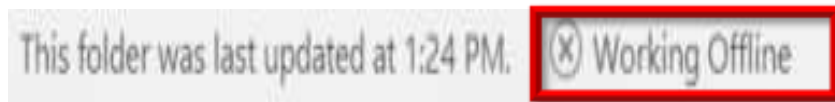


How to Fix Outlook from Offline Mode

1. If you open Outlook and you see a red X on the Outlook icon on the taskbar and you see “Working Offline” status, this indicates that Outlook is not sending or receiving emails.



and



2. Click the Send/Receive tab on the top of the Outlook menu bar.



3. On the Send/Receive tab the Work Offline button will be grayed out. Click the Work Offline button.



4. Once you click on the Work Offline button, the status on the taskbar will go back to “Connected to? Microsoft Exchange” and the red X will no longer be on the Outlook taskbar icon.

All folders are up to date. Connected to: Microsoft Exchange

