Provides information about system configuration, printers, system .dll files, fonts, proofing tools, graphics filters, text converters, display configuration, programs that are running, active modules, and OLE settings for your computer.

Provides information about technical support options.

Provides information about copyrights for this program.

Displays notes or instructions about how to use the form.

Displays the name or other information about the person to contact with questions about the form.

Displays the version number of the form.

Displays the number of the form.

Specifies a name for the field.

Specifies the type of field you want. The field type defines the kind of input or type of information the field shows; for example, text fields show text and percent fields show numbers as percentages.

Specifies the way information appears in fields. For example, you can display percentages rounded to the nearest whole number or with decimals.

Click **Edit** to select fields or functions for a formula.

Selects the field or functions used for the new field.

Lists the extensions that are set up. Select the check box next to the extension you want to use. Clear the check box to disable the extension. See your administrator for information about the extensions used with your e-mail system.

Closes the dialog box and saves any changes you have made.

Closes the dialog box without saving any changes you have made.

Sets up an extension configuration file. See your administrator for information about the extensions you can use with your e-mail system.

Removes the selected extension from your hard disk. See your administrator before you remove an extension.

Displays the details of the certificate including who issued it, trust settings, and when the certificate expires.

Uses the selected certificate as the default when sending secure e-mail messages to this contact. This button is only available when a contact has two or more certificates.

Displays the certificates for the selected contact.

Imports a certificate.

Type the address in the boxes below.

Provides a space for you to type the building number and the name of the street.

Provides a space for you to type the city.

Provides a space for you to type the state.

Provides a space for you to type the Zip Code or Postal Code.

Provides a space for you to type the country.

Displays the Check Address dialog box when an address that does not accurately divide into its parts is entered in the **Address** box.

IDH_IDD_ADDREDITYOMI_IDC_EDITYOMI_SURNAME_LABEL_1

FileName: ADDREDIT.DES

Caption: &Last Name:

Number: 2231964064 (0x850911A0)

IDH_IDD_ADDREDITYOMI_IDC_EDITYOMI_SURNAME_1

FileName: ADDREDIT.DES

Caption:

Number: 2231963648 (0x85091000)

IDH_IDD_ADDREDITYOMI_IDC_EDITYOMI_GIVEN_LABEL_1

FileName: ADDREDIT.DES

Caption: &First Name:

Number: 2231964065 (0x850911A1)

IDH_IDD_ADDREDITYOMI_IDC_EDITYOMI_GIVEN_1

FileName: ADDREDIT.DES

Caption:

Number: 2231963649 (0x85091001)

IDH_IDD_ADDREDITYOMI_IDC_EDITYOMI_COMPANY_LABEL_1

FileName: ADDREDIT.DES

Caption: Compan&y:

Number: 2231964066 (0x850911A2)

IDH_IDD_ADDREDITYOMI_IDC_EDITYOMI_COMPANY_1

FileName: ADDREDIT.DES

Caption:

Number: 2231963650 (0x85091002)

IDH_IDD_ADDREDITYOMI_IDC_EDITYOMI_SURNAME_KANJI_1

FileName: ADDREDIT.DES

Caption:

Number: 2231963651 (0x85091003)

IDH_IDD_ADDREDITYOMI_IDC_EDITYOMI_GIVEN_KANJI_1

FileName: ADDREDIT.DES

Caption:

Number: 2231963652 (0x85091004)

IDH_IDD_ADDREDITYOMI_IDC_EDITYOMI_COMPANY_KANJI_1

FileName: ADDREDIT.DES

Caption:

Number: 2231963653 (0x85091005)

IDH_IDD_ADDREDITYOMI_IDOK_1

FileName: ADDREDIT.DES

Caption: OK

Number: 2231959553 (0x85090001)

IDH_IDD_ADDREDITYOMI_IDCANCEL_1

FileName: ADDREDIT.DES

Caption: Cancel

Number: 2231959554 (0x85090002)

Displays fields for editing parts of a name to ensure they are identified correctly for sorting.

Provides a space for you to type the name of the contact. To review how the parts of the name have been automatically separated, click **Full Name.**

Provides a space for you to type the position or job title of the contact.

Provides a space for you to type the name of the organization the contact works for.

Creates variations of a contact's name and business that you can use to help organize your contacts. You can type a custom name, such as a nickname.

Displays fields for editing parts of an address to ensure they are identified correctly for sorting and mail merge.

Provides a space for you to type the street, city, state, Zip or Postal Code, and country for the contact. To review how the parts of the address have been automatically separated, click **Address.**

Specifies the address listed in the **Address** box as the one that is displayed when other programs use the address, such as when printing mailing labels in Word.

Specifies a description for the phone number. Click the down arrow to select a description, such as business or fax, for the number you want. You can enter one phone number for each description listed.

Provides a space for you to type the phone number that matches the description listed.

You can assign up to three e-mail addresses for a contact by using a different label for each e-mail address.

Provides a space for you to enter an e-mail address for the contact.

Provides a space for you to enter a World Wide Web URL, for example, http://www.microsoft.com. To go to the Web location, click the hyperlink, or click the **Actions** menu, and then click **Explore Web Page**.

Provides a space for you to type notes about the contact.

You can assign up to three addresses for a contact by using a different label for each address. For example, you can enter an address for **Business,** and then change the type to **Home** and enter a different address.

Displays information about the contact. If you flag a contact for a follow-up action, the flag text appears here.

Formats messages to this contact as plain text. Use this option if the contact can not read Rich text formatted messages.

IDH_IDD_ADDRGENE_FE_IDC_ADDR_LASTNAME_LABEL_1

FileName: ADDRGNFE.DES

Caption: Last(&G):

Number: 2231439787 (0x850111AB)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_LASTNAME_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439380 (0x85011014)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_FIRSTNAME_LABEL_1

FileName: ADDRGNFE.DES

Caption: First(&M):

Number: 2231439793 (0x850111B1)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_FIRSTNAME_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439370 (0x8501100A)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_COMPANY_LABEL_1

FileName: ADDRGNFE.DES

Caption: Compan&y:

Number: 2231439778 (0x850111A2)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_COMPANY_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439745 (0x85011181)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_EDIT_YOMI_1

FileName: ADDRGNFE.DES

Caption: Edit Yomi(&X)...

Number: 2231439621 (0x85011105)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_LASTNAMEYOMI_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439377 (0x85011011)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_FIRSTNAMEYOMI_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439378 (0x85011012)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_COMPANYYOMI_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439379 (0x85011013)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_TITLE_LABEL_1

FileName: ADDRGNFE.DES

Caption: &Job Title:

Number: 2231439779 (0x850111A3)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_TITLE_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439744 (0x85011180)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_FILEUNDER_LABEL_1

FileName: ADDRGNFE.DES

Caption: Fi&le As:

Number: 2231439780 (0x850111A4)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_FILEUNDER_1

FileName: ADDRGNFE.DES

Caption: Fi&le As:

Number: 2231439746 (0x85011182)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_POSTALCODE_LABEL_1

FileName: ADDRGNFE.DES

Caption: Zip Code(&Z):

Number: 2231439794 (0x850111B2)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_POSTALCODE_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439371 (0x8501100B)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_STATE_LABEL_1

FileName: ADDRGNFE.DES

Caption: State(&D):

Number: 2231439795 (0x850111B3)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_STATE_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439372 (0x8501100C)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CITY_LABEL_1

FileName: ADDRGNFE.DES

Caption: City(&Q):

Number: 2231439796 (0x850111B4)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CITY_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439373 (0x8501100D)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_STREET_LABEL_1

FileName: ADDRGNFE.DES

Caption: Street(&B):

Number: 2231439797 (0x850111B5)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_STREET_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439374 (0x8501100E)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_COUNTRY_LABEL_1

FileName: ADDRGNFE.DES

Caption: Country(&U):

Number: 2231439798 (0x850111B6)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_COUNTRY_1

FileName: ADDRGNFE.DES

Caption: Country(&U):

Number: 2231439755 (0x8501118B)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHECK_BOGUS_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439802 (0x850111BA)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHECK_PRIMARY_1

FileName: ADDRGNFE.DES

Caption: This is the mailing add&ress

Number: 2231439488 (0x85011080)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_PHONE_LABEL_1

FileName: ADDRGNFE.DES

Caption: Phone:

Number: 2231439781 (0x850111A5)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_EDIT_PHONE1_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439361 (0x85011001)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_EDIT_PHONE2_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439362 (0x85011002)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_EDIT_PHONE3_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439363 (0x85011003)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_EDIT_PHONE4_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439364 (0x85011004)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_LINE2_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439777 (0x850111A1)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_URL_LABEL_1

FileName: ADDRGNFE.DES

Caption: &Web Page:

Number: 2231439786 (0x850111AA)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_URL_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439785 (0x850111A9)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_EMAIL_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439367 (0x85011007)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_EMAIL_ADDRBOOK_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439617 (0x85011101)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_NOTES_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439366 (0x85011006)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_EDITCATEG_1

FileName: ADDRGNFE.DES

Caption: &Categories...

Number: 2231439620 (0x85011104)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CATEGORIES_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439368 (0x85011008)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_PRIVATE_1

FileName: ADDRGNFE.DES

Caption: &Private

Number: 2231439490 (0x85011082)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_EMAIL_DETAILS_1

FileName: ADDRGNFE.DES

Caption: E-mail...

Number: 2231439616 (0x85011100)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_LINE_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439776 (0x850111A0)

IDH_IDD_ADDRGENE_FE_IDC_PAGEMINSIZE_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231440032 (0x850112A0)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CONTACT_AGAIN_1

FileName: ADDRGNFE.DES

Caption: Re&minder:

Number: 2231439491 (0x85011083)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_ADDRESS_LABEL_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439804 (0x850111BC)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_ADDRESS_BUTTON_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439625 (0x85011109)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_PHONE1_LABEL_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439805 (0x850111BD)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_PHONE1_BUTTON_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439626 (0x8501110A)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_PHONE2_LABEL_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439806 (0x850111BE)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_PHONE2_BUTTON_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439627 (0x8501110B)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_PHONE3_LABEL_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439807 (0x850111BF)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_PHONE3_BUTTON_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439628 (0x8501110C)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_PHONE4_LABEL_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439808 (0x850111C0)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_PHONE4_BUTTON_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439629 (0x8501110D)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_EMAIL_LABEL_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439809 (0x850111C1)

IDH_IDD_ADDRGENE_FE_IDC_ADDR_CHOOSE_EMAIL_BUTTON_1

FileName: ADDRGNFE.DES

Caption:

Number: 2231439630 (0x8501110E)

FileName: ADDRGNFE.DES

Caption: Se&nd using plain text

Number: 2231439492 (0x85011084)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_LOGVIEW_1

FileName: ADDRLGFE.DES

Caption:

Number: 2231701922 (0x850511A2)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_BTN_ADD_1

FileName: ADDRLGFE.DES

Caption: &New Journal Entry...

