

Office 2013 - Post Upgrade Known Issues

- If you have pinned Office Icons onto your computer Taskbar or Start Menu you will need to re-pin them. Some Office Desktop shortcuts will also need to be recreated. See how to [re-pin Office icons and create Desktop shortcuts](#).
- Your list of “Recent Documents” are not preserved in the upgrade. This does not mean the documents are lost. The recent list will be repopulated as you use more documents with 2013.
- Opening attachments from Outlook defaults to opening in Protected View. This is a security feature and allows you to read and print the document. If you wish to alter the document, select “View” and “Edit Document”.
- The default theme for Office 2013 is set to Light Grey. If you find this has too little contrast and prefer an alternative, you can [change the theme](#).
- By default, the search function in Outlook 2013 will search all your mailbox (folders) which can be slow and sometimes confusing. You can select “Current Folder” from the drop down of the search box. However, to make this a permanent change select **File** → **Options** → **Search** and check the “**Current Folder**” option. Your current mail folder will now be the default folder when searching your mailbox.
- Users of Outlook SecureMail may need that plug-in re-enabled or reinstalled.