

# My Helpdesk

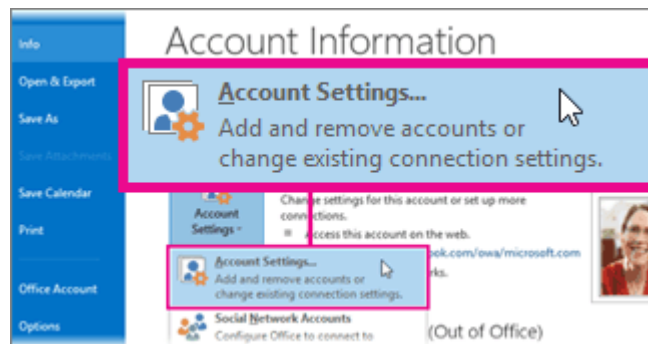
Knowledgebase > Microsoft Office > Outlook > Modificați cât din corespondență să păstrați offline

## Modificați cât din corespondență să păstrați offline

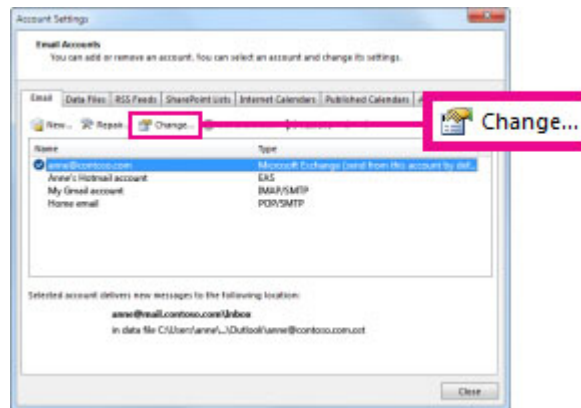
Laurentiu - 2024-03-12 - Comments (0) - Outlook

Change how much mail to keep offline

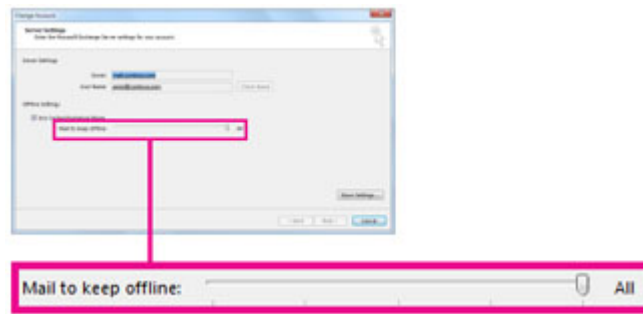
1. Click **File > Account Settings > Account Settings**.



- 2.
3. Select an Exchange or Microsoft 365 account, and then click **Change**.



- 4.
5. Under **Offline Settings**, move the slider to the desired amount of time, such as **All**, **12 months**, **6 months**, **3 months**, or **1 month**. Note: If you're using Outlook 2016, you can also select an amount of time as short as **3 days**.



For example, if you move the slider to **3 months**, only mail from the past three months will be synchronized to your Offline Outlook Data (.ost) file from the Exchange server. Items older than 3 months reside only in your mailbox on the server. You can change this setting at any time.

[Cached Exchange Mode](#), which downloads a copy of your messages, must be turned on.

If you're using Outlook with an Microsoft 365 account, we recommend you use Cached Exchange Mode.