Number: 2231701760 (0x85051100)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_BTN_DELETE_1

FileName: ADDRLGFE.DES

Caption: De&lete Journal Entry

Number: 2231701761 (0x85051101)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_BTN_OPTIONS_1

FileName: ADDRLGFE.DES

Caption: O&ptions...

Number: 2231701762 (0x85051102)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_CHECK_DONTAGEJOURNAL_1

FileName: ADDRLGFE.DES

Caption: D&o not AutoArchive journal entries for this contact

Number: 2231701634 (0x85051082)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_CHECK_AUTO_1

FileName: ADDRLGFE.DES

Caption: Auto&matically record journal entries for this contact

Number: 2231701633 (0x85051081)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_LINE_1

FileName: ADDRLGFE.DES

Caption:

Number: 2231701920 (0x850511A0)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_LABEL_SHOW_1

FileName: ADDRLGFE.DES

Caption: Sho&w

Number: 2231701923 (0x850511A3)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_CHOOSE_SHOW_1

FileName: ADDRLGFE.DES

Caption: Sho&w

Number: 2231701888 (0x85051180)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_CHECK_DETAILS_1

FileName: ADDRLGFE.DES

Caption: AutoP&review

Number: 2231701632 (0x85051080)

IDH_IDD_ADDRLOG_FE_IDC_ADDR_LABEL_LOGVIEW_1

FileName: ADDRLGFE.DES

Caption: &journal entries related to this contact

Number: 2231701927 (0x850511A7)

IDH_IDD_ADDRLOG_FE_IDC_PAGEMINSIZE_1

FileName: ADDRLGFE.DES

Caption:

Number: 2231702176 (0x850512A0)

Automatically records specified actions that are associated with this contact. For example, you can automatically record all phone calls for the contact. Only contacts in the primary contact folder can be recorded automatically.

Displays the type of journal entries you want to see. To see a complete list, click **All.**

Adds a new journal entry for the contact.

Removes the selected journal entry.

Displays journal entries with the first three lines of the notes displayed.

Displays type, start date, subject, and notes of journal entries of the type specified in the **Show** box.

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_PREFIX_LABEL_1

FileName: ADDROTFE.DES

Caption: Tit&le:

Number: 2231505322 (0x850211AA)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_PREFIX_1

FileName: ADDROTFE.DES

Caption: Tit&le:

Number: 2231504906 (0x8502100A)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_SUFFIX_LABEL_1

FileName: ADDROTFE.DES

Caption: Suffi&x:

Number: 2231505323 (0x850211AB)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_SUFFIX_1

FileName: ADDROTFE.DES

Caption: Suffi&x:

Number: 2231504907 (0x8502100B)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_DEPARTMENT_LABEL_1

FileName: ADDROTFE.DES

Caption: Departme&nt:

Number: 2231505312 (0x850211A0)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_DEPARTMENT_1

FileName: ADDROTFE.DES

Caption:

Number: 2231504896 (0x85021000)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_OFFICE_LABEL_1

FileName: ADDROTFE.DES

Caption: Offi&ce:

Number: 2231505313 (0x850211A1)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_OFFICE_1

FileName: ADDROTFE.DES

Caption:

Number: 2231504897 (0x85021001)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_PROFESSION_LABEL_1

FileName: ADDROTFE.DES

Caption: &Profession:

Number: 2231505318 (0x850211A6)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_PROFESSION_1

FileName: ADDROTFE.DES

Caption:

Number: 2231504902 (0x85021006)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_ASSISTANT_LABEL_1

FileName: ADDROTFE.DES

Caption: Assistant's Na&me:

Number: 2231505314 (0x850211A2)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_ASSISTANT_1

FileName: ADDROTFE.DES

Caption:

Number: 2231504898 (0x85021002)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_MGRNAME_LABEL_1

FileName: ADDROTFE.DES

Caption: Mana&ger's Name:

Number: 2231505319 (0x850211A7)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_MGRNAME_1

FileName: ADDROTFE.DES

Caption:

Number: 2231504903 (0x85021007)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_BIRTHDAY_LABEL_1

FileName: ADDROTFE.DES

Caption: &Birthday:

Number: 2231505316 (0x850211A4)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_BIRTHDAY_1

FileName: ADDROTFE.DES

Caption:

Number: 2231504900 (0x85021004)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_ANNIVERSARY_LABEL_1

FileName: ADDROTFE.DES

Caption: Anniversar&y:

Number: 2231505317 (0x850211A5)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_ANNIVERSARY_1

FileName: ADDROTFE.DES

Caption:

Number: 2231504901 (0x85021005)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_NICKNAME_LABEL_1

FileName: ADDROTFE.DES

Caption: Nickname&:

Number: 2231505320 (0x850211A8)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_NICKNAME_1

FileName: ADDROTFE.DES

Caption:

Number: 2231504904 (0x85021008)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_SPOUSE_LABEL_1

FileName: ADDROTFE.DES

Caption: Spouse&'s Name:

Number: 2231505315 (0x850211A3)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_SPOUSE_1

FileName: ADDROTFE.DES

Caption:

Number: 2231504899 (0x85021003)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_PAGEMINSIZE_1

FileName: ADDROTFE.DES

Caption:

Number: 2231505568 (0x850212A0)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_LINE5_1

FileName: ADDROTFE.DES

Caption:

Number: 2231505335 (0x850211B7)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_LINE6_1

FileName: ADDROTFE.DES

Caption:

Number: 2231505336 (0x850211B8)

IDH_IDD_ADDROTHERFIELDS_FE_IDC_ADDR_LINE7_1

FileName: ADDROTFE.DES

Caption:

Number: 2231505337 (0x850211B9)

FileName: ADDROTFE.DES

Caption:

Number: 2231505325 (0x850211AD)

FileName: ADDROTFE.DES

Caption: Online NetMeeting settings

Number: 2231505333 (0x850211B5)

FileName: ADDROTFE.DES

Caption:

Number: 2231505335 (0x850211B7)

FileName: ADDROTFE.DES

Caption: &Directory server:

Number: 2231505346 (0x850211C2)

FileName: ADDROTFE.DES

Caption:

Number: 2231504959 (0x8502103F)

FileName: ADDROTFE.DES

Caption: E-mai&l alias:

Number: 2231505347 (0x850211C3)

FileName: ADDROTFE.DES

Caption:

Number: 2231504958 (0x8502103E)

FileName: ADDROTFE.DES

Caption: Call N&ow

Number: 2231505154 (0x85021102)

FileName: ADDROTFE.DES

Caption: Internet Free-Busy

Number: 2231505331 (0x850211B3)

FileName: ADDROTFE.DES

Caption: Add&ress:

Number: 2231505324 (0x850211AC)

FileName: ADDROTFE.DES

Caption:

Number: 2231504908 (0x8502100C)

FileName: ADDROTFE.RC

Caption:

Number: 2231505155 (0x85021103)

Provides a space for you to type the department name.

Provides a space for you to type the office name or number.

Provides a space for you to type the assistant's name.

Provides a space for you to type the spouse's name.

Provides a space for you to type a birthday.

Provides a space for you to type an anniversary.

Provides a space for you to type the children's names.

Provides a space for you to type the organization identification name or number.

Provides a space for you to type hobbies.

Provides a space for you to type the profession or professional organization.

Provides a space for you to type the account name or number.

Provides a space for you to type the language.

Provides a space for you to type the name of the person who made the referral.

Provides a space for you to type the manager's name.

Provides a space for you to type the nickname.

Provides a space for you to type the URL, FTP, or server path name to your Internet free/busy file.

Describes your free/busy information. To publish your free/busy information over the Internet, type the location of your free/busy information in the Address box.

Provides a space for you to type the name of the NetMeeting ILS server for this contact.

Provides a space for you to type the e-mail alias of the contact, usually the contact's e-mail address.

Starts an online meeting call with this contact.

Specifies the name of the NetMeeting ILS server and the e-mail alias of the contact.

Automatically moves information from folders to an archive file when you start Outlook.

Specifies the number of days you want to pass before the next automatic archiving occurs.

Displays a message with the option to cancel automatic archiving for that particular day before archiving occurs.

Moves e-mail messages that have passed a specified expiration date to the Deleted Items folder.

Displays the location and file name of the archive file where items are saved. To change the file name, type a name, or click **Browse.**

Displays a folder list. Archive files have the extension .pst.

Provides a space for you to type the e-mail alias of the NetMeeting organizer.

Displays the subject of the online meeting. To change the meeting description, click the **Appointment** tab, and then change the text in the **Subject** box.

To change the reminder time, click the **Appointment** tab, and then change the number in the **Reminder** box.

Enables you to specify settings for the NetMeeting.

Enables you to set a reminder and automatically start the NetMeeting. NetMeetings for attendees always start 10 minutes after the meeting organizer's reminder time.

Starts the NetMeeting immediately.

Enables you to join an online meeting.

Schedule online meetings with Outlook and change the meeting location and other settings.

Displays a time grid showing free and busy times on the invitees' schedules.

Displays the status and responses of people invited to the meeting.

Specifies whether a meeting request has been sent, the name of the attendee, whether the attendance is required or optional, and the last response received from the attendee.

Displays the availability of the attendees.

Downloads updated schedule information for attendees from the server.

Displays the subject of the meeting.

Displays the date and time of the appointment.

Displays lists of e-mail names, which you can use to invite people to the meeting.

Provides a space for you to type the names of the people you want to invite to the meeting.

Provides a space for you to type a description of the appointment.

Provides a space for you to type the room number or location of the appointment.

Provides a space for you to type the date or click the arrow, and then click the date on the calendar.

Specifies the time the appointment begins.

Specifies the date and time the appointment begins.

Specifies the time the appointment ends.

Specifies the date and time the appointment ends.

Makes the appointment an event that lasts for one day or more. All-day events appear at the top of the date when they occur in Calendar. All-day events appear as free time when others view your schedule; to change the free/busy time status of an event, click the time status you want in the **Show time as** box.

Displays a reminder for the item.

Specifies the amount of time prior to the appointment or task to display the reminder.

