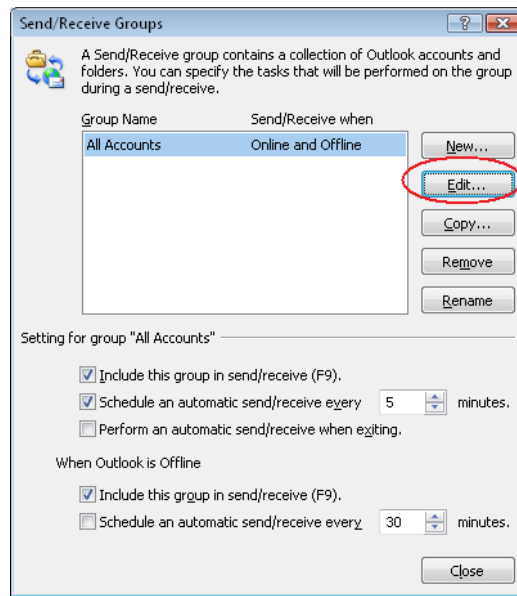


How to download only Header of emails in Outlook

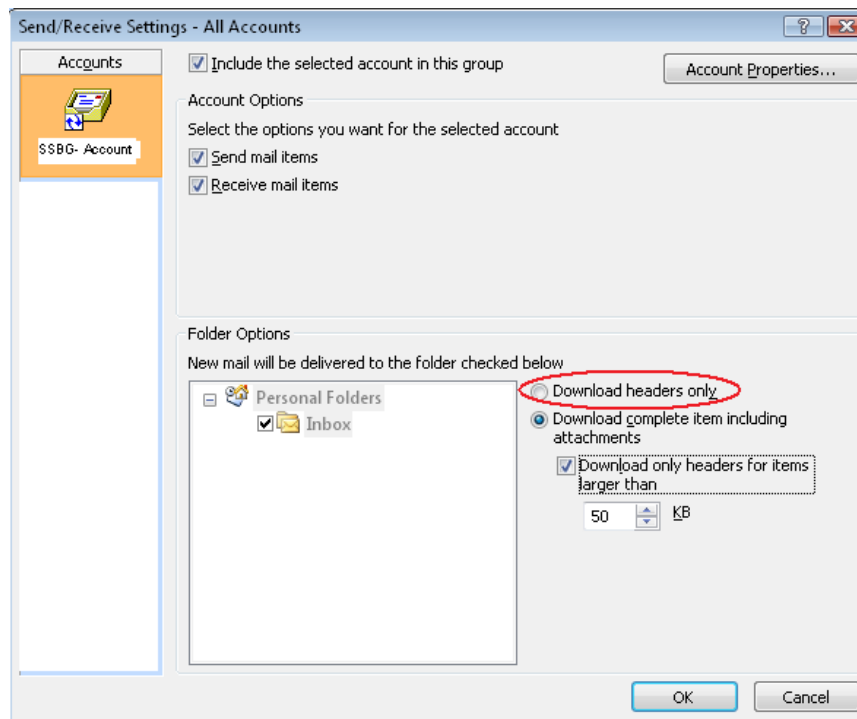
When a user is outside China or has poor internet connection at the location of use, it helps downloading only the header of the emails and then download the full content of only the emails needed to view.

Steps to configure this are:

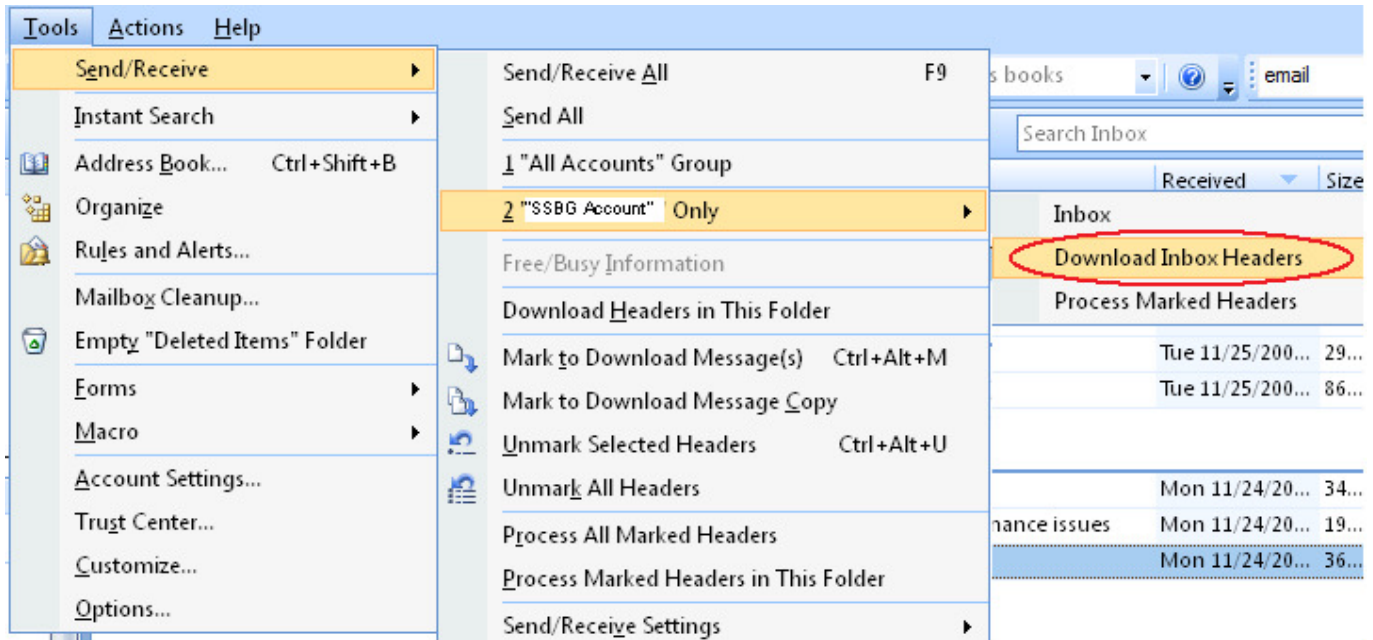
- 1) Go to tools -> Options -> Mail Setup -> Send/Receive. Click Edit.



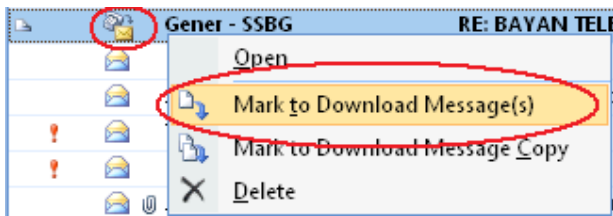
- 2) Choose the email account and choose "Download headers only"



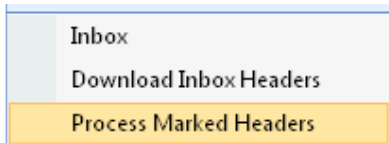
- Alternatively (instead of #1 & #2), you can also go to Tools -> Send/Receive -> choose your account & click "Download Inbox Headers". You need to do this each time you want to receive emails.



- Then check the emails and right click the ones that you need to read. Click "Mark to download message(s)"



- Go to Tools -> Send/Receive -> choose your account & click "Process Marked Headers"



- When you reach in a location with a better connection, then you select all emails and repeat #4 & #5. This will download the contents of the remaining emails.