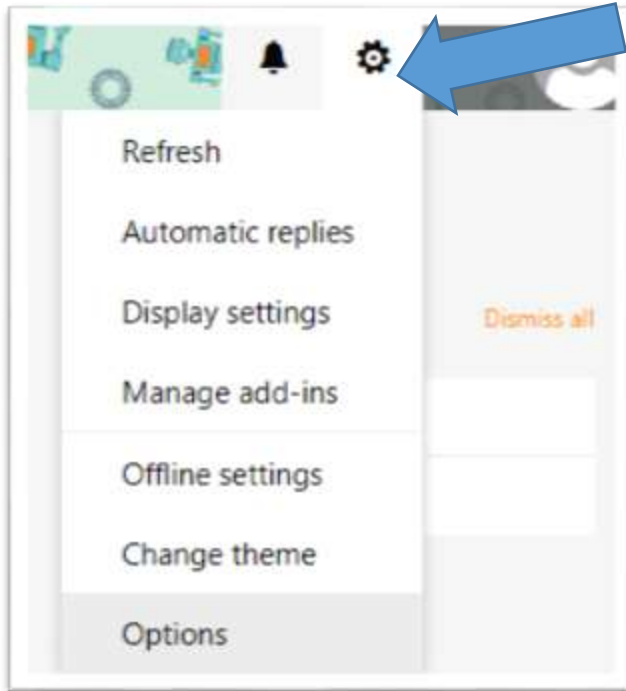


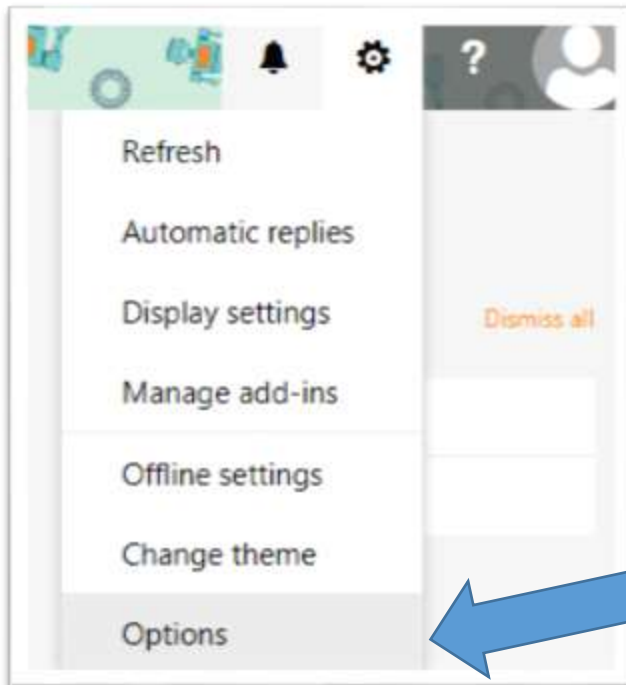
## EXCHANGE RULES NOT APPEARING – OFFICE 2016

If you cannot see the rules, first make sure you are not in Light Access when you log on. If you cannot see the rules, go to Options, General Settings, and Uncheck blind and low vision experience.

