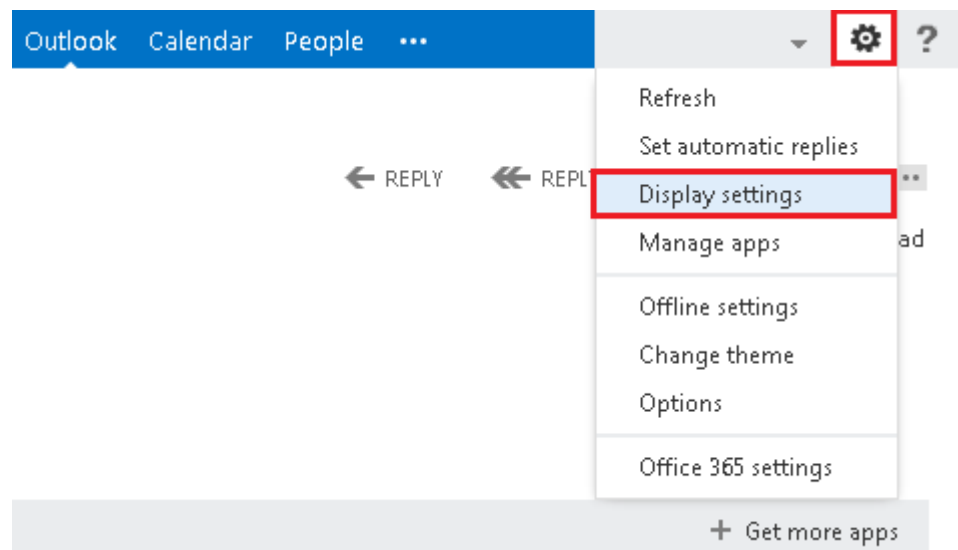*This guide instructs employees and students of Valdosta State University on how to change to "Blind and Low Vision" within the Outlook Web App. Starting at Step 5 will instruct on how to disable "Blind and Low Vision".*

1. In a web browser, go to office.valdosta.edu and login using your Active Directory credentials.
2. Click on the **gear icon** on the top-right corner. Then, click **Display Settings** in the pop-up menu that appears.

3. Click the **Outlook Web App Version** in the pane that appears.

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4. Mark the checkbox in front of **Use the Light Version of Outlook Web App**. Then, click the **Save** button and sign out of your VSU email account. When you sign in again, the Blind and Low Vision Experience will be enabled.
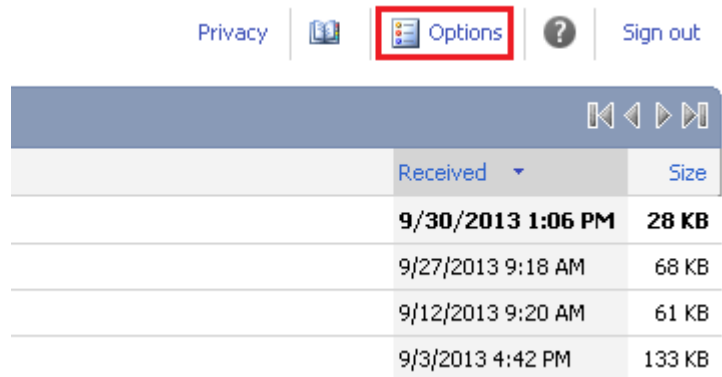
✓ OK   ✗ CANCEL

display settings

message list   conversations   reading pane   Outlook Web App version

Select the check box below if you want to use the light version of Outlook Web App. The light version of Outlook Web App provides a simplified experience for users who have:

- Older web browsers
- Low bandwidth connections
- Accessibility needs

☑ Use the light version of Outlook Web App

Changes to this setting will take effect the next time you sign in.

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5. To disable this mode, click **Options** on the top-right corner.

6. Click **Outlook Web App Version** in the left column. Then, unmark the checkbox in front of **Use the Light Version of Outlook Web App**. Finally, click the **Save** button and sign out of your VSU email account. When you sign in again, the Blind and Low Vision Experience will be disabled.

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