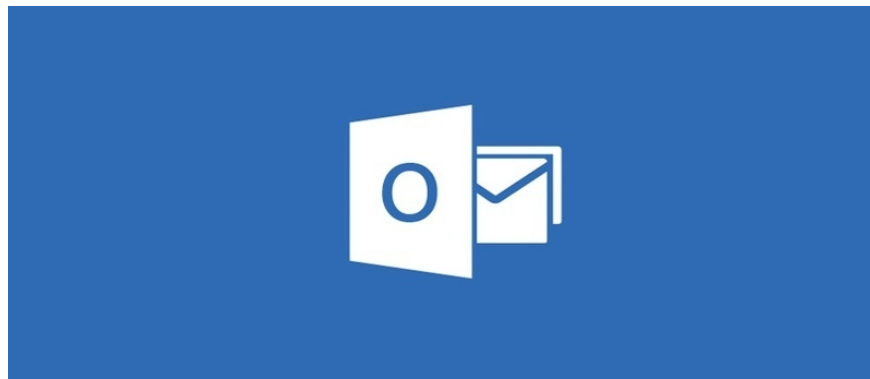


Microsoft Outlook acceleration tips

One of the habits of Outlook users is storing too many emails. Although emails you don't use, don't open them, Outlook still loads these emails. This is the reason why Outlook is slow.

One of the habits of Outlook users is storing too many emails. Although you do not use these emails, it is not open but Outlook still loads these emails. This is one of the reasons for Outlook being slow.

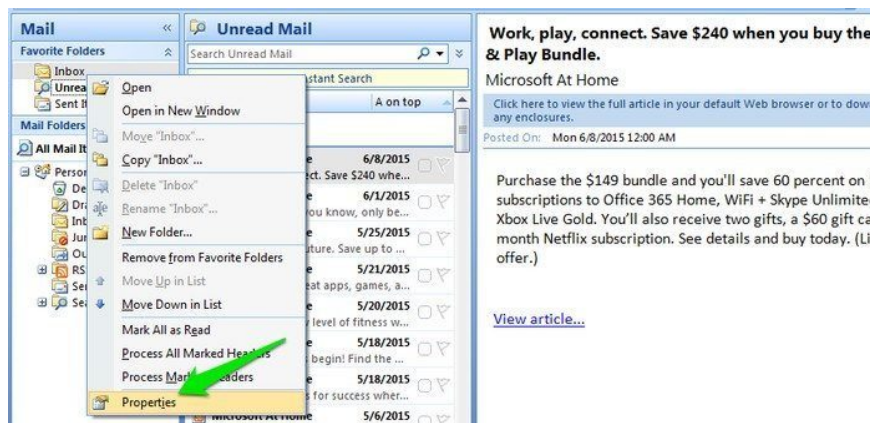


1. Automatically store folders

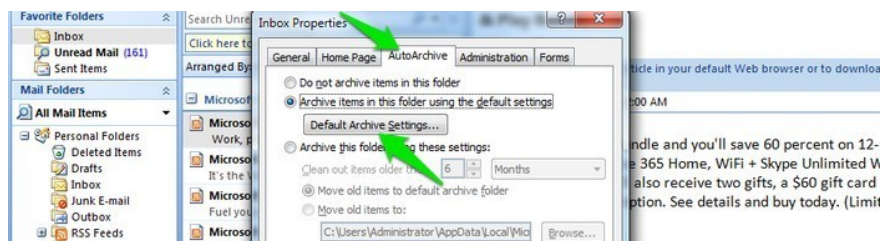
One of the habits of users is storing too many emails. Although emails that you don't use, don't open, Outlook still loads these emails. This is one of the reasons for Outlook being slow.

If you want to archive all your emails, you can also save these emails to a separate folder so that you can access them whenever necessary so that Outlook works faster.

To store any folder, right-click the folder and select **Properties**.



