Outlook Slow?

If your computer is running slowly or acting otherwise out of the ordinary when Outlook is open, there is a chance that third party scanning/searching utilities associated with Outlook could be running in the background and causing computing resources to be used up. One way to determine if this is the case is running Outlook in Safe Mode, as doing so will not allow third party programs, plug-ins and add-ins to run their binaries in conjunction with the Outlook client.

Note: You should only run Outlook in Safe Mode when trying to diagnose a potential problem.

To open Outlook in Safe Mode

1. Open the Start menu and click on **Run**.

2. Type the command line **Outlook /safe** in the Open: field (**NOTE**: There is a space between Outlook and the forward slash). Click **OK**.
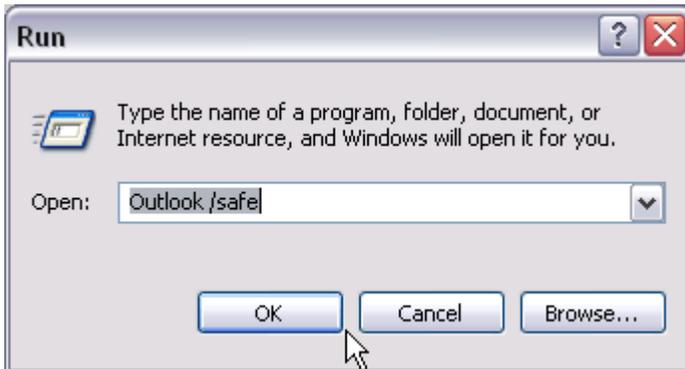
3. This will open the Outlook client in Safe Mode. If Outlook seems to run more quickly or the computer stops behaving in the undesired manner, you more than likely have third party programs that are Outlook aware running in the background. If no difference is made then the source of the problem probably does not involve any third party programs.

The following page shows you how to disable these in Outlook 2003. Outlook 2007 and 2010 are addressed on Page 3.

Outlook 2003

Disabling unnecessary plugins is a great way to make your Outlook run smoother. In Outlook 2003 there are three places to look for installed addins and to disable them.

1. COM Add-ins
To view and disable COM Add-ins in Outlook 2003, navigate to:
"Tools->Other->Advanced Options->COM Add-ins…" and uncheck the Add-ins you do not need.

2. Add-in Manager
Navigate to "Tools->Options->Other->Advanced Options->Add-ins Manager…" and uncheck the Add-ins you do not need.

3. Registry Add-ins (only perform this step if you are a certified support engineer)
In Outlook 2003, some Add-ins are not shown in the UI. You have to look for them in the registry.
1. Run regedit*.
2. Navigate to "HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Office\ Outlook\Addins".
3. Look at all subkeys of Addins. Those are Add-ins you have installed. To disable a particular Add-in, set its "LoadBehavior" key to 2.
* – as always be very careful while performing registry modifications.

Do not forget to restart Outlook after making these changes.
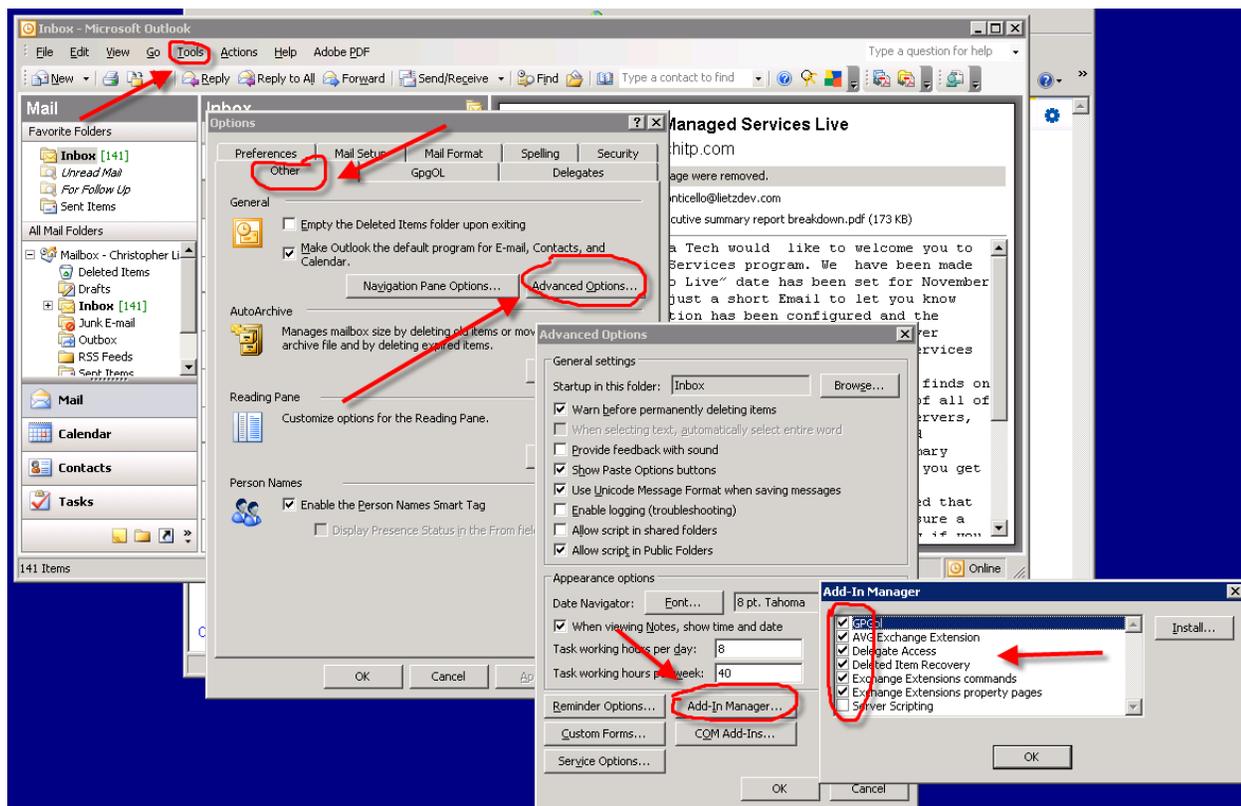
Outlook 2007 / 2010
Check to see if an Outlook Add-In is causing the issue
Close Outlook
Hold Ctrl-E to start Outlook in Safe Mode

Test Performance. If Performance improves you need to find the Add-in causing the slowness.
Click File -> Options -> Add Ins

At the bottom of Add Ins Click 'GO' by Manage Comm-Add ins
In the COM Add-Ins window Uncheck the Add-Ins One by One, Close Outlook, Open Outlook and Test
When Outlook Performance Improves, you found the problem