

# Turning Off Offline-Synchronization, Microsoft Outlook Full Client

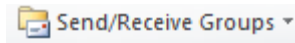
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1. Open the Microsoft Outlook

2. Click on Send/Receive Tab,

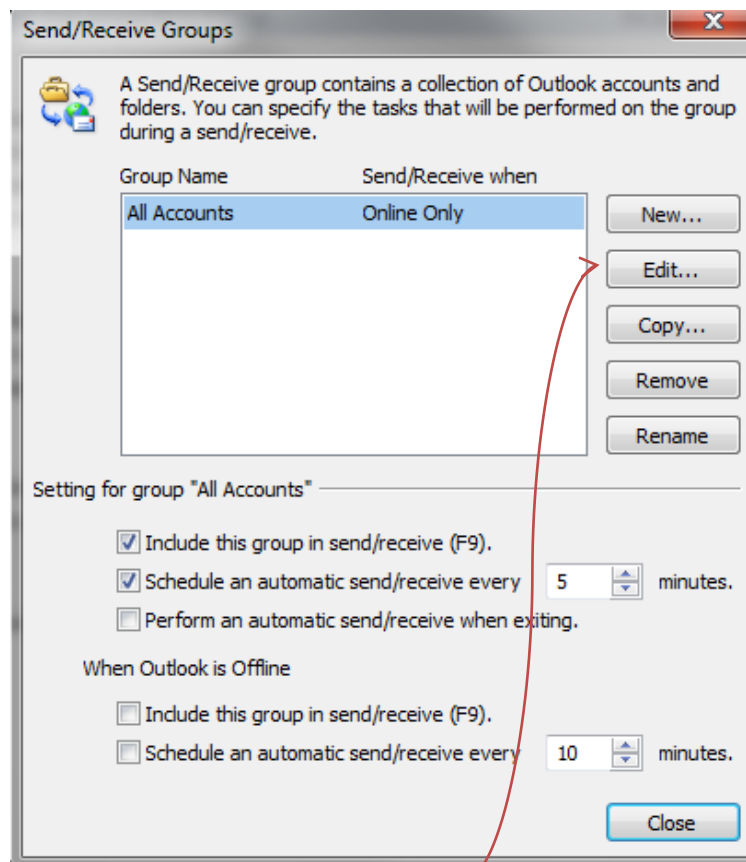


3. Click on Send/Receive Groups,



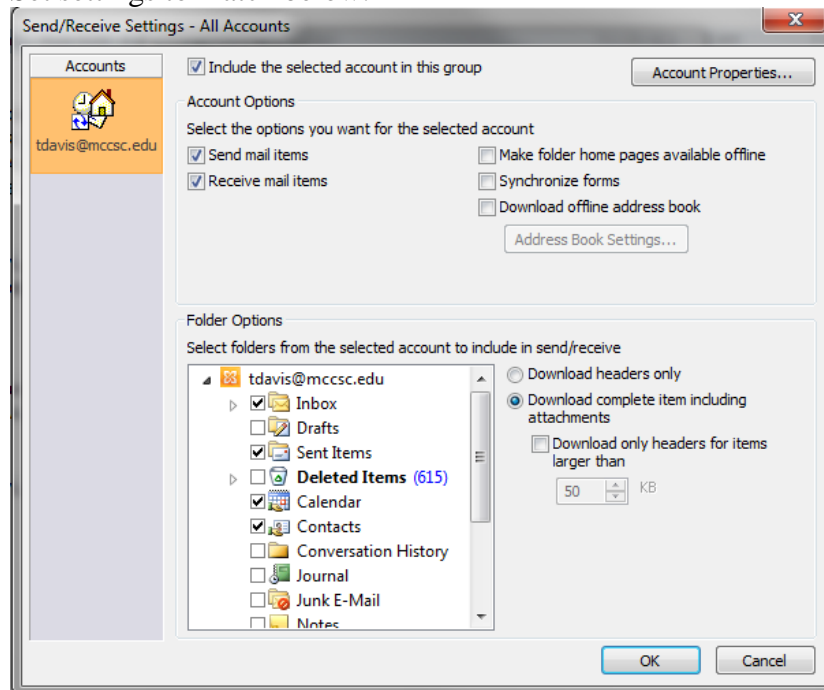
4. Select Define, Send/Receive Groups

5. Set Settings to Match This:



6. Click the Edit beside Group Name

7. Set settings to match below:



8. Click OK
9. Click Close