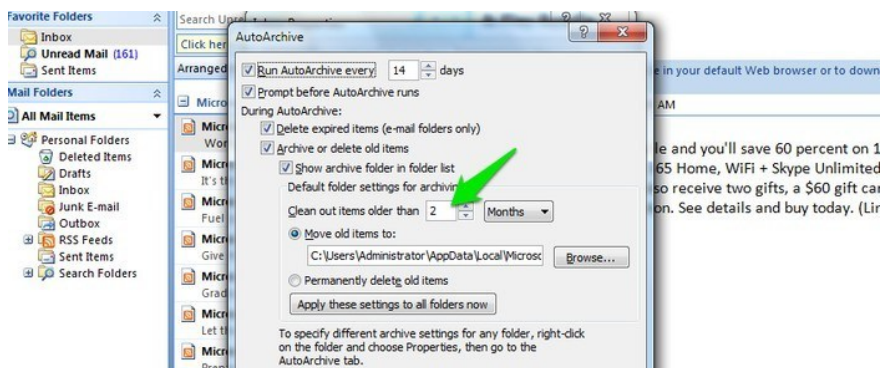
On the Inbox Properties interface, switch to the **AutoArchive** tab and select the **Archive items in this folder option** . After selecting, click the Default Archive Settings button . to adjust the settings.



Although the default settings are pretty good, you can proceed to adjust some other options.

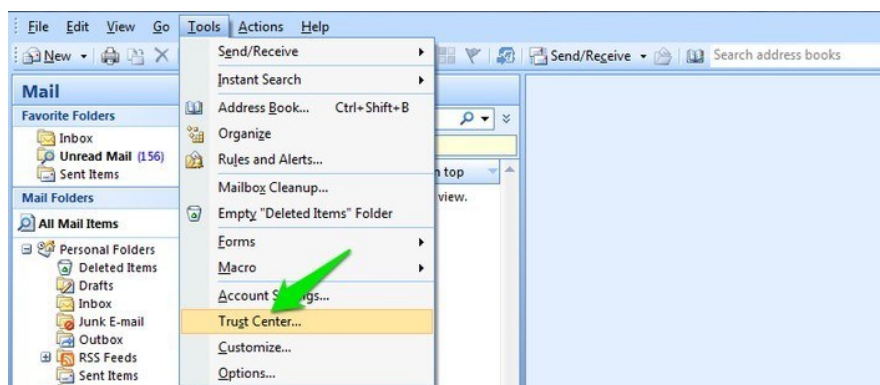
By default Outlook will store your old email for about 6 months or more. You can choose this option if needed. With Outlook users, an average of just 2 months of email storage is reasonable.

Finally, click **OK** to confirm your installation. Outlook will save your folder.



2. Disable / remove Add-ins

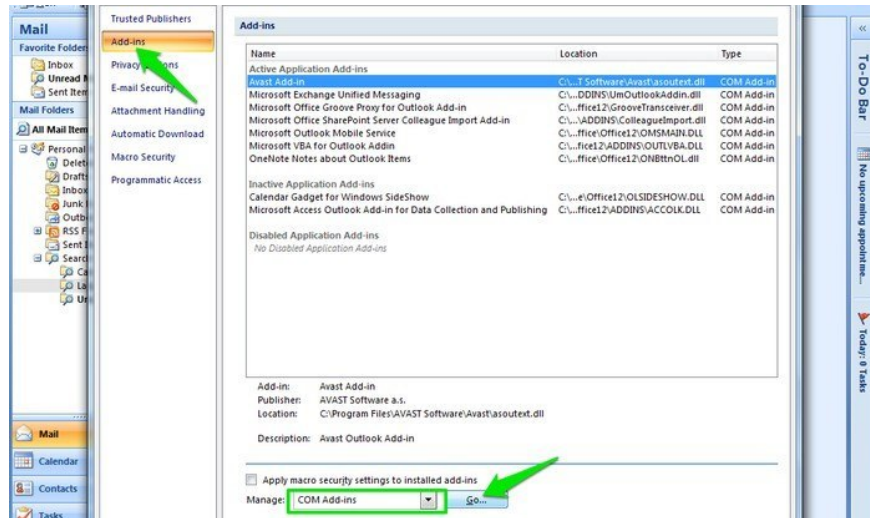
To access Add-ins on Outlook 2007, click **Tools** then select **Trust Center** and then click **Add-ins** .



