

Instructions for Outlook Web: Light Version

Details of the Outlook Web Light version.

The Outlook Web light version is a version of the Web App with fewer features than the regular version.

You are given the option to sign into the light version upon sign in.

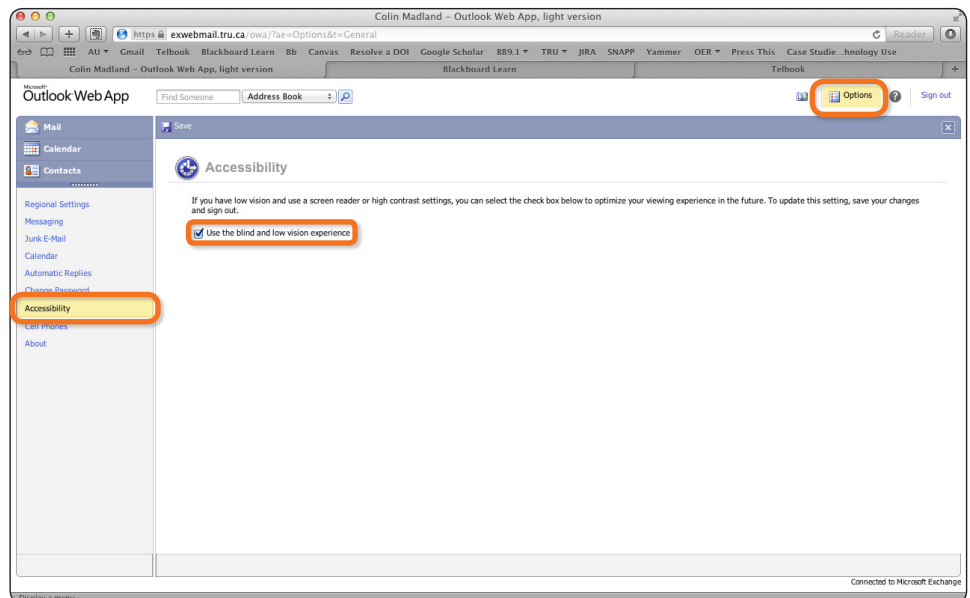
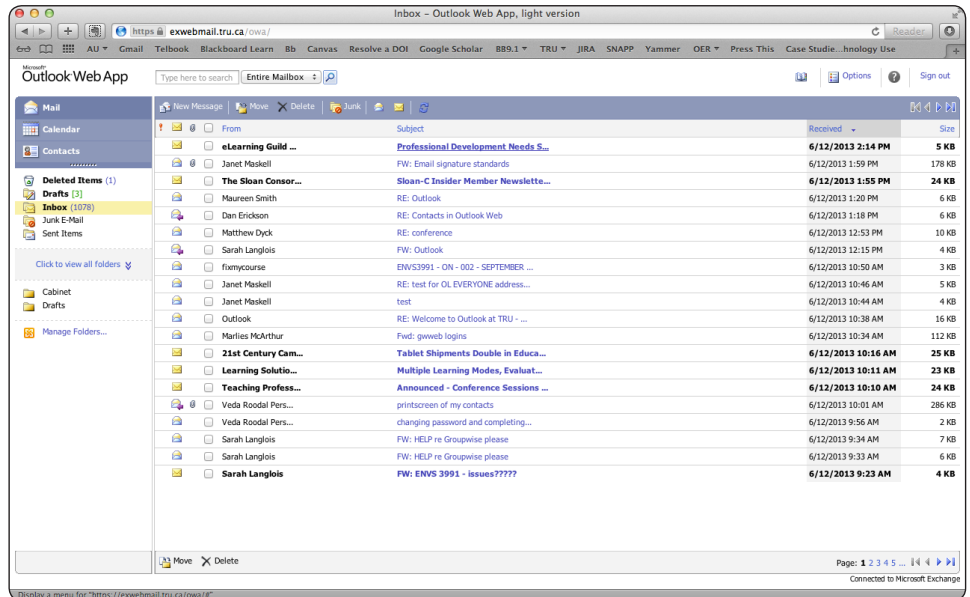
The light version is the default version for those who choose to use the 'Blind or low vision 'experience' in Outlook Web.

The light version does not support the following features:

- spell check
- full folder list

Moving from the Light to the Regular Version

1. To turn off the blind and low vision experience, click 'Options', then 'Accessibility'.
Deselect the checkbox beside "Use the blind and low vision experience".
Click 'Save'.
2. Sign out of Outlook Web and when you sign back in again, make sure you do not choose the light version.



If you have questions, please contact ITServiceDesk@tru.ca.