


## How to Change to using the light version of Outlook Web Application

Login to Outlook at <http://outlook.office.com>

Click on the  in the top right hand corner of your webmail web page.

Click on **Mail** under **Your App settings** on the bottom right of webpage, under **Settings**

Now click on General user Option on the left hand side of the webmail web page.

Click on Light version under General.

Tick the option Use the light version of Outlook and then click Save:

 Save     Discard

### Light version

Select the checkbox below if you want to use the light version of Outlook. The light version provides a simplified experience for users who have:

- Older web browsers
- Low-bandwidth connections
- Accessibility needs

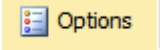
Use the light version of Outlook

Changes to this setting will take effect the next time you sign in.

Sign out of your webmail

Re-login via <http://outlook.office.com>

### Changing back to the full version of Outlook webmail

If you Need to change back you need to click on  on the top right within the light version of Outlook webmail.

Then Choose Outlook version, untick Use the light version and Click Save.

Log out and then re-login.