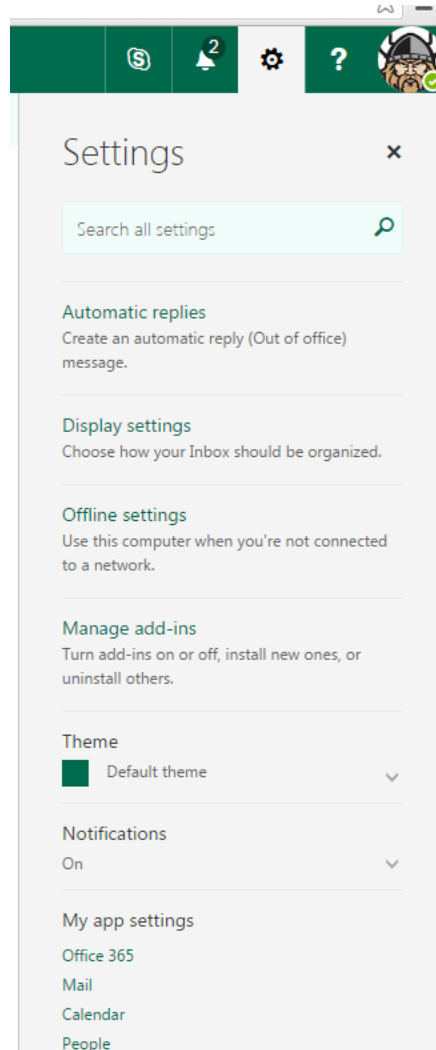




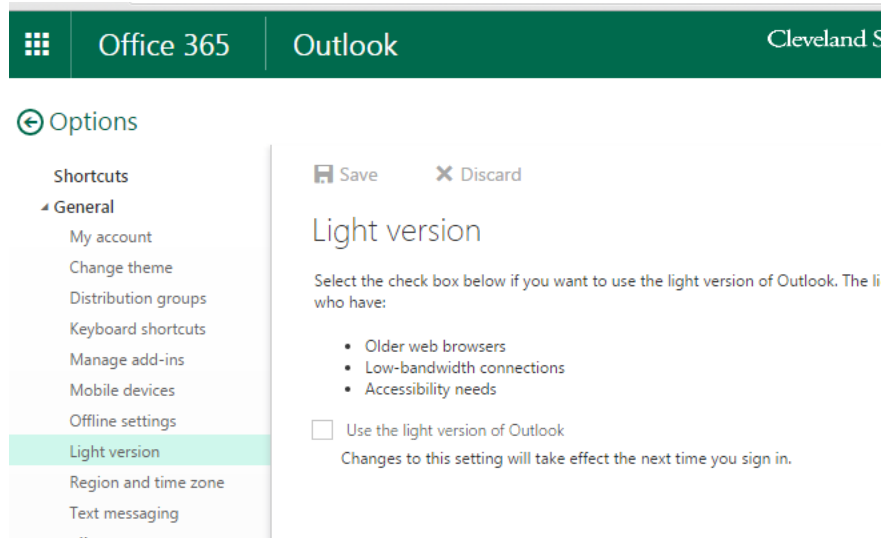
Enable / Disable Light Version

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





- 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”



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