The Cache Mail Option

The Cache Mail Option provides the client with the ability to open the OUTLOOK system without the requirement of the Exchange Servers to be online.

This allows the client to open their current inbox, create messages, and attached files as usual if the Exchange server's is not online.

The message created and sent will go to the clients 'outbox' and remain there until the Exchange servers goes online.

The method to turn on Mail Cache is as follows:

Click Start on the Windows toolbar.
Click Settings on the menu
Click Control Panel option.
Click on the Mail Icon.
The Mail setup screen appears.
Click the E-Mail Accounts Button.
The E-Mail Accounts screen is displayed.
Click the Option 'View or change existing e-mail accounts.'
Click Next
Highlight the Microsoft Exchange Server item.
Click the Change menu button.
At this point the system is showing you the server you are presently connected.

Click the Box ‘Use Cached Exchange Mode’

Click Next

You have turned the Mail Cache Option.

The next screens are used to exit the procedure properly.

Click Finish

Click Close

Close the Control Panel Window as normal.