Selects the type of reminder action you want to happen.

Displays the time status for the item as free, busy, tentative, or out of office when others view your schedule.

Hides the item so others who have access to this folder can't see it.

Displays the name of the person who set up the meeting.

Displays the date and time the meeting request was sent.

Provides a space for you to type details about the appointment, or insert a file.

Displays the day, dates, and time of the meeting occurrences.

Displays information about the appointment or meeting.

Specifies the date and time the appointment begins and ends.

Enables you to specify the amount of time prior to the appointment or task to display the reminder, and allows you to specify the type of reminder action.

Specifies the folder that contains the item you want to insert.

Allows you to select an option to insert the selected item as text, an attachment, or a shortcut. Inserting items as text or attachments copies the data from the item you are inserting. Inserting items as shortcuts does not copy the data; it creates a pointer to the original item. If you send shortcuts to others, they must have appropriate permissions on your computer before they can open the item.

Allows you to select the item you want to insert. To select adjacent items, press SHIFT, and then click the last item you want to select. To select nonadjacent items, press CTRL, and then click each item you want to select.

Sends a response without comments.

Opens a message so you can add comments to your response.

Type the name and path of the graphics file you want to use as a message background. To search for the file, click **Browse**.

Displays the fields available for the selected control.

Displays the field for the selected control.

Creates a custom field.

Defines the type of information that the field displays; for example, text fields display text and percentage fields display numbers as percentages.

Specifies the field and the attributes of the selected control.

Specifies the way information appears in the control. For example, a control that displays the date and time can have several formats for how the date and time appear in the control.

Specifies the value for the property you select. For example, the property Visible can have a value of true or false.

Specifies the property to apply to the selected control for the selected field or function.

Specifies a value for the field each time an item is created using the form or any time a form appears.

Sets a value for the selected control.

Specifies the value you want the selected control to use. To select a field or function, click **Edit**.

Specifies the field or function used for the initial value of the control.

Automatically uses the specified value when a form is created. For example, if you set the initial value of a **To** field to your name, each time an item is created using the form, your name appears in the **To** field.

Automatically uses the specified value whenever the form appears. For example, if you set the initial value of a **To** field to your name, each time the form appears, your name appears in the **To** field.

Click **Field** or **Function** to select what you want to use. Replace the text in parentheses in functions with the field name you want to apply the function to. For more information about functions, press F1 and type the name of the function in the Office Assistant.

Displays available fields.

Displays available functions.

Specifies the days of the week you want work hours to appear in.

Specifies the days you want work hours to appear in.

Arranges the Calendar so the specified day is the first day of the week.

Specifies whether you want the first week of the year to start January 1, to be the first week with four working days in it, or to be the first week with all working days in it.

Allows you to specify the start and end times for the work hours shown on the Calendar.

Sets the beginning of work hours on the Calendar when viewing days.

Sets the end of work hours on the Calendar when viewing days.

Enables you to specify the standard length of time for new appointments and the amount of time before appointments when reminders appear.

Specifies the amount of time before appointments when reminders appear.

Numbers the weeks of the year from 1 to 52 and displays the week numbers to the left of each week in the little calendar (called the Date Navigator).

Replaces the Outlook Calendar with the Schedule+ Calendar for group scheduling. See your administrator before selecting this option.

Specifies the main and second time zones used for time-based fields in Outlook and all other Windows-based programs.

Specifies options for automatic processing of meeting requests that are sent to you.

Specifies holidays from several different countries that you can add to your Calendar.

Specifies settings for free/busy information.

Specifies fonts for text in appointments and time scale options for viewing days in Calendar.

Divides each hour into sections representing minutes. For example, 15 minutes divides one hour into four 15-minute sections.

Specifies the font for the date and items, and changes other display options for viewing weeks in Calendar.

Represents time as a clock rather than as numbers.

Specifies the font for the date and the day of the week, and changes other display options when viewing by month in Calendar.

Displays Saturday and Sunday together in a single column.

Specifies the font for hours on the time bar when viewing days in Calendar.

Displays the font for hours on the time bar when viewing days in Calendar. To change the font, click **Font.**

Displays the end time for each appointment.

Makes days that have appointments appear with bold formatting in the Date Navigator so they stand out.

Specifies the font for the card headings.

Changes the font, font style, size, and script.

Displays the name and a sample of the selected font. To change the font, click **Font.**

Displays all the fields in the card whether they contain text or not. Clear the **Show empty fields** box if you want to display only the fields that contain text.

Specifies a width for the card.

Specifies the minimum number of lines of text that can appear in the Address box. For example, if you set the minimum number of lines to 3, you can type most addresses directly in cards without scrolling in the address field.

Specifies the font for the body of the card, if empty fields appear, and whether you can edit the text directly in the body of the card.

Turns on the option to make changes directly to the text in the body of the card. When the **Allow editing in cards** box is cleared, double-click the card to make changes.

Specifies the card width and minimum number of lines in the address field.

Displays the categories that selected items belong to. To create a new category for selected items, type a category name, and then click **Add to list.** Separate category names with a comma. To add a category available to all items, click **Master Category List.**

Adds new categories entered in the **Item(s) belong to these categories** box to the list of categories the selected item belongs to. This button is unavailable until you enter a category.

Allows you to choose from available categories. Select the check box next to the category you want to assign the selected items to. Items can be assigned to multiple categories. To add a new category to the list, click **Master Category List.** A check mark means that all the selected items are assigned to the category; shading indicates that only some of the selected items are assigned to the category.

Allows you to add a new category that is available to all items.

Allows you to click the contact you want to use.

Lists the fields that are used as columns in the active view. Click the field that represents the column you want to change.

Allows you to specify how information appears in the column. For example, the importance level of a message can be represented by a symbol or text.

Specifies a specific column width, or have the column width automatically sized to show all the text in the column.

To specify a width for a column, type the number of characters wide you want the column to be in the **characters** box.

Sizes the column to display all the text in the column. If you select this option for a column with a lot of text in it, all of the other columns will decrease in width.

Specifies how the text is aligned in the column.

For help on an option, click an option in the box.

Allows you to specify a name for the label of the column. The label box is not available for columns that cannot be modified.

Displays values for all the fields you combine. For example, if you combine the business phone and home phone fields, the values in both fields are visible.

Displays the value of the first field that has information in it and does not display other fields. For example, if you combine the business phone and home phone fields, only the business phone field appears when both fields have values.

Click **Field** to select the fields you want to combine.

Allows you to select fields to combine.

Specifies whether you want combined fields to display values for all the fields you combine or for only the first field that has a value.

Allows you to specify the print style you want to modify or copy.

Closes the dialog box. The changes you made will be saved.

Changes the options, paper and page settings, fonts, and other attributes of the print style.

Creates a copy of the selected print style that you can modify and rename to create a new print style.

Removes all the changes you made to the selected print style, returning the print style to its original settings. This button changes to **Delete** when you select a custom print style.

Allows you to select options for using a dial-up connection to retrieve messages from your e-mail server.

Specifies the name of the control. The name identifies the control when used by other controls or methods. To change the name that appears to the user, change the name in the **Caption** box.

Changes the label of the control on the form. This option is not available until you click in the caption of the control on the form.

Enables you to change the position of a control. To change the position, type a number in the boxes below.

Sets the position of the control relative to the top of the form.

Sets the position of the control relative to the left edge of the form.

Specifies the height of the control.

Specifies the width of the control.

Sets the font and color for the text on the control.

Changes the font for the selected control. To change the font for part of a control, such as the caption, click the control on the form, and then click directly on the caption to select it.

Changes the foreground of the control to the color you specify. To change the foreground color for part of a control, such as the caption, click the control on the form, and then click directly on the caption to select it.

Changes the background of the control to the color you specify. To change the background color for part of a control, such as the caption, click the control on the form, and then click directly on the caption to select it.

Enables you to specify the attributes you want for the control.

Displays the control on the page. To hide the control, clear this check box.

Makes the control available to users of the form. When this check box is cleared, users cannot click or enter information in the control.

Makes the control available to users to select or copy information only; changes to the control are not saved.

Changes the size of the control relative to the size of the form. For example, if the user makes the form smaller, the control shrinks.

Gives controls a 3-D appearance.

Enables you to type multiple lines of text in a text box. When you press ENTER, a new line is created.

Enables you to specify the permissions for the selected delegate.

Specifies the level of permission a delegate has for the Calendar folder.

Specifies that meeting requests and responses to meeting requests you receive are also sent to the delegate. This option is available only if you give the delegate editor permission for the Calendar folder.

Specifies the level of permission a delegate has for the Tasks folder.

Specifies the level of permission a delegate has for the Inbox folder.

Specifies the level of permission a delegate has for the Contacts folder.

Specifies the level of permission a delegate has for the Notes folder.

Specifies the level of permission a delegate has for the Journal folder.

Sends a message to the delegate that details the permissions you have given and how to gain access to the folders the delegate has permissions for.

Displays the names of the people you have given delegate permissions to. To review or change permissions for a delegate, select the name, and then click **Permissions.**

Adds names to the **Delegates** box from a list of e-mail names.

Removes the selected name in the **Delegates** box and all permissions associated with the delegate.

Specifies the folders you want to give the delegate access to and the permission level for the delegate whose name is selected in the **Delegates** box. This button is not available if you are using offline folders or a personal folder file.

Provides information about the delegate whose name is selected in the **Delegates** box.

Specifies that meeting requests and responses that you receive are sent to the delegate you specify and do not appear in your Inbox. This option is available when you give editor permission for your Calendar folder to a delegate, and then select the **Delegate receives copies of meeting-related messages sent to me** check box in the Delegate Permissions dialog box.

Specifies the title of the file.

Specifies the type of file.

Specifies the size of the file.

Specifies the folder the file is in.

Specifies the date and time the file was last modified.

Specifies the sensitivity of the file.

Allows you to specify additional properties for the file.

Specifies the importance of the file.

Allows you to make changes to the selected vCard.

Creates a new vCard from your Address Book.

Specifies how often Outlook should automatically synchronize your offline folders with the same folders on the server.

Allows you to specify a new name for the label of the attachment.

Specifies the size of the attachment.

Allows you to select the type of item you want to find. To search all item types, click **Any type of Outlook item.** To find files that are on your hard disk or other drives, click **Files.** To find files that have been copied into Microsoft Outlook, click **Files (Outlook/Exchange).**

Specifies the folders that are searched. To change the folders to search, click **Browse.**

Displays a list of folders.

Begins the search.

