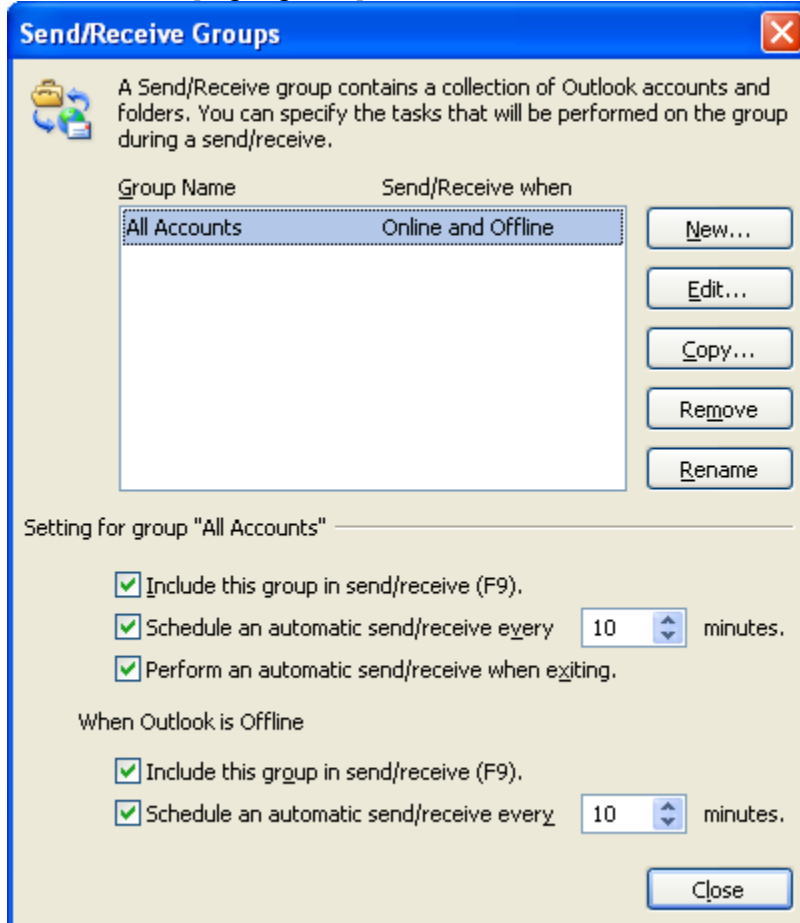


Step 6: Set Send/Receive Group Settings

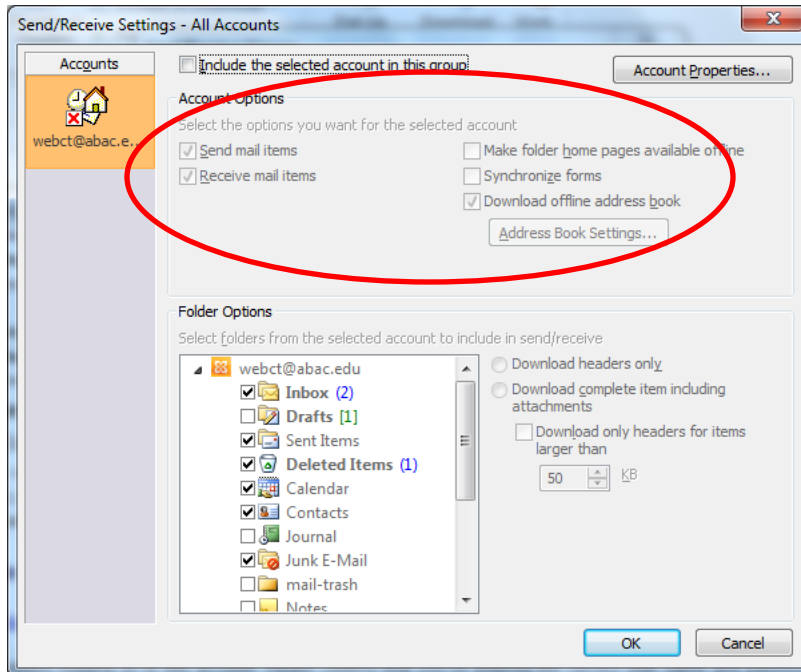
Outlook 2010

1. Send/Receive [tab\ribbon]
2. Send/Receive Groups [icon/button]
3. Define Send/Receive Groups [pull-down]
4. All Accounts [highlighted]



5. Note: If you wish to set the frequency of Send/Receive, you can change the setting here.
 - a. Schedule an automatic send/receive every xx minutes.
6. Edit [button]

7. If checked boxes are grayed out, as in the example below, left click one time to place a check in the first, top box, "Include the selected account in this group"



8. In the Folder Options
- Ensure that all folders are checked (to sync to Outlook.com/OWA)
 - For folders with a [+] beside them, click the [+] to expand
 - Check all folders
9. OK [button]

