

Enable / Disable Light Version

1) Sign into the engage365 account via a supported browser; select the "Settings" option (gear icon upper right corner) and then the "Mail" option

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Settings			×
Search all settings			Q
Automatic replies Create an automatic rep message.	ly (Out of	office)	
Display settings Choose how your Inbox	should be	organiz	ed.
Offline settings Use this computer when to a network.	you're no	t connec	ted
Manage add-ins Turn add-ins on or off, ir uninstall others.	nstall new	ones, or	
Theme Default theme			~
Notifications On			~
My app settings Office 365 Mail Calendar People			



- 2) On the left, under "General", select "Light version";
 - a. to enable the light version, select (check) "Use the light version of Outlook " and select "Save"
 - b. to disable the light version, de-select (uncheck) "Use the light version" and select "Save"

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1	My account	Light version Select the check box below if you want to use the light version of Outlook. The li who have: Older web browsers Low-bandwidth connections Accessibility needs Use the light version of Outlook Changes to this setting will take effect the next time you sign in.		
(Change theme			
I	Distribution groups			
1	Keyboard shortcuts			
1	Manage add-ins			
1	Mobile devices			
(Offline settings			
1	Light version			
I	Region and time zone			
1	Text messaging			

3) Sign out of the engage365 account and sign back in, note: this process may take a few moments to activate / deactivate.