Halts the search. Only items found up to the point of stopping the search will appear.

Clears all the criteria of the current search.

Please wait while the file you are searching for is found.

Provides a space for you to type the text you want to find.

Searches for the exact combination of uppercase and lowercase letters you type in the **Find what** box.

Searches for whole words that are not part of a larger word. For example, if you search for "add", "addition" would not be found.

Finds the next occurrence of the word in the **Find what** box.

Allows you to select the check box next to the country whose national holidays you want to add to your Calendar.

Starts the Import and Export Wizard to help you move data into Outlook.

Allows you to permanently hide this dialog box when you start Outlook.

Provides information about how to use Outlook.

Click an option.

Opens a brief tour that tells you about the features of Outlook.

Specifies the amount of time you want items to remain in the selected folder before they are moved into the archive file or deleted.

Permanently removes items that are older than the amount of time you specify.

Moves items to the file specified. To change the file, type a file name or click **Browse.**

Displays a list of archived files.

Automatically moves items marked to be archived by the specified time into a file.

Moves items that have been removed from the server into an archive file.

Automatically moves items that have expired into an archive file.

Specifies the name of the folder.

Displays the name for the Outlook Address Book that appears in the **Show names from the** box in the Address Book dialog box.

Displays the contacts folder in the **Show names from the** box (in the Address Book dialog box) so you can select e-mail names from this contacts folder.

Specifies the folder name. To change the name of the folder, click **Advanced** and then type the new name in the **Name** box. You must have appropriate permissions to change the name of a public folder.

Provides a space for you to type comments to describe the folder.

Specifies the type of items the folder contains.

Specifies the name of the folder that is one level above the current folder.

Makes the views for this folder that you create in Outlook available on Microsoft Exchange. Use this option for public folders in which items are opened by users of both Outlook and Exchange.

Specifies the type of item or form that is used to post to the selected folder.

Displays the size of the folder and any subfolders.

Displays the subfolders and their sizes.

Specifies the name of the selected folder.

Displays the size of the selected folder.

Displays the size of the selected folder plus all the subfolders.

Allows you to add a field to a view or form. To add a field to a view, click the field, and then drag it onto the column heading row in the view. To add a field to a form, click the field, and then drag it onto the form. If the field you want does not appear, click a different field set in the box above.

Lists field sets. Click a different field set to change the fields in the list.

Creates a new custom field.

Removes a user-defined (or custom) field. This button is only available when you select a user-defined field.

Prints sections A through Z with each section following immediately after the last.

Separates sections A though Z with a new page that prints for each letter.

Prints the contacts in columns on the page. Enter the number of columns you want.

Inserts the number of blank cards you specify at the end of the last printed page so you can add new contacts by hand on the blank cards.

Inserts a vertical list of letters, A through Z, on the side of the page. Shaded letters indicate the letters appear on the page.

Separates contacts into lettered sections on a page, so you can find names filed under the same letter easily.

Specifies whether sections follow each other on the page or are each printed on a separate page.

Prints letter tabs along the side of the page, and prints letter headings to separate names for each letter section.

Specifies whether to have the calendar print a day, week, or month on a page.

Prints all the attachments in the item.

Prints your schedule, notes, and task list on one page; or prints your schedule on one page and your notes and task list on another page.

Includes the TaskPad on the printed schedule. The view you set for the TaskPad determines how it prints.

Includes a blank notes area on the printed schedule.

Includes a notes area with lines on the printed schedule.

Specifies the earliest time you want on the printed schedule.

Specifies the latest time you want on the printed schedule.

Specifies whether to include a task list, or a blank or lined notes area on your printed schedule.

Excludes Saturday and Sunday when you print your Calendar page.

Includes all the days of the month on a single page when you print.

Specifies the information you want to print in the left column on the page.

Specifies the information you want to print in the middle column on the page.

Specifies the information you want to print in the right column on the page.

Arranges the days on the page in two columns, with Monday at the top of the left column and Sunday at the bottom of the right column.

Arranges the days on the page in a grid with the dates at the top and the time on the side.

Specifies whether you want to arrange the days from the top to the bottom of the page or from left to right.

Closes the dialog box and saves any changes you made.

Closes the dialog box without saving any changes you made.

Clears all the settings in the dialog box.

Provides a space for you to type a request or reminder for the item. A flag appears at the top of the item.

Specifies the date and time to display in the flag to indicate when the request or follow-up is due; or you click the arrow, and then click the date on the calendar. If there is no due date, click **None**.

Marks the reminder or request as completed.

Sets the text size and font of incoming messages that use international character sets.

Displays the types of forms available and the options for the forms. Actions automatically open forms, such as when you click **Reply, Forward,** or another command on your form. For example, an action can create a **Forward** button, that, when selected by the user, opens a Forward form to fill in to forward a message. You can also create custom actions. To modify the options for a form, click an action, and then click **Properties.**

Creates a response form.

Changes the properties for the selected response form.

Removes the selected response form or action.

Provides a space for you to type the title of the form that you want to appear in the title bar.

Provides a space for you to type a category name for the form. Use categories to group similar forms. For example, type **expense** in the **Category** box for all forms that pertain to expenses. The category appears when you select the form from the New Form dialog box.

Provides a space for you to type a subcategory name for the form. Use subcategories to divide categories into groups. For example, a human resources category might have subcategories of policies, benefits, and events.

Uses Microsoft Word editing features in the body of messages. The Word editing features are available only to recipients who use Word as their e-mail editor.

Enables you to select the Word template you want to use for the body of the form.

Provides a space for you to type the name of the template you want to use for the body of the form. To select from a list, click **Template**.

Specifies the name of the person you want users to contact for information about the form. The contact name appears in the About Form dialog box on the **Help** menu and in the Properties dialog box for the form.

Provides a space for you to type the name of the person you want users to contact for information about the form. To select from a list, click **Contact**. The contact name appears in the About Form dialog box on the **Help** menu and in the Properties dialog box for the form.

Provides a space for you to type a description of the form. The description appears in the About Form dialog box on the **Help** menu and in the Properties dialog box for the form.

Provides a space for you to type a number or text that identifies the version of the form. The version appears in the About Form dialog box on the **Help** menu and in the Properties dialog box for the form.

Provides a space for you to type a number for the form. The form number appears in the About Form dialog box on the **Help** menu and in the Properties dialog box for the form.

Specifies an icon to use for the form when it is viewed in Large Icons view.

Specifies an icon to use for the form when it is viewed in Small Icons view.

Allows only the users with a password to modify the form. After you select this check box, you must assign a password to the form.

Assigns a password to the form to protect the form from being changed by users.

Includes all the information needed when the form is used by others. Use this option if you do not publish the form to a forms library that other users have access to, such as a forms library on a server or public folder. Clear this check box to remove the form layout from the item and use the form layout in the forms library, which reduces the size of the item.

Specifies that the form be used only for message responses, such as when users click the **Reply, Reply to All, Forward,** or **Reply to Folder** command. The form is not listed in the forms library. You can specify the type of response the form is used for in the Form Actions Properties dialog box.

Provides a space for you to type the password for the form.

Provides a space for you to type the same text you entered in the **Password** box. If the text does not match, the password is not saved.

Specifies the name for the action. This name is added to the **Item** menu and the toolbar of your form when you select **Show action on.**

Makes the form or action available. To disable the action, clear this check box.

Activates a form of the type you specify.

Provides a space for you to type a name for the form you want to create. To select a form from the Personal and Organization Forms Libraries, click **Forms** in the list.

Looks in the forms library for the form and form class specified.

Used by Microsoft Exchange to identify, locate, and open the form.

Enables you to specify the format for the original message and the address headings included in the response form.

Specifies the format for the original message as it appears to recipients in the response form.

Creates an address heading in the response form of the type you select. For example, if you select **Reply,** the reply fields and properties, such as the **From, To, Cc,** and **Subject** fields, appear in the address heading.

Adds the name in the **Action name** box to the **Item** menu and to the toolbar of your form.

Adds the name in the **Action name** box to the **Item** menu of your form.

Provides a space for you to type the text you want to appear in the **Subject** box of the response form. For example, if you type **RE,** then "RE:" appears in the **Subject** box of the response form.

Specifies whether the command that is added to your form opens the form, sends it, or prompts the user. Use the **Show action on** check box to add the command.

Opens the form listed in the **Form Name** box when the action is initiated.

Sends the form listed in the **Form Name** box when the action is initiated.

Displays a prompt that asks the user whether to "Send the response now" or "Edit the response before sending."

Specifies general settings that apply to all of your items.

Automatically deletes all of the items in the Deleted Items folder when you quit Outlook.

Saves messages you have not sent to the Drafts folder. By default, Outlook saves unfinished messages every three minutes.

Displays a message indicating that a new e-mail message has arrived.

Specifies options for the preview pane, a part of Outlook where you can read messages without opening them.

Specifies options for reminders, delegated tasks, and other general settings.

Specifies options for automatically storing old items in an archive file.

Creates or modifies your e-mail accounts or Internet directory (LDAP) server accounts

Specifies the color of undetermined DBCS strings.

Provides a space for you to type a folder name. To display a list of the folders you have most recently used, click the down arrow.

Specifies where you want to look for a folder. To find a folder on your hard disk, click **File system**. To find a folder that contains messages, contacts, tasks, or other items created in Outlook, click **Outlook**.

Specifies whether you want to display the date as a single day, or within a week or month.

Enables you to specify the font for column headings and specify whether columns should change size so that they all fit on the screen.

Sizes the columns so they fit on screen. If you want to scroll to display columns that don't fit on the screen, clear the **Automatic column sizing** check box.

Specifies the font and other options for rows in a table view.

Enables you to type directly in cells in a table view to make changes. When the **Allow in-cell editing** check box is cleared, double-click the cell to make changes.

Displays a row at the top of a table for entering a new item. This option is available only when you select the **Allow in-cell editing** check box.

Specifies the font and determines whether text or just headings are displayed for items in a table view.

Displays the first three lines of the contents of all items so you can quickly scan them.

Displays the first three lines of the contents of unopened items only so you can quickly scan them.

Displays only the headings for items.

Specifies the style and color for gridlines in a table.

Specifies a color for the gridlines. This option is not available until you choose a gridline style.

Shows how the gridlines will look.

Specifies a gridline style to separate columns and rows in a table.

Adds shading to group headings when you group items in a table view. Shading the headings makes it easier to scan a long list of grouped items.

Displays the preview pane, an area beneath the item list where you can preview the contents of items without opening them.