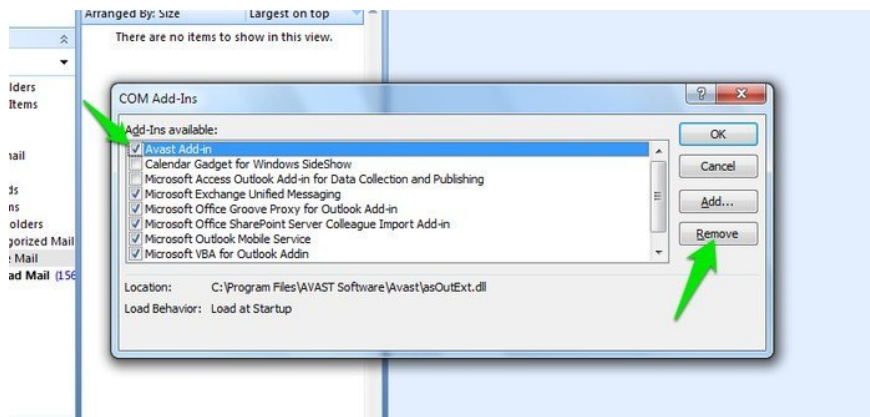
On versions after Outlook 2007, you can find this option by choosing **File => Options => Add-ins**.

Here, click **Go**. On versions after Outlook 2007, you can find this option by choosing **File => Options => Add-ins**.

Here you set up Manage by clicking on the drop-down menu, selecting **COM Add-ins** and selecting **Go**.



Now on the screen you will see a list of installed Add-ins. Just leave out an Add-ins that you want to disable or use the **Remove** button on the right to remove an Add-in.



3. Always update (update) Outlook

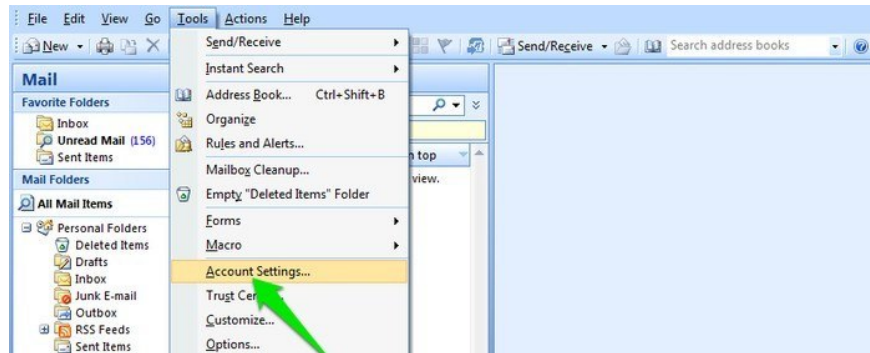
Update Outlook with the Windows update versions to make sure that you have installed all the latest updated Outlook versions. Microsoft patches can fix some errors to speed up Outlook, work faster.

4. Compress PST file

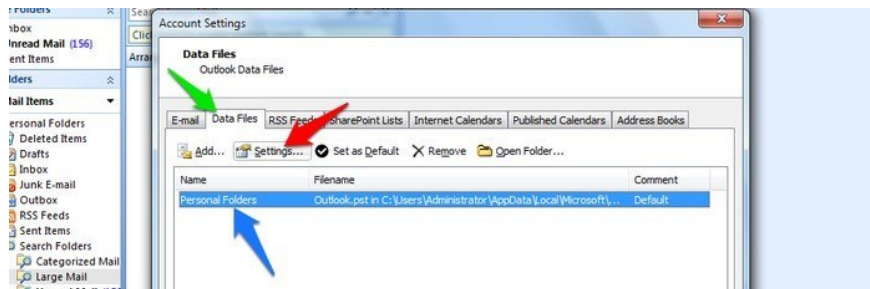
When you use Outlook and store data, PST files will become more and more. Even when you delete all data, the PST file is still there and is not deleted. This is the reason why Outlook is getting slower and slower and the volume of PST files is getting more and more. Therefore to fix this problem you should compress the PST file

again.

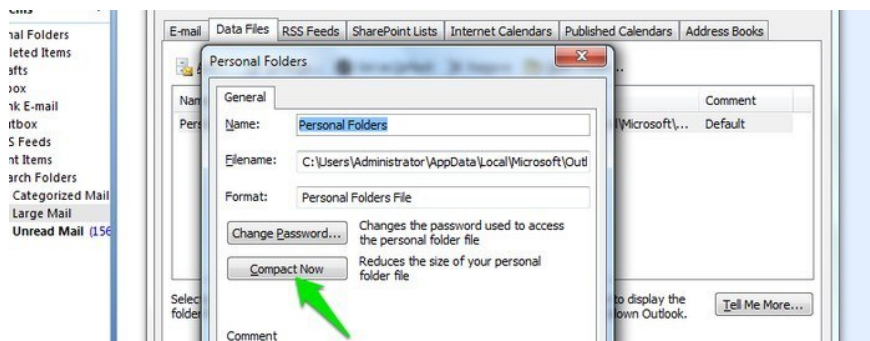
To compress PST file, go to **Tools**, select **Account Settings** (for Outlook 2007) or go to **File** select **Account Settings** (with other versions).



