

Enabling or Disabling Cached Exchange Mode in Microsoft Outlook

The decision to use or not to use Cached Exchange Mode is left to the end user. It is only the end user who can best determine whether the performance improvement gained by using cached exchange mode justifies the non-real-time updates to the Global Address Book.

To check which mode is being used, or to change the mode, one must first access the Exchange Server Options screen within MS Outlook.

From within MS Outlook, access the Exchange Server Options page using the following steps.

1. Click “Tools”, then click “Options “

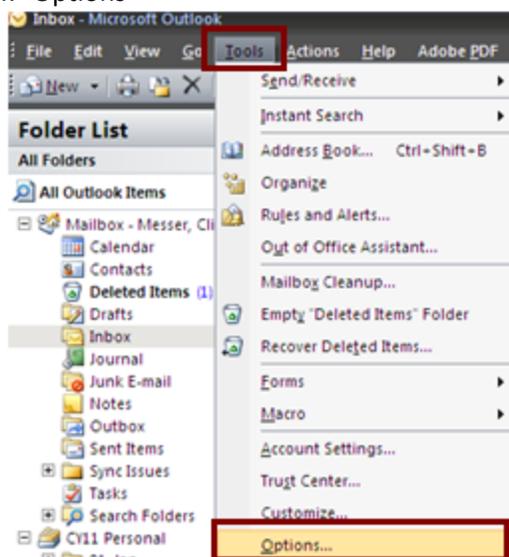


Figure 1 - Accessing MS Exchange Server Options

This will display the Account Settings for Microsoft Outlook 2007

2. Click the “Mail Setup” tab, highlighted in Figure 2 on the following page.

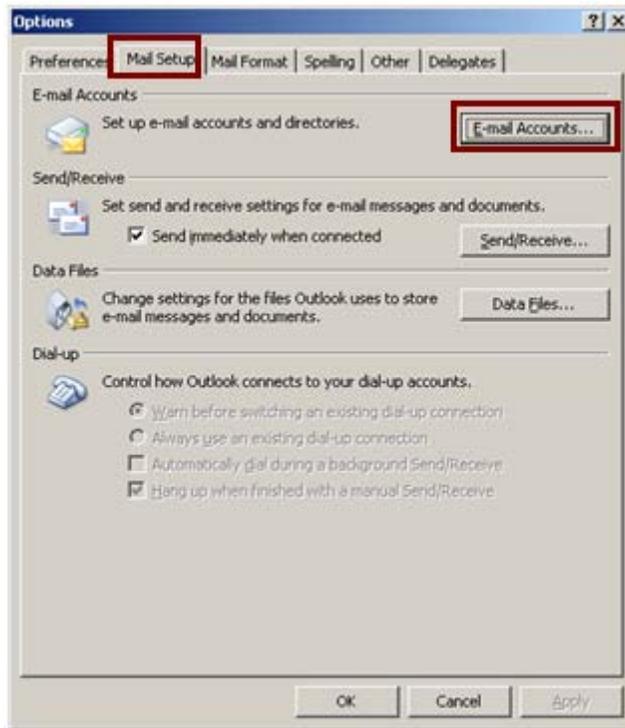


Figure 2 -- Microsoft Exchange Mail Setup Tab

3. Click the “Email Accounts...” button, highlighted in Figure 2, above.

The “Accounts Settings” Dialog box will be displayed as shown in Figure 3, below.

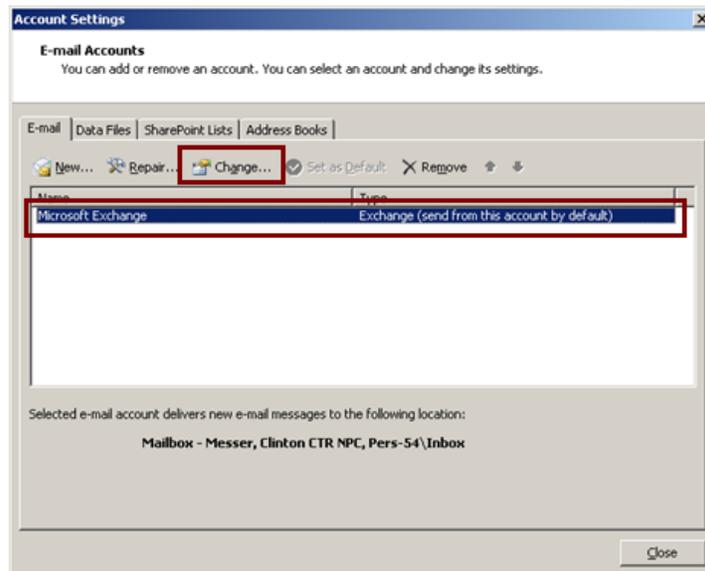


Figure 3 - Account Settings

4. Click the entry “Microsoft Exchange” to highlight the entry.
5. Click “Change”.

This will bring up the “Change E-mail Account” dialog box that lists your MS Exchange Server information, your username (blocked out, below), and a checkbox that enables or disabled Cached Exchange Mode.

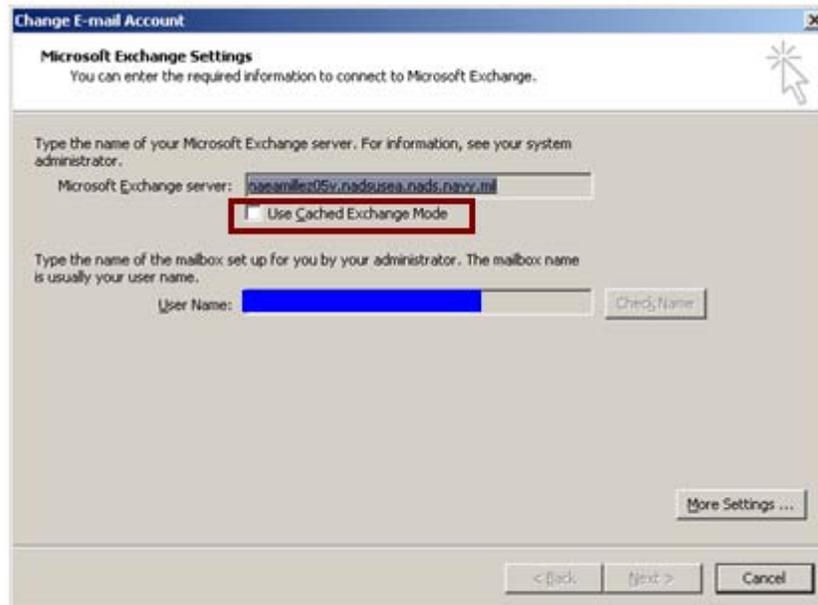


Figure 4 - Change E-mail Account

Cached Exchange Mode On/Off Explanation

Cached Exchange Mode ON – If using cached exchange mode, a copy of the Global Address Book is copied to your local computer. Having the Global Address Book located on your local computer makes the process of looking up someone’s name in the Global Address Book much faster because the information is stored on the local computer.

Caveat – Updates made to the Global Address Book on the Exchange Server are not immediately available to the “copy” of the GAL on your local computer.

If someone new transfers to the command, you may not be able to find them in the GAL until you reboot your computer and re-open MS Outlook.

Cached Exchange Mode OFF – If **not** using cached exchange mode, every time you access the Global Address Book, it queries the Microsoft Exchange Server to find the address book information you’re seeking. This impacts performance. All updates are immediately available, however.