

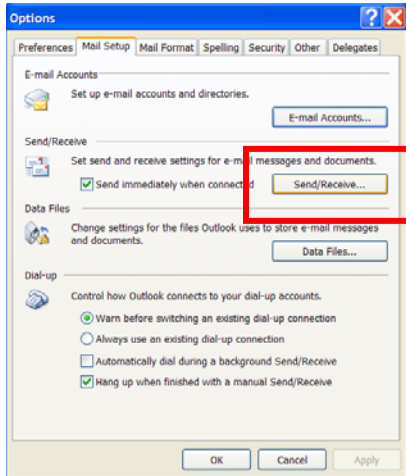
## To Set Up How Frequently Outlook will check for new messages

Click on **Tools**

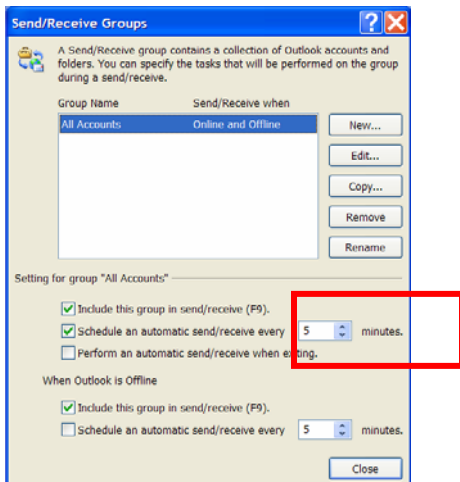
From the list, click on **Options**

Click on the **Mail Set-Up** tab

Make sure the box beside “Send immediately when connected” is selected.



Click on the **Send-Receive** button



Make sure the box beside “Schedule an automatic send/receive every” is selected and

Scroll to set how frequently.

Click **Close**