On the Account Settings window, switch to the **Data File** tab. Here you click on the PST file and select **Settings**



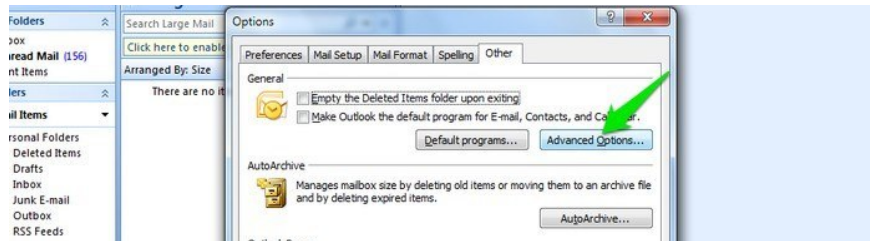
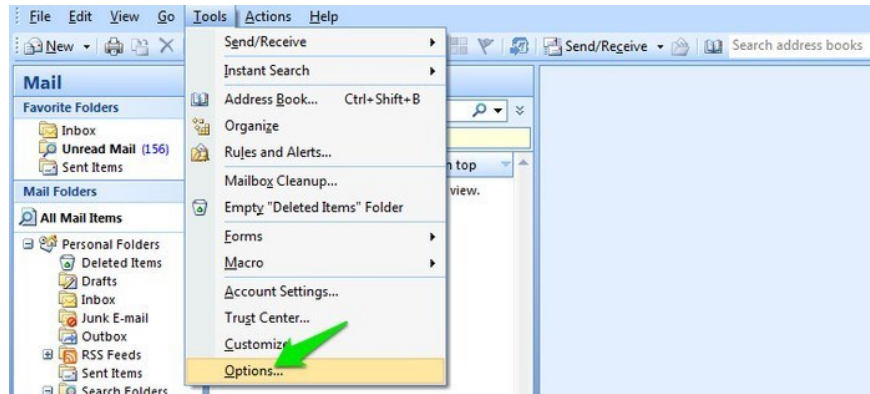
On the next window, click **Compact Now** .



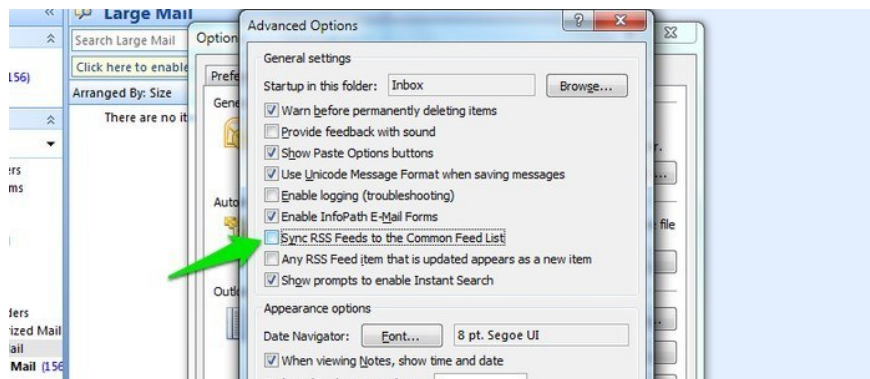
5. Disable RSS Feed

By default, Outlook fetches RSS Feed from Internet Explorer to add to the Outlook Client. However, you should disable this feature so that Outlook works faster because when you receive too many feeds, the RSS Feed is the reason why Outlook is much slower.

To disable RSS Feed, click **Tools** , then select **Options** and select **Advanced Options** .



In the Advanced Options window, leave the **Sync RSS Feeds to the Common Feed List** option disabled to disable the RSS Feed feature.



In addition, you should delete all feeds that are not stored in Outlook by going to **Account Settings** and then taking the next steps.

Refer to some of the following articles:

1. Instructions for sending free SMS via Outlook
2. 10 good tips to help you work more efficiently on Outlook
3. Instructions for setting up Outlook data protection password

Good luck!

You finished reading the article "**Microsoft Outlook acceleration tips**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