Diplays or hides the contents of a message header in the divider between the preview pane and the item list. The message header includes the **From, Subject, To,** and **Cc** boxes.

Groups items by the contents of the field selected in the list.

Click the field you want to group by. To change the list of available fields, click a field set in the **Select available fields from** box.

Groups items starting from the beginning of the alphabet, the lowest number, or the earliest date.

Groups items starting from the end of the alphabet, the highest number, or the latest date.

Includes in the view the name of the field being grouped by. This makes it easier to understand the groupings when you group by more than one field.

Groups data by an additional field. For example, you can group contacts by state, and then by ZIP/Postal code.

Resets all the groupings to none.

Lists sets of fields available for you to choose from. To change the field set that displays in the **Group items by** and **Then by** boxes, click an option.

Specifies how you want grouped items to display.

Specifies options for automatically processing meeting requests that are sent to you.

Automatically places meeting requests sent to you on your Calendar and returns a message to the sender that you accept the meeting request. If you are responsible for coordinating resources, such as conference rooms, use this option to automatically process requests for the resource.

Automatically declines meeting requests sent to you if the time overlaps with an existing appointment on your Calendar. If you are responsible for coordinating resources, such as conference rooms, use this option to prevent overbooking a resource.

Automatically declines recurring meeting requests sent to you. If you are responsible for coordinating resources, such as conference rooms, use this option to prevent someone from scheduling the resource on a repeating basis.

Specifies the size and arrangement of icons used to represent the items.

Displays each item as a large icon. This is useful if you would like to see the contents of the folder arranged visually

Displays each item as a small icon. This is useful if you would like to see more information on your screen

Displays each item as a small icon and arranges the icons in a list.

Specifies the layout of the icons used to represent the items.

Specifies that icons remain where you move them.

Aligns icons in rows.

Aligns icons on an invisible grid. When you move an icon, it snaps to the nearest gridline.

Shows how the icons will look in the view.

Aligns icons in rows by the sort criteria you specify in the Sort dialog box.

Uses the English version of the message header fields in a reply or forwarded message. For example, **From, Sent, To,** and **Subject** field labels would be in English. This option is not available unless you use a non-English version of Outlook.

Stops mapping the selected character set.

Lists the character sets that are remapped for incoming messages.

Automatically adds to the Journal the items you specify for the contacts you select.

Automatically adds to the Journal the items that you selected in the **Automatically record these items** box for the contacts you specify.

Automatically creates a journal entry with the date and time you create, open, close, and save any file in the programs you select.

Specifies whether to open the item the journal entry refers to or the journal entry when you double-click an icon in the Journal.

Opens the journal entry, not the item it refers to, when you double-click an icon in the Journal. For example, if you double-click a Microsoft Word file icon, the journal entry for the file opens, not the actual Word file.

Opens the item the journal entry refers to, not the journal entry, when you double-click an icon in the Journal. For example, if you double-click a Microsoft Word file icon, the Word file opens, not the journal entry for the file.

Specifies the options for moving items to an archive file or deleting items that are older than a date you specify.

Specifies values for the drop-down list. To create a drop-down list with custom options, create a custom list box by using the **Control Toolbox.**

Specifies the type of list style used for the control.

Provides a space for you to type a brief description of the journal entry.

Specifies the entry type that best describes the journal entry so you can find it later. To display the entry quickly, type its first letter.

Provides a space for you to type the names of the contacts associated with this journal entry. To select names from a list, click **Address Book**.

Provides a space for you to type the name of the company associated with this journal entry.

Specifies the time the journal entry begins.

Specifies the amount of time the journal entry spans. If you use the **Start Timer** and **Pause Timer** buttons, the elapsed time is displayed here.

Starts a timer that tracks the duration of the journal entry. The elapsed time is displayed in the **Duration** box.

Pauses the timer. This button in unavailable until you click **Start Timer.** The elapsed time is displayed in the **Duration** box. To reset the timer, click **0 minutes** in the **Duration** box.

Provides a space for you to type a description or other details about the journal entry, or insert a file.

Begins timing the duration of the journal entry when you click **Start Timer**.

Displays the name of the sender.

Displays the date and time the message was sent.

Displays the names of the people the message was sent to.

Displays the names of the people a copy of the message was sent to.

Displays the topic of the message.

Displays the body of the message.

Displays the body of the message.

Displays information about the type of security used with the message.

Click here to view the security settings for an individual message. Or on the **File** menu in the message, click **Properties**.

Click here to view the security settings for an individual message. Or on the **File** menu in the message, click **Properties**.

Displays lists of e-mail names so you can select the recipients of the message.

Provides a space for you to type the names of the people you want to send the message to.

Provides a space for you to type the names of the people you want to send a copy of the message to.

Provides a space for you to type the topic of the message.

Provides a space for you to type your message.

Provides a space for you to type the names of people who should receive the message while their names are hidden from other recipients of the message.

Provides a space for you to type the name of the person on whose behalf you are sending the message. You must have appropriate permissions to send a message for someone else.

Displays lists of e-mail names to select the person on whose behalf you are sending the message. You must have appropriate permissions to send a message for someone else.

Displays information about the item. If the item is part of a conversation, you can click the text to find all other items in the conversation.

Displays any attachments that are in the message. Double-click the attachment to open it, or right-click the attachment, and then click **Save As** on the shortcut menu, to save it as a file.

Provides a space for you to type a name for the new category, and then click **Add.**

Lists the categories available to any item.

Adds a new category to the Master Category List. This button is unavailable until you type in the **New category** box.

Removes the selected category. This button is unavailable until you select a category from the list.

Returns the Master Category List to its original condition.

Displays the sensitivity level of the message, which is set by the sender of the message.

Specifies the date and time the message will be made unavailable.

Displays every transaction that has occurred for a message from the Internet. The header specifies the sender's Internet e-mail address, the message hosts through which the message traveled, and the time the message arrived at each host, which is useful to troubleshoot message delays.

Returns a message to the sender that verifies the date and time the message arrived at the postoffice of the recipients.

Returns a message to the sender that verifies the date and time the message was opened by the recipients.

Displays the security settings for the message.

Displays the tracking options for the message.

Displays a tag indicating how the recipient should treat the message. Click a sensitivity level for the message.

Displays a symbol in the recipient's message list indicating that a message is of high, normal, or low importance.

Displays words you can use to find or group related items.

Specifies the words that you want to associate with this item. Separate multiple categories with commas. Use the same categories for related items so you can easily search for or group them later.

Displays voting buttons in the recipients' copy of the message so that recipients can reply to the message by making choices such as Approve or Reject.

Specifies the voting buttons you want to display in the recipients' copies of the message. To create custom voting buttons, type the button names you want , separated by semicolons—for example, Yes; No; Probably.

Sends replies to this message to someone else, such as an assistant.

Provides a space for you to type the name of the person you want to receive the message replies.

Returns a message to you verifying the date and time the message arrived at the postoffice of the recipient.

Returns a message to you verifying the date and time the message was opened by the recipient.

Keeps the message in your Outbox folder until the date and time you specify.

Specifies the date and time to deliver the message. You can also click the arrow, and then click the date on the calendar.

Makes the message unavailable after the specified date and time.

Specifies the date and time after which the message will be unavailable. You can also click the arrow, and then click the date on the calendar.

Saves a copy of the sent message in the specified folder.

Displays the name of the folder that the sent message is saved in.

Displays a list of folders to save the message in.

Returns a message to you verifying that the message you sent has been delivered or opened.

Specifies security settings for the message.

Encodes the message and its attachments so they are not readable by anyone other than the recipients you specify.

Adds a digital signature to the message to ensure the message is not altered by someone else.

Specifies the importance and sensitivity of the message.

Specifies whether the message has voting buttons or is tracked.

Specifies general options for messages, such as who to send replies to or when to make a message unavailable.

Specifies the recipient, message status, the time the message was delivered or read, voting responses, and recall reports. You can select and copy the status from the table to use in another item.

Lists attendees who are required at the meeting.

Lists attendees who might attend the meeting

Displays the topic of the meeting.

Displays information or notes from the person sending the meeting request.

Provides a space for you to type the first name.

Provides a space for you to type a title, such as Mr., Ms., or Mrs.

Provides a space for you to type the middle name or middle initial.

Provides a space for you to type the last name.

Provides a space for you to type a name suffix, such as Jr. or Ph.D.

Displays the Check Full Name dialog box when an ambiguous name is entered in the **Name** box to make sure the name is divided into its parts correctly.

Provides a space for you to type the details of the name in the boxes below.

Provides a space for you to type a name for the new folder.

Specifies the type of item you want to keep in the folder.

Provides a space for you to type a description of the folder contents. The description appears in the Properties dialog box.

Adds a shortcut for the new folder to the Outlook Bar.

Type a name for the folder.

Specifies the name of the folder that is one level above the current folder.

Click **Yes** to read mail now. Click **No** to continue your task.

Provides a space for you to type a name for the view.

Specifies the type of view you want to use.

Specifies the folders the view is available in and whether others can see the view.

Specifies that this view is available only in the folder it is created in and to anyone who has permission to access this folder.

Specifies that this view is available only in the folder it is created in and only to the person who created it.

Specifies that this view is available in all folders that contain the same type of item.

Displays the text of a note. To save a note in a different folder, change its color, or assign a note to a category, click the note icon in the upper-left corner, and then click the command you want.

Specifies the color you want to use for new notes.

Specifies the size you want to use for new notes. To resize a single note, drag the lower-right corner of the note.

Specifies the e-mail account you want to use to send the message.

Displays lists of e-mail names to choose from.

Provides a space for you to enter the name of the Microsoft Exchange user whose folders you want to open. For example, to open the server copy of one of your folders, enter your e-mail name.

Displays lists of folders you can choose from.

Opens the server copy of the folder selected in the **Folder** box.

Displays the names and values of fields. To change the value for a field, click the value. Some field values cannot be changed in the table and must be changed on the **General** tab. To create a custom field, click **New.**

Specifies the set of fields you want to show in the table below.

Creates a new field.

Displays the properties of the selected field.

Removes the user-defined (or custom) field selected above. This button is available only for user-defined fields.

Custom

Runs an add-in program or a custom macro.

Spelling (Tools menu)

Checks the spelling of the active document, file, workbook, or item.

Save (File menu)

Saves the active file with its current file name, location, and file format.

Print (File menu)

Prints the active file or selected items. To select print options, click the **File** menu, and then click **Print.**

New (File menu)

Creates a new, blank file.

