Content Manager Guidance Outlook Settings

In order to file emails from Outlook to Content Manager, some users may need to manually update their Outlook setting. Many King County email accounts are set up with the default setting that only displays the most recent 12 months of emails, requiring the user to click a link in Outlook to display any older emails. These users must change their Outlook setting to display all emails in their account.



 Open Outlook and click File
 Click Account Settings and then Account Settings
3. Click Change under the Email tab
4. Drag the bar all the way to the right until it says All
5. Click Next
6. Click Done
7. Close and reopen Outlook
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Exchange Account Settings Ryan.Wadleigh@kingcounty.gov
Offline Settings
Use Cached Exchange Mode to download email to an Outlook data f
Download email for the past:
All
5
More Settings



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