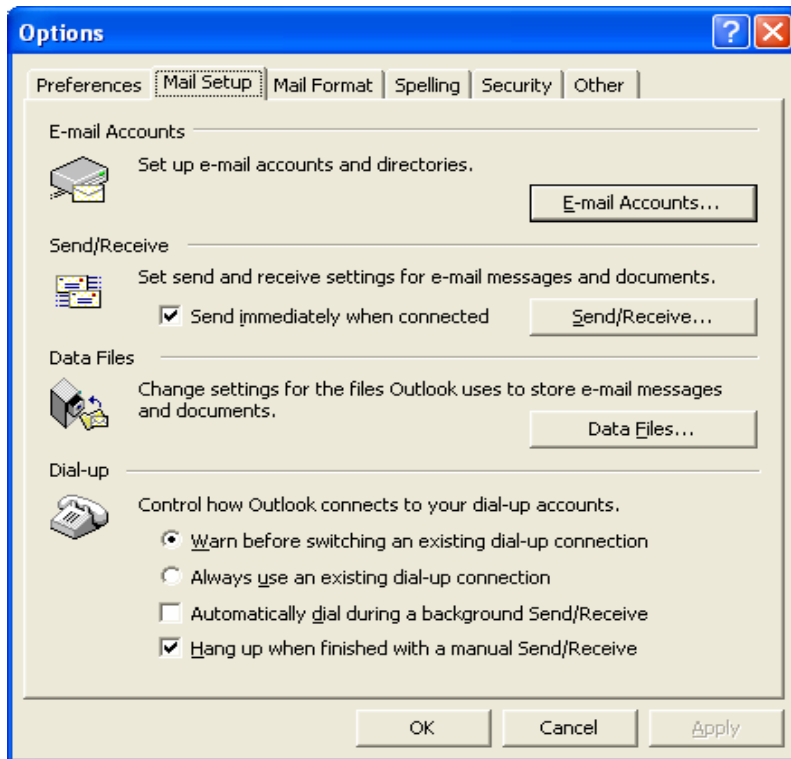
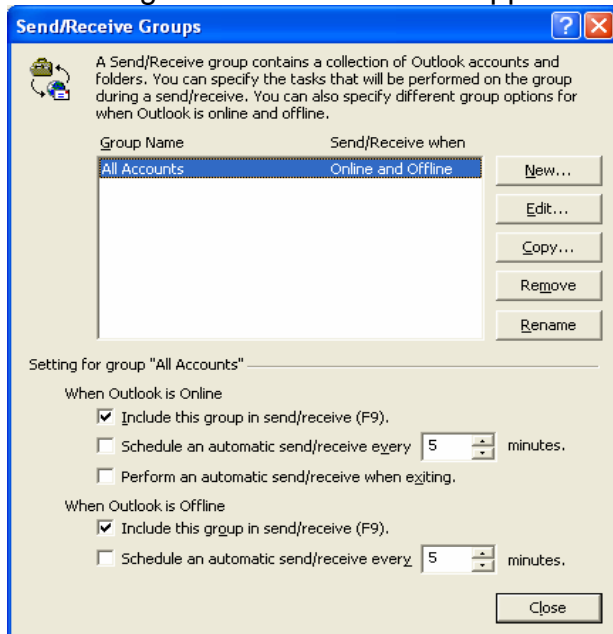


To disable automatic Send/Receive in MS Outlook. Revised 2/15/07.

In MS Outlook, click on **Tools** and then **options** and the following dialog window will appear. Click **Send/Receive** button to continue.



The dialog window on below will appear



Under the setting for group "All Accounts" when Outlook is Online, set your preferences accordingly and then click **Close** and then **OK** on the options dialog window to go back. Note the boxes checked. Follow the example.