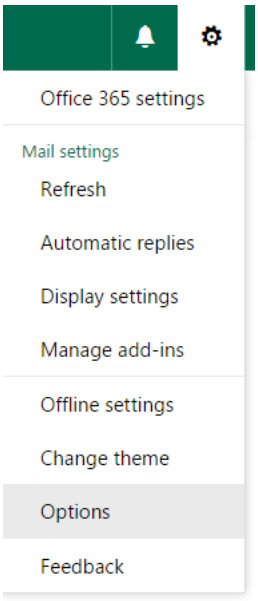
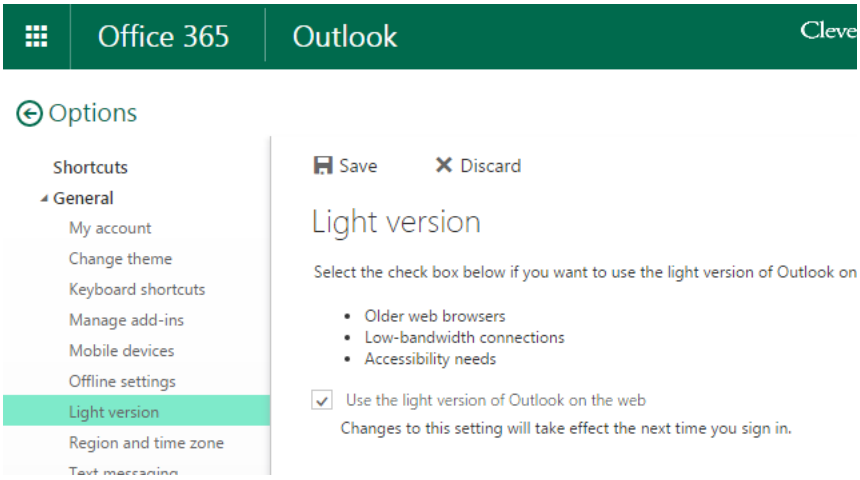
Enable / Disable Light Version

Enable Light Version

1) Select the “Settings” option (gear icon upper right corner) and then “Options”



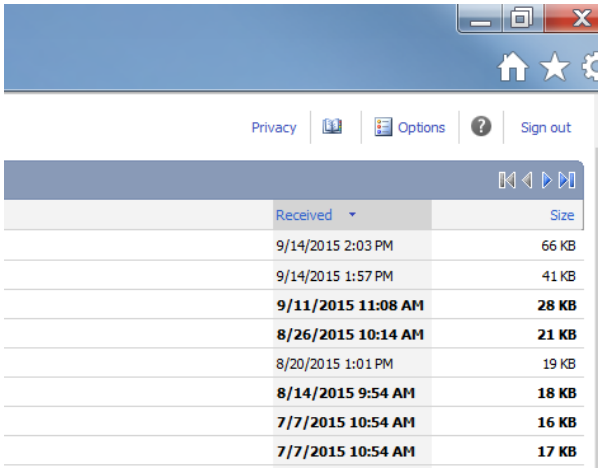
2) Expand “General” and then select “Light version”; Select “Use the light version of Outlook on the web” and select “Save”



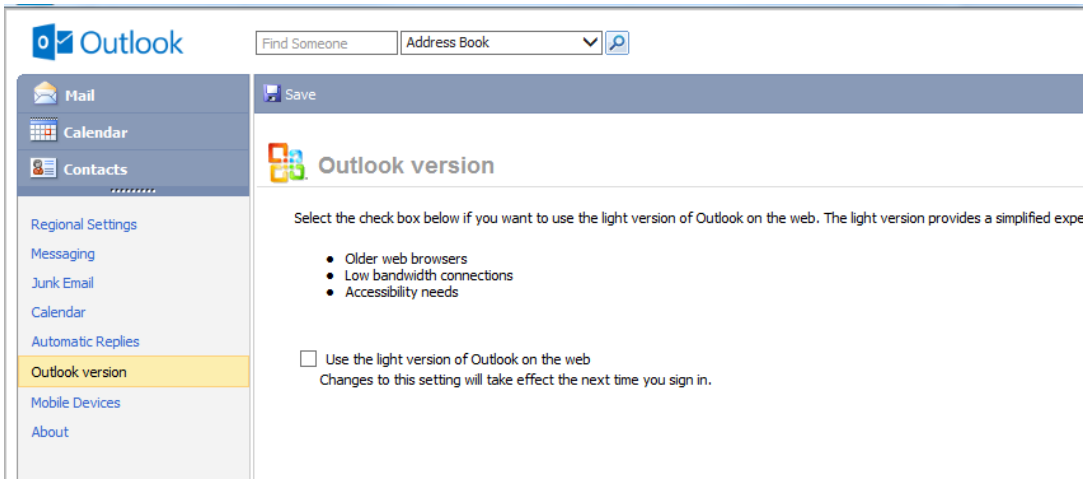
3) Sign out of the engage365 account and sign back in to complete the process. This may take a moments to process.

Disable Light Version

1) Select “Options”



2) Select “Outlook version” and deselect “Use the light version of Outlook on the web”. Select “Save”



3) Sign out of the engage365 account and sign back in to complete the process. This may take a moments to process.