Copy (Edit menu)

Copies the selection to the Clipboard.

Cut (Edit menu)

Removes the selection from the active document and places it on the Clipboard.

Paste (Edit menu)

Inserts the contents of the Clipboard at the insertion point, and replaces any selection. This command is available only if you have cut or copied an object, text, or the contents of a cell.

Open (File menu)

Opens or finds a file.

Address Book (Tools menu)

Displays a list of e-mail addresses.

Reply (Actions menu)

Returns a message or file to the sender.

Reply to All (Actions menu)

Returns the message or file to the sender and everyone who is in the **To** and **Cc** boxes.

Forward (Actions menu)

Sends the message or file to the recipient you specify.

Previous Item (View menu)

Displays the previous item.

Next Item (View menu)

Displays the next item.

Check Names (Tools menu)

Checks the names in the **To, Cc,** and **Bcc** boxes against names in the Address Book.

Tab Order (Layout menu)

Assigns the tab order to the controls on the form.

Delete (File menu)

Removes the selected object. In Outlook, removes the selected item from the view and moves it to the Deleted Items folder.

Control Toolbox (Form menu)

Displays the toolbox to add controls to your forms.

Close All Items (File menu)

Closes all the open items.

Save As (File menu)

Saves the active item with a different file name, location, or file format.

Properties (File menu)

Displays details for the selected item.

Exit (File menu)

Quits Outlook.

Toolbars (View menu)

Displays or hides toolbars. To display a toolbar, select the check box next to the toolbar name. To hide a toolbar, clear the check box.

Reset

Restores the selected button or menu command to its original name and button image.

Name

Displays the name of the selected toolbar button or menu command. To rename the button or command, type a new name.

Delete

Deletes the selected toolbar button or menu command.

Contents and Index (Help menu)

Opens the online Help Index and Contents for this program.

Office Assistant (Help menu)

The Office Assistant provides Help topics and tips to help you accomplish your tasks.

See Tips

Displays tips about more efficient ways to accomplish tasks, and suggests related and new features.

Options

Displays the Office Assistant dialog box where you can change the way the Office Assistant works.

Choose Assistant

Displays the Office Assistant dialog box where you can change your Office Assistant.

Animate

Allows you to preview the movements and other animations of the Office Assistant.

Hide Assistant

Removes the Office Assistant from view.

Importance: High

Sets the importance of the message to high.

Importance: Low

Sets the importance of the message to low.

Folder List (View menu)

Displays or hides the list of all your Outlook folders.

File (Insert menu)

Inserts a file in the item.

Plan a Meeting (Actions menu)

Invites attendees to a meeting, and displays invitees' schedules.

Invite Attendees (Actions menu)

Adds a **To** box so you can send the item to people you specify.

Accept

Accepts the meeting or task request, and places it on your Calendar or Task list.

Decline

Declines the meeting or task request.

Tentative

Tentatively accepts the meeting, and places it on your Calendar.

Day (View menu)

Displays one day at a time.

Week (View menu)

Displays one week at a time.

Month (View menu)

Displays one month at a time.

Go To Today (Go menu)

Returns to the current date.

New Contact (File menu)

Creates a new contact.

Remote Mail Remote Tools (Tools menu)

Displays the Remote toolbar.

Remote Mail Connect (Tools menu)

Connects to a Remote Mail service.

Remote Mail Disconnect (Tools menu)

Disconnects from a Remote Mail service.

Remote Mail Mark to Retrieve (Tools menu)

Moves the selected message from the server to your hard disk.

Remote Mail Unmark All (Tools menu)

Unmarks all the messages so they are not moved or copied to your computer.

New Appointment (File menu)

Creates an appointment.

Custom Icons

Click the icon you want to assign to the selected item.

Office Assistant (Help menu)

Provides Help topics and tips to help you accomplish your tasks.

View Code (Form menu)

Displays Visual Basic Editor, which you can use to write Visual Basic commands.

Remove from Calendar

Removes a canceled meeting from your Calendar.

Explore

Opens the selected folder and displays the contents.

Folder New folder (File menu)

Creates a new folder.

Open Folder

Opens the selected folder.

Rename Folder

Allows you to change the name of the folder.

Save and New (File menu)

Saves the current contact and opens a new contact.

Group by This Field

Groups items by the selected field.

Copy Folder

Copies the selected folder to a new location.

Delete Folder

Removes the selected folder.

Move Folder

Moves the selected folder to a new location.

Disconnect Network Drive (Tools menu)

Removes the connection to a network computer or folder.

Empty Deleted Items Folder (Tools menu)

Permanently deletes the items in the Deleted Items folder.

Record in Journal (Tools menu)

Creates a new journal entry for the selected item.

Map Network Drive (Tools menu)

Establishes a connection and assigns a drive letter to a network computer or folder.

Mark as Read (Edit menu)

Removes bold formatting from the message header to indicate that the message has been read.

Mark as Unread (Edit menu)

Adds bold formatting to the message header to indicate that the message has not been read.

Copy to Folder (File and Edit menus)

Copies the selected items to the folder you specify.

Flag for Follow Up (Actions menu)

Adds special text to the message to indicate that a follow-up action is required.

Move to Folder (File and Edit menus)

Displays a list of the folders that you can move the item to.

Blue

Changes the color of the note to blue.

Green

Changes the color of the note to green.

Pink

Changes the color of the note to pink.

White

Changes the color of the note to white.

Yellow

Changes the color of the note to yellow.

All Tasks

Displays all tasks.

Tasks for Next Seven Days

Displays the tasks scheduled for the next seven days.

Active Tasks for Selected Days

Displays the tasks that are active for the days you specify.

Todays Tasks

Displays the tasks that are active for today.

Tasks Completed on Selected Days

Displays the tasks that are completed for the days you specify.

Overdue Tasks

Displays the overdue tasks.

AutoPreview (View menu)

Displays or hides the first lines of items in a table.

Actual Size (Print Preview toolbar)

Displays the page at its actual size.

Field Chooser (Form menu)

Allows you to add, remove, and create fields for the form or view.

Go to Date (Go menu)

Goes to the date you specify.

Group by box

Displays or hides the **Group by** box to quickly group items.

Message header (View menu)

Displays or hides the message header boxes, such as the **Cc** and **Subject** boxes.

Remote Mail Mark to Retrieve a Copy (Tools menu)

Specifies that the message be copied to your computer the next time you connect to the server.

New Meeting Request (File menu)

Creates a new meeting request.

New Folder (File menu)

Creates a new folder.

Add New Group

Adds a new folder group to the Outlook Bar.

New Mail Message (File menu)

Creates an e-mail message.

New Note (File menu)

Creates a new note.

Send Status Report (Task menu)

Opens a message with the status of the task in the message body.

New Task Request (Actions menu)

Creates a new task request.

Up One Level

Opens the folder that is one level above the current folder.

Bcc Field (View menu)

Adds a **Bcc** box so you can send a message to someone and have their name hidden from other recipients of the message.

Customize Current View (View menu)

Displays the settings for the current view.

Define Views (View menu)

Displays the properties of the available views, and enables you to modify views and create new views.

Open Other Users Folder (File menu)

Opens the folder you specify.

View First Item in Folder (View menu)

Opens the first item in the selected folder.

From Field (View menu)

Adds a **From** box so that you can send a message on behalf of someone else.

Go to Folder (Go menu)

Displays a list of folders.

Include Tasks with No Due Date

Includes tasks that have no due date when you select another TaskPad view.

Next High Importance Item (View menu)

Displays the next item in the list that is marked high importance.

Previous High Importance Item (View menu)

Displays the previous item in the list that is marked high importance.

Refresh (View menu)

Updates the view of the folder.

Rename Page (Form menu)

Changes the name of the tab on the page.

Rename Shortcut

Changes the name of the shortcut.

Request Responses (Actions menu)

Specifies whether you want to receive responses to your meeting requests.

Services (Tools menu)

Lists information services and options for changing them.

Sharing (File menu)

Specifies the sharing options for the drive or folder.

Remote Mail Unmark for Deletion (Tools menu)

Unmarks the selected message so it's not moved or copied to your computer.

Archive (File menu)

Moves information older than the date you specify to an archive file.

Best Fit

Adjusts the width of the column to fit the text of the longest item.

Categories (Edit menu)

Assigns keywords to selected items.

Change Time Zone

Changes the time zone used for all time-based fields.

Exit and Log Off (File menu)

Quits Outlook and logs off all messaging services.

Current View (View menu)

To change the view, click a different view.

Page Setup Define Print Styles (File menu)

Allows you to create, modify, and remove print styles.

Format Columns

Changes the format, label, width, and alignment of columns in the view.

Next Incomplete Task (View menu)

Opens the next incomplete task.

Rename Group

Allows you to change the name of the group.

Previous Incomplete Task (View menu)

Opens the previous incomplete task.

Next Item from Sender (View menu)

Opens the next item from the same person who sent the current item.

Previous Item from Sender (View menu)

Opens the previous item from the same person who sent the current item.

Remote Mail Mark to Retrieve a Copy (Tools menu)

Marks the message so that it will be copied to your computer the next time you connect to the server.

Mark All as Read (Edit menu)

Removes bold formatting from all messages, to indicate they have been read.

Next Item in Conversation Topic (View menu)

Moves to the next item.

Recover Meeting (Appointment menu)

Moves a deleted meeting back into your Calendar.

Previous Item in Conversation Topic (View menu)

Returns to the previous item.

New Contact from Same Company (Actions menu)

Opens a new contact with the same company as the current contact.

New Event (Actions menu)

Creates an all-day event.

Choose Form

Lists the forms that are set up.

Save Task Order (Actions menu)

Saves the current order in the task list.

Publish Form (Tools menu)

Saves the form to the forms library you specify.

Save Search (File menu)

Saves the current search criteria for later use.

Save and New in Company (File menu)

Saves the contact and opens a new contact with the company information filled in.

Control Toolbox (Form menu)

Displays the toolbox for adding controls to your forms.

Separate Read Layout (Form menu)

Creates a separate form that users read.

Skip Occurrence (Actions menu)

Moves to the next due date for a recurring task.

Remote Mail Unmark (Tools menu)

Unmarks the selected message so that it is not moved or copied to your hard disk.

Add to Outlook Bar

Adds a shortcut to a folder to the Outlook Bar.

Forward Items

Inserts the selected items into a new message.

Display This Page (Form menu)

Specifies whether to display the page to the user of the form. Clear this to hide pages you don't want the user to see.

