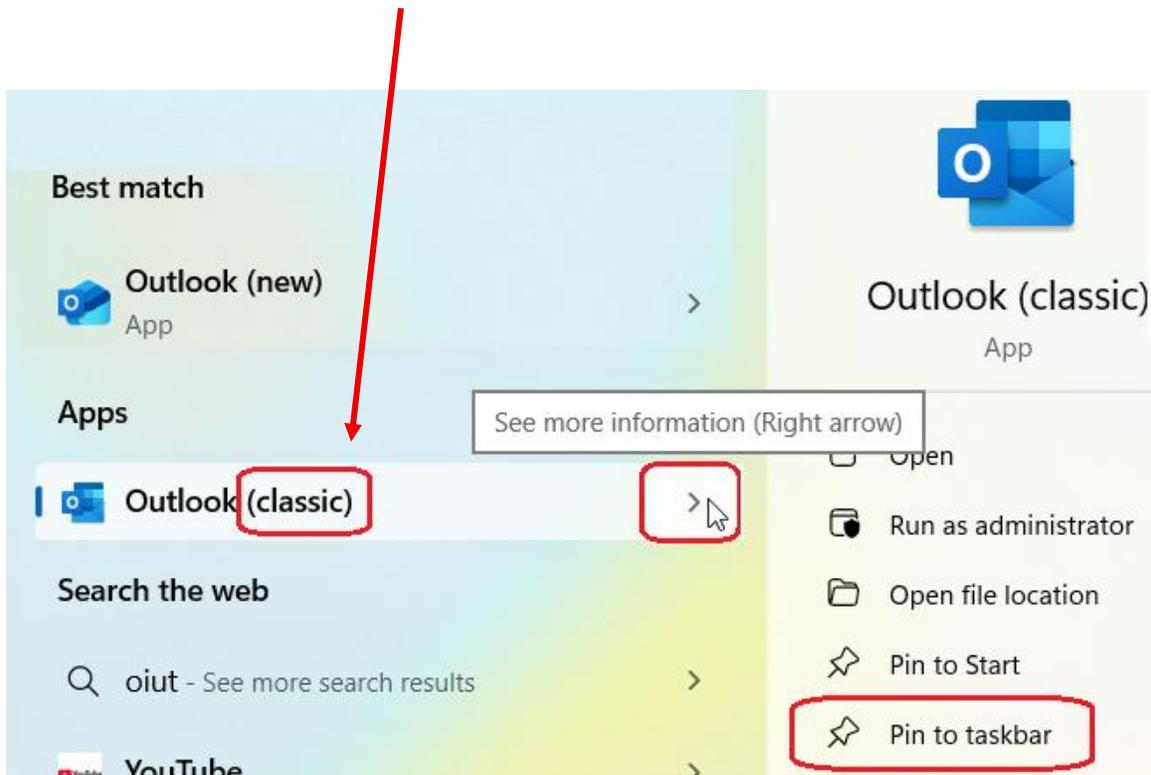


Create Desktop Shortcut to Outlook Classic.

Avoid using Outlook (NEW)

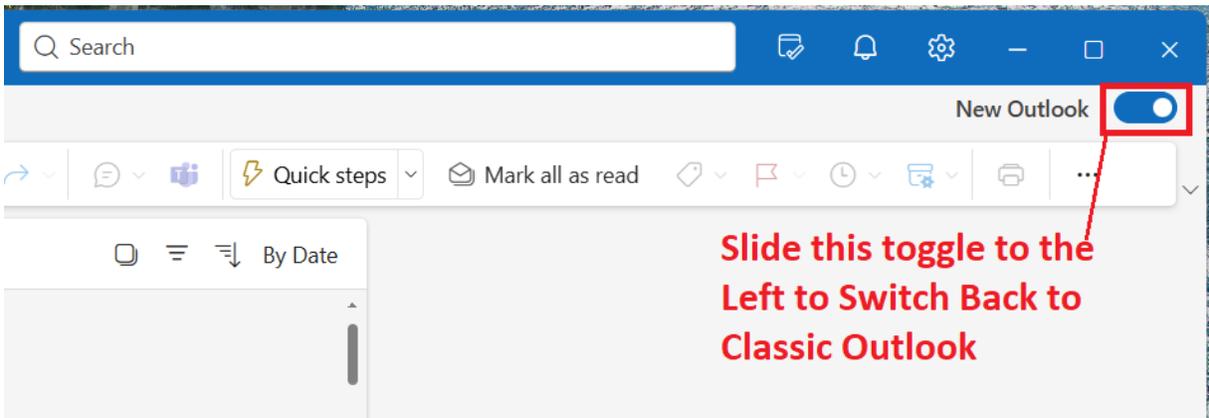
Search for Outlook, you should see two Outlook options, New and Classic

Right Click on Outlook (classic)

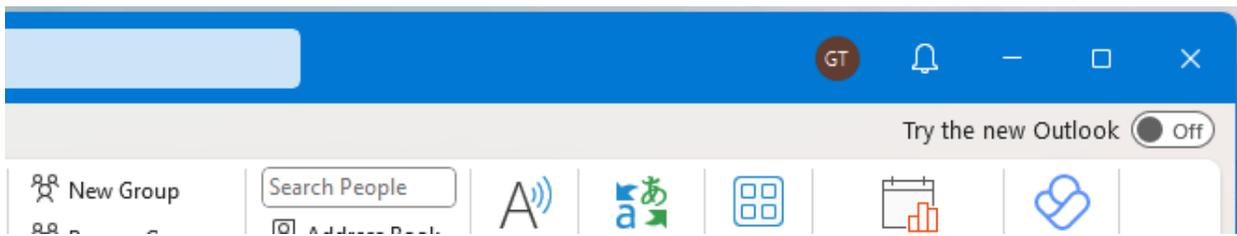


Unpin the NEW Outlook by Right clicking on the Icon and select "Unpin"

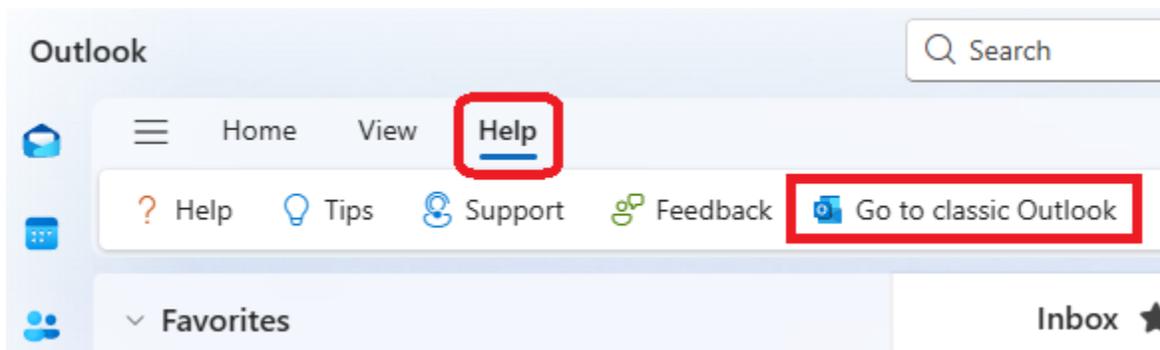
How Do I Switch to Classic Outlook



And It Should Look Like This Afterwards



Newer Version



If you need assistance, please submit a DAS Ticket