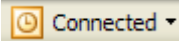
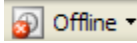
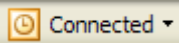
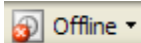

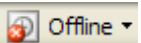


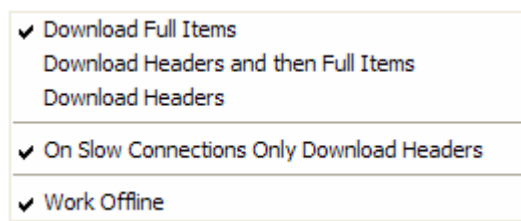
## The IT Geek's “Tip of the Week”

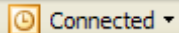
### Delays Sending and Receiving Email Messages in Outlook

Occasionally, the IT Department receives inquiries regarding delays people experience when they are sending or receiving messages with Outlook. These delays may occur after Outlook has temporarily been unable to communicate with the Exchange server.

If you are experiencing a noticeable delay when sending or receiving email, check to insure that Outlook is operating in the “Connected” mode. Here’s how:

1. Locate the Connected/Offline status indicator in the lower-right hand corner of the Outlook window. It will either appear as either  or .
2. The desired status is “Connected” . If this is the case, no further action is required on your part.
3. However, if the status is “Offline” , please perform the following steps.
  - a. Click on the small triangle  located immediately to the right of the word “Offline” in the status indicator . A pop-up menu similar to the one below will be displayed.



- b. Select the “**Work Offline**” option to remove the checkmark.
- c. After a couple of seconds, the status indicator will change to “Connected” .