New Post in This Folder (Actions menu)

Creates a new post in the current folder.

Reply with Message (Actions menu)

Opens a message addressed to the sender of the meeting request.

Save and Close

Saves and closes the current item.

Assign Task (Actions menu)

Adds a **To** box so that you can assign the task to someone else.

Recurrence (Actions menu)

Repeats an appointment or task at the interval you specify.

New Message to Contact (Actions menu)

Opens a message addressed to the contacts.

New Task for Contact (Actions menu)

Opens a task request addressed to the contacts.

New Meeting with Contact (Actions menu)

Opens a meeting request addressed to the contacts.

New Message to Attendees (Actions menu)

Opens a new message addressed to all the invitees of the meeting.

Send Update to Attendees and Close

Sends the meeting update to the people on the **To** list and closes the meeting.

Reply to All with Message (Actions menu)

Opens a message addressed to all the recipients of the meeting request.

Post Reply in This Folder (Actions menu)

Posts a reply in the selected folder to the selected message.

View in Calendar (View menu)

Displays the appointment or meeting request in the Calendar.

New Journal Entry (File menu)

Creates a new journal entry.

Last Item in Folder (View menu)

Opens the last item in the selected folder.

New Appointment (Actions menu)

Creates a new appointment.

New Contact (Actions menu)

Creates a new contact.

New Journal Entry (Actions menu)

Creates a new journal entry.

Previous Flagged Message (View menu)

Opens the previous flagged message.

Next Flagged Message (View menu)

Opens the next flagged message.

New Note (Actions menu)

Creates a new note.

New Task (Actions menu)

Creates a new task.

Next Unread Item (View menu)

Opens the next unread item.

Previous Unread Item (View menu)

Opens the previous unread item.

Cancel Accept

Cancels accepting the task and returns you to the task request.

Cancel Decline

Cancels declining the task and returns you to the task request.

Cancel Assignment (Actions menu)

Changes a task request into a task.

New Task Request (File menu)

Creates a new task request.

New Post in This Folder (Actions menu)

Creates a post in the current folder.

Edit Series

Changes the recurrence pattern of a repeating appointment.

Close (File menu)

Closes the item.

Page Numbers (Header and Footer toolbar)

Inserts page numbers that automatically update when you add or delete pages.

Insert Number of Pages

Prints the total number of pages in the active document by inserting a NUMPAGES field at the insertion point. To print page numbers in the style "Page 3 of 12," click  where you want to insert the current page number, and then click

 where you want to insert the total number of pages.

Time (Header and Footer toolbar)

Inserts a time field that automatically updates so that the current time appears when you open or print the file.

One Page

Scales the editing view so you can see the entire page in the page layout view.

Many Pages

Displays the pages that will be printed.

Page Up

Moves the insertion point and document display to the previous screen of text.

Page Down

Moves the insertion point and document display to the next screen of text.

Date (Header and Footer toolbar)

Inserts a date field that automatically updates so that the current date appears when you open or print the file.

Back (Go menu)

Opens the previous item.

Forward (Go menu)

Opens the next item.

Clear (Edit menu)

Deletes the selected object or text without putting it on the Clipboard. This command is available only if an object or text is selected.

Undo (Edit menu)

Reverses the last command or deletes the last entry you typed.

Select All (Edit menu)

Selects all text and graphics in the active window, or selects all text in the selected object.

Outlook Bar (View menu)

Shows or hides the Outlook Bar.

Status Bar

Shows or hides the status bar.

Inbox (Go menu)

Displays the Inbox folder.

Calendar (Go menu)

Displays the Calendar folder.

Contacts (Go menu)

Displays the Contacts folder.

Options (Tools menu)

Modifies settings such as screen appearance, mail services, mail format, security, spelling, and other options.

Find All Related Messages (Tools menu)

Finds all messages in the folder that have the same conversation topic as the selected message.

Find Items (Tools menu)

Searches for items with the criteria you specify.

Save Form Design As

Saves the form.

Set Grid Size (Form menu)

Specify spacing between gridlines.

New Post in This Folder (File menu)

Creates a new post in the current folder.

New Office Document (File menu)

Creates a new Office document.

Import and Export (File menu)

Starts the **Import/Export Wizard** to assist you in importing files from other applications, or from archived information.

Print Preview (File menu)

Shows how a file will look when you print it.

Find All Messages from Sender (Tools menu)

Finds all the messages in the folder that are from the same person as the selected message.

New Recurring Appointment (Actions menu)

Creates a new appointment that repeats at the interval you specify.

New Recurring Meeting (Actions menu)

Creates a new meeting that repeats at the interval you specify.

About Microsoft *Program* (Help menu)

Displays the version number of this Microsoft program; copyright, legal, and licensing notices; the user and organization name; the software serial number; and information about your computer and your operating system.

About This Form (Help menu)

Specifies information about the custom form.

Align Middle (Layout menu)

Aligns two or more selected controls vertically with the middle of the first control you select.

Microsoft on the Web (Help menu)

Connects to the microsoft.com Web site where you can download the latest add-ons and get information and technical support.

Advanced Properties (Form menu)

Specifies additional properties for the selected control.

Horizontal Spacing Make Equal (Layout menu)

Adjusts the spacing between selected controls on the same line so the controls are the same distance apart.

Vertical Spacing Make Equal (Layout menu)

Adjusts the vertical spacing between selected controls so the controls are the same distance apart.

Resend This Message (Tools menu)

Sends the message again.

Save Attachments (File menu)

Saves attachments to a new location.

New Letter to Contact (Actions menu)

Opens a letter in Microsoft Word addressed to the contact.

Folder Delete Folder (File menu)

Removes the selected folder.

Decline

Declines the task and does not add it to your task list.

New Mail Message (Actions menu)

Creates an e-mail message.

Recall This Message (Tools menu)

Removes or replaces the message in the Inbox of the recipients.

Folder Rename (File menu)

Renames the selected folder.

Edit Compose Page (Form menu)

Displays the page to compose messages, so you can create a custom compose note.

Edit Read Page (Form menu)

Displays the page that users receive, so that you can create a custom read note. This button is available when you click **Separate Read Layout** on the **Form** menu.

Open Attendee's Calendar

Opens the calendar of the attendee you select.

Copy to Personal Calendar

Copies the selected item to your personal calendar file.

Copy to Personal Task List

Copies the selected item to your personal task list.

New Meeting Request (Actions menu)

Creates a new meeting request.

AutoLayout (Layout menu)

Automatically places new controls you drag onto a form − below, above, or to the right of existing controls. Clear this option if you want to manually place every control on the page.

Mark Complete (Actions menu)

Marks the active task completed.

Remove This Column

Removes the selected column from the view.

Show Grid (Layout menu)

Shows or hides the grid.

Size to Grid

Resizes the control to the nearest gridline.

Snap to Grid

Aligns controls to the nearest gridline.

Align Bottom (Layout menu)

Aligns two or more selected controls vertically with the bottom of the first control you select.

Send (File menu)

Sends the message or item.

Align Left (Layout menu)

Aligns two or more selected controls so their left edges align to match the position of the first control you select.

Align Right (Layout menu)

Aligns two or more selected controls so their right edges align to match the position of the first control you select.

Align Top (Layout menu)

Aligns two or more selected controls vertically with the top of the first control you select.

Align Center (Layout menu)

Aligns two or more selected controls so they're centered relative to the position of the first control you select.

60 Minutes

Changes the time interval between hours to 60-minute increments.

10 Minutes

Changes the time interval between hours to 10-minute increments.

Folder Move (File menu)

Move the selected folder to a new location.

30 Minutes

Changes the time interval between hours to 30-minute increments.

6 Minutes

Changes the time interval between hours to six-minute increments.

Hide Outlook Bar

Hides the Outlook Bar. To display the Outlook Bar again, click **Outlook Bar** on the **View** menu.

Tab Order

Assigns the tab order to the controls on the form.

Open Search (File menu)

Opens a previously saved search.

Folder Copy (File menu)

Copies the selected folder to a new location.

5 Minutes

Changes the time interval between hours to five-minute increments.

Call New Call (Actions menu)

Opens the automatic phone dialer for dialing phone numbers for contacts.

Explore Web Page (Actions menu)

Opens the World Wide Web page that's listed in the **Web page** list for the contact.

15 Minutes

Changes the time interval between hours to 15-minute increments.

Item (Insert menu)

Inserts an Outlook item as text, as an attachment, or as a shortcut.

Cancel Invitation (Actions menu)

Converts a meeting request into a personal appointment by removing the names in the **To** field.

Design This Form (Tools menu)

Creates a custom form based on the current form.

Send (File menu)

Sends the message.

Style

Click the style you want to apply to the selected paragraphs.

Font

Changes the font of the selected text and numbers. In the **Font** box, select a font name.

Font Size

Changes the size of the selected text and numbers. In the **Font Size** box, enter a size. The sizes in the **Font Size** box depend on the selected font and active printer.

Font Color

Formats the selected text with the color you click.

Bold (Formatting toolbar)

Makes selected text and numbers **bold.** If the selection is already bold, clicking again removes bold formatting.

Italic (Formatting toolbar)

Makes selected text and numbers *italic.* If the selection is already italic, clicking again removes italic formatting.

Underline (Formatting toolbar)

Underlines selected text and numbers. If the selection is already underlined, clicking again removes underlining.

Align Left (Formatting toolbar)

Aligns the selected text, numbers, or inline objects to the left with a ragged right edge.

Align Right (Formatting toolbar)

Aligns the selected text, numbers, or inline objects to the right with a ragged left edge.

Center (Formatting toolbar)

Centers the selected text, numbers, or inline objects.

Numbering

Adds numbers to or removes numbers from selected paragraphs.

Bullets

Adds bullets to or removes bullets from selected paragraphs.

Decrease Indent

Indents the selected paragraph to the previous tab stop or indents contents of selected items to the left by one character width of the standard font.

Increase Indent

Indents the selected paragraph to the next tab stop or indents contents of selected items to the right by one character width of the standard font.

Redo

Reverses the action of the **Undo** command.

Paste Special (Edit menu)

Pastes, links, or embeds the Clipboard contents in the current file in the format you specify.

Find (Edit menu)

Searches for specified text in the item.

Font (Format menu)

Changes the font and character spacing formats of the selected text.

Paragraph (Format menu)

Changes paragraph indents, text alignment, line spacing, pagination, and other paragraph formats in the selected paragraph.

AutoDial

Automatically dials a telephone number when you use a modem with your computer.

