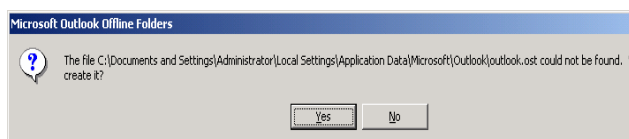
Now under advanced click offline folder file settings.



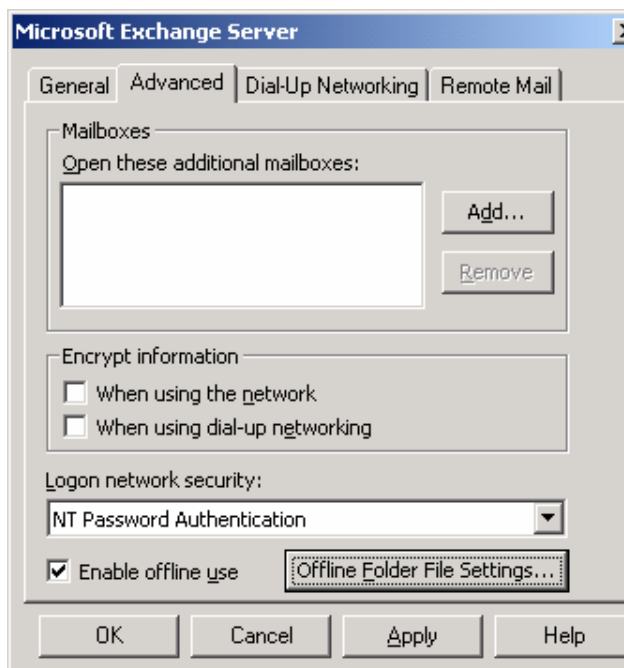
Leave the file location as default unless required otherwise. Then click ok.



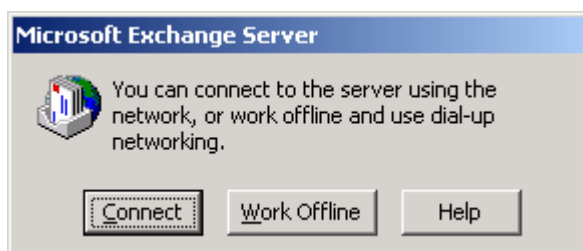
You are then prompted, would you like to create this file, answer yes. The OST file will now be created.



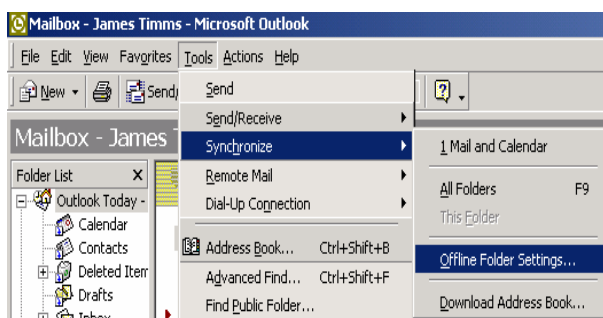
This will then return you to the advanced screen but enable offline use should then be ticked. Click OK. Then click OK again to exit exchange properties screen.



Now launch MS Outlook. You are now prompted to choose connect or work offline. Choose connect as we are currently on the network.

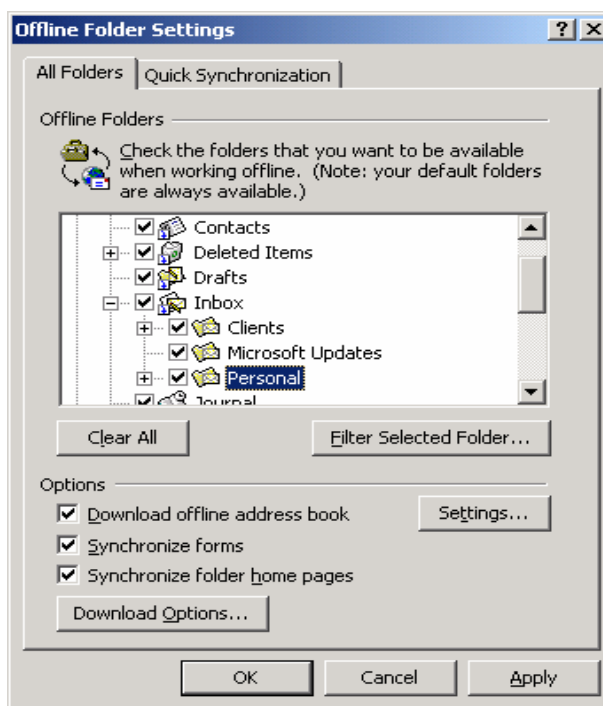


Select the tools menu, go to synchronize and across to offline folder settings.

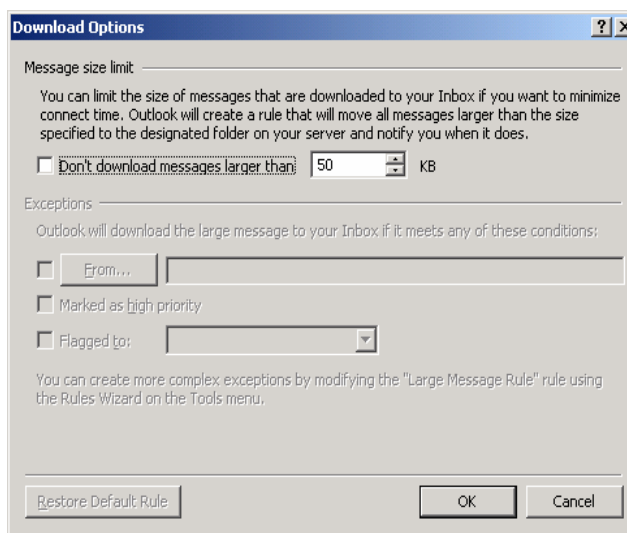


Now ensure that all folders that are required are ticked for synchronization. This can be done by expanding folders and clicking the empty box.

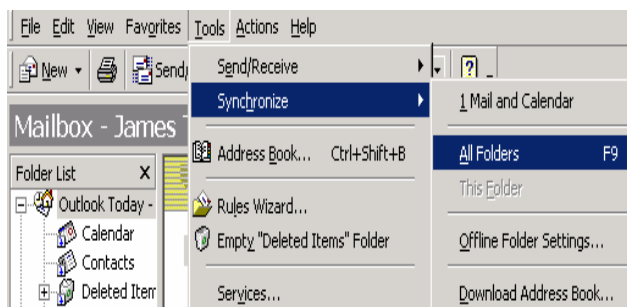
Ensure that all options are ticked.



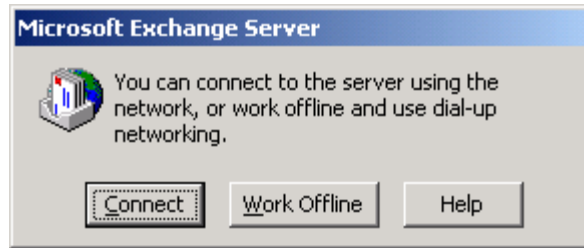
Click on download options and remove tick for don't download messages larger than 50kb. Click OK, OK and these are then applied.



Select tools Synchronize and then All folders. This will synchronize up the selected folders.



Now exit Outlook, then restart Outlook, this time selecting work offline and confirm that mail is present.



Synchronization can be run while offline by pressing “F9” or scrolling to the tools, synchronization and selecting “all folders”. Offline usage of Outlook is now possible, when connected on the LAN use Connect when starting Outlook, at other locations use Work Offline and synchronize when a connection is made Via VPN/Internet.