1. If you cannot see the rules, go to Options.

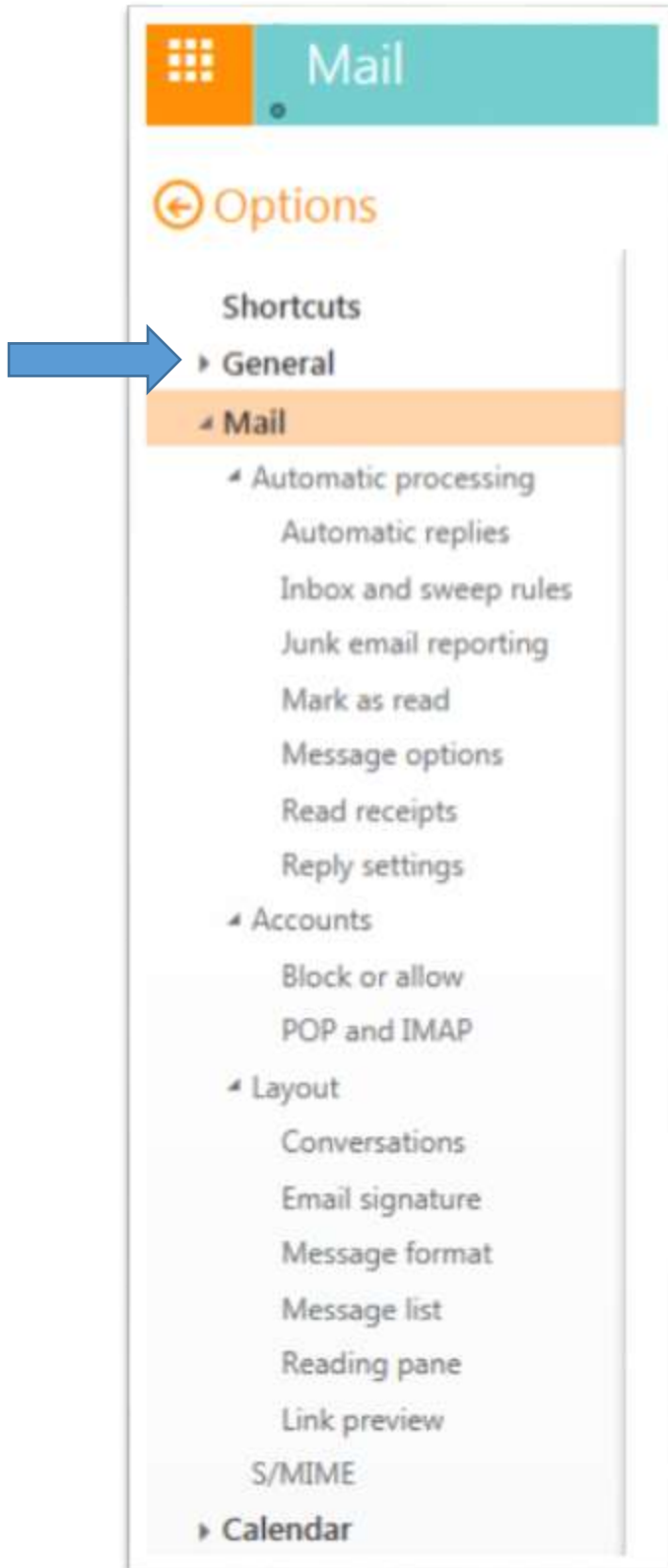


2. Select Options



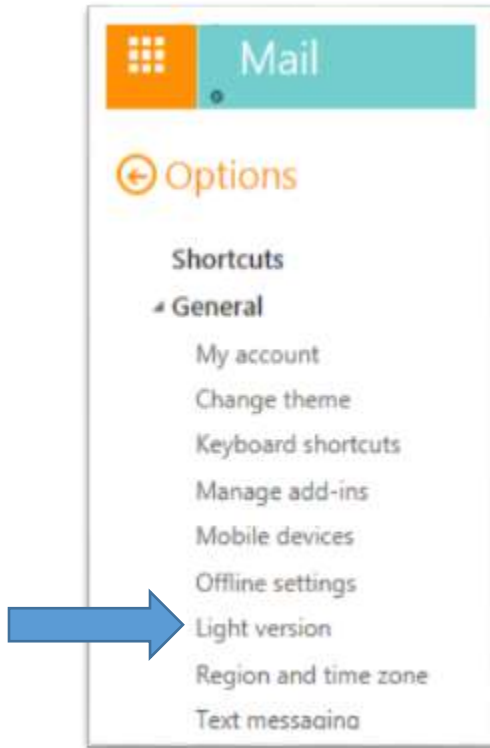
## EXCHANGE RULES NOT APPEARING – OFFICE 2016

3. Under the Options that appear on the left part of the screen, click on the left arrow icon next to General.



## EXCHANGE RULES NOT APPEARING – OFFICE 2016

- Under the General Options, select Light Version.



- Uncheck the box next to Use the light version of Outlook.



- Click the Save button above the Light Version heading.