Send

Sends the message or file to the recipients on the **To** and **Cc** lines.

Accept

Accepts the task and adds it to your task list.

Font Size

Increases or decreases the size of the selected text.

Post Reply

Posts a reply in the current folder to the message.

Expand/Collapse Groups Expand this Group (View menu)

Shows all items in the selected group.

Expand/Collapse Groups Collapse This Group (View menu)

Hides all items in the selected group so only group headings appear.

Expand/Collapse GroupsExpand All (View menu)

Displays all the items in all the groups.

Expand/Collapse Groups Collapse All (View menu)

Hides all the items in all the groups.

Properties (File menu)

Shows properties for the selected folder.

Show Fields

Adds or removes fields in the view.

Sort (View menu)

Sorts items by the criteria you specify.

Filter

Filter items by the criteria you specify.

Outbox (Go menu)

Shows the Outbox folder.

Sent Items (Go menu)

Shows the Sent Items folder.

Deleted Items (Go menu)

Shows the Deleted Items folder.

My Computer (Go menu)

Shows the file system and the files on your hard drive.

My Documents (Go menu)

Shows the My Documents folder.

Tasks (Go menu)

Shows the Tasks folder.

Notes (Go menu)

Shows the Notes folder.

Journal (Go menu)

Shows the Journal folder.

Large Icons

Shows files and items as large icons.

Small Icons

Shows files and items as small icons.

Remove Group

Removes the grouping. All the shortcuts in the group will also be removed.

Open in New Window

Opens the Outlook folder in a separate window.

Post (File menu)

Sends the item or file to the folder.

Find Next (Edit menu)

Searches for the next occurrence of the text you want to find.

New Task (File menu)

Creates an Outlook task.

New Journal Entry (File menu)

Creates a new journal entry.

Connect to the World Wide Web

Connects to the Microsoft Web site and other sites that provide up-to-date information.

Object (Insert menu)

Inserts an object – such as a drawing, WordArt text effect, or an equation – at the insertion point.

Rules Wizard (Tools menu)

Automates processing messages by creating rules.

Provides a space for you to type the name you want to appear on the page.

Centers selected text.

Aligns selected text along the right margin.

Adds bullets to or removes bullets from selected paragraphs.

Aligns selected text along the left margin.

Provides options for aligning text.

Shows how the selected options will look when printed.

Specifies print options or prints the item.

Specifies layout options for the selected print style.

Displays the font for titles or headings.

Displays the font for titles or headings. To change the font, click **Font.**

Changes the font, font style, font size, or script for titles or headings.

Displays the font for text or rows.

Displays the font for text or rows. To change the font, click **Font.**

Changes the font, font style, font size, or script for text or rows.

Shows how the selected print style options will look when printed.

Shows how the selected print style options will look when printed.

Displays the font options for the selected print style.

Adds light gray shading to headings, dates, and other elements. If your printer does not support gray, or if you want to fax the printout, clear the **Print using gray shading** check box.

Displays text that will print to the left, center, or right in the top margin of the file.

Displays the font name as a sample of the font used in the header or footer. To change the font, click **Font.**

Displays options for changing the font, font style, font size, or color of the header or footer.

Specifies the text or fields that you want printed on the left side of the header or footer.

Specifies the text or fields that you want printed in the center of the header or footer.

Specifies the text or fields that you want printed on the right side of the header or footer.

Displays text that you want printed to the left, center, or right in the bottom margin of the file.

Reverses the position of the right and left sections of the header or footer so that the information in the left section on an even page is printed in the right section on an odd page. Use this option when you print more than one page and want the left section of the header or footer to be on the outside edge of every page.

Inserts a page number, the total number of pages, the date, time, or the user's name in a header or footer.

Specifies the type of paper and the paper source you want to use.

Specifies the type of paper you want to print on. To use a special paper size, click **Custom,** and then type the dimensions below.

Displays the dimensions of the paper selected in the **Type** box. For a custom paper size, click **Custom** in the **Type** box, and then type the dimensions you want.

Displays the dimensions of the page selected in the **Size** box.

Specifies the paper source for the printer, such as the upper tray, envelope feed, or manual feed.

Specifies the amount of blank space between the edge of the paper and the beginning of the printed data.

Provides a space for you to type the amount of blank space you want at the top of the page.

Provides a space for you to type the amount of blank space you want on the left side of the page.

Provides a space for you to type the amount of blank space you want at the bottom of the page.

Provides a space for you to type the amount of blank space you want on the right side of the page.

Specifies the page layouts and sizes available for the paper you select in the **Type** box.

Specifies the page size and layout you want for a particular paper type. The paper type and page size are displayed in the **Orientation** box.

Prints the page vertically.

Prints the page horizontally.

Displays a preview of the vertical or horizontal layout of the page on the paper.

Displays the selected print style.

Adds names and phone numbers to the Speed Dial menu.

Provides a space for you to type the name of the person or business you want to add to the Speed Dial menu. After you type the name, click **Add.**

Provides a space for you to type the phone number of the person or business you want to add to the Speed Dial menu. After you type the phone number, click **Add.**

Adds the name and number to the **Speed Dial** menu.

Lists names and numbers.

Deletes the selected name and number from the Speed Dial menu.

Displays options for changing your port, speed, connection preferences, call preferences, and other line settings.

Automatically adds the country code to local phone numbers. To set dialing options, click **Dialing Properties**.

If you have more than one phone line or modem, specifies which line to use when dialing.

Displays options for adding the country code to phone numbers or setting dialing properties.

Creates a new folder.

Displays a list of folders so you can click the folder you want.

Starts the search.

Removes the check mark from all folders you select.

Specifies the number of folders included in the search.

Specifies the names of folders included in the search.

Includes all the subfolders of the folders you select to search.

Provides a space for you to type the names of people and resources you want to invite to the meeting. The envelope symbol to the left of the name indicates that a meeting request will be sent. The time grid to the right displays the free and busy time status of the people or resources you specify.

Displays lists of e-mail names and other resources, such as meeting rooms, to select when you schedule your meeting.

Selects the first available free time prior to the currently displayed free time for all the attendees and resources.

Selects the next available free time for all the attendees and resources.

Specifies the start date and time for the meeting.

Specifies the time the appointment begins.

Specifies the date and time the meeting ends.

Specifies the time the appointment ends.

Checks the names of the attendees against the address book list. Names not in the address book are marked with a red underline.

Specifies that the attendee has a tentative appointment at this time.

Specifies that the attendee is busy.

Specifies that the attendee is out of office.

Creates a meeting request with the names of the attendees and time filled in.

Displays options for changing the display of the hours in the grid to show only working hours or to show more than one day at a time.

Displays the original subject of the post. Use the **Conversation** field to group all of the replies to a post.

Specifies the name of the folder the post is sent to.

Specifies the topic of the post. Text entered in the **Subject** box appears here. When other people reply to your post, the conversation topic does not change, even if someone changes the subject. Use the **Conversation** field to group all of the replies to a post.

Specifies whether messages are marked as read if viewed in the preview pane for a specified period of time.

Specifies the amount of time to wait before marking a message as read when viewing it in the preview pane.

Specifies whether messages are marked as read after you move to the next message in the message list.

Specifies the font used in the divider between the message list and the preview pane. The preview header includes the **From, To, Subject,** and **Cc** fields.

Specifies when to mark messages in the preview pane as read.

Specifies whether to use the SPACEBAR to move through a list of messages, so you can read them in the preview pane.

Preview pane

Displays the selected message. You can customize the preview pane to mark messages as read after you view them for a set period of time, or when the selection changes. You can also use the SPACEBAR to move between messages.

Specifies the printer you want to use. You can select a printer in the **Name** box. The information that appears below the **Name** box applies to the selected printer.

Changes the options for the selected printer.

Describes the state of the selected printer—for example, busy or idle.

Identifies the selected printer.

Identifies the location of your printer if you are connected to a network printer.

Displays information about the selected printer.

Prints to a file instead of to a printer.

Specifies the print style you want to use. Print styles are a combination of formatting and page layout. You can use existing styles or create your own.

Displays the format, paper, and header and footer options for the selected print style.

Prints all pages, odd pages, or even pages.

Provides a space for you to type the number of copies you want to print.

Organizes numbered pages when you print multiple copies of a file so that a complete copy prints before the first page of the next copy prints.

Displays how your file will look with the selected print style.

Displays the print styles available for the view, and provides options to modify or copy the print styles.

Displays how the pages will print when you print more than one copy.

Specifies the selected printer and its status.

Specifies the options for the number of pages and copies and whether to collate copies.

Specifies the print style you want to use. The print style contains the paper type and size, page layout, and other paper and page options.

Provides a space for you to type the first day you want to print. The style selected in the **Print style** box determines how many days print. For example, the Weekly style prints the entire week that includes the date you select.

Provides a space for you to type the last day you want to print.

Specifies the dates you want to print.

Prints all the cards.

Prints only the cards you select.

Specifies whether to print all the cards or only the cards you select.

Prints each item in the view, such as contacts or e-mail messages, on its own page.

Prints the files attached to the items as well as the items.

Displays the options available for the selected print style.

Prints all the rows in a table.

Prints only the rows that are selected in the table. To select nonadjacent rows in a table, press CTRL and click the rows you want. To select a series of rows, click the first row, press SHIFT, and then click the last row.

Specifies whether to print all the rows in the table or only the rows you select.

Specifies the name of the owner of the folder.

Specifies the name of the folder.

Specifies details about the folder. The administrator can change the description.

Specifies whether to verify updates and if they are verified, how often.

Specifies how often changes to the Net Folder will be updated. Click a new setting to change the interval.

Compares the items in the administrator's folder to the versions in the folders of all the subscribers. If you are certain that the messaging system you are using is reliable, click **Never.** If you want to verify that folders are updating correctly, click **At least every,** and then click a number of days.

Specifies a maximum message update size. If you are having problems with Net Folder items not being delivered, ask your system administrator to increase the message size setting of the Internet gateway to a setting of at least 1MB.

Records in the journal all changes to items in the folder.

Immediately sends all updates to the folder, regardless of the setting in the **Updates will be sent out every** box.

Cancels all the updates to all the subscribers. A message will be automatically sent to all the subscribers that this folder is no longer shared.

Provides a space for you to type the name you want to use for the form. If the **Form Caption** box is empty, this name is automatically entered in the box.

Enables Microsoft Exchange to identify, locate, and open the form.

Specifies the forms library you want to add the form to. If you add a form to an Organization Forms Library or to a forms library on a public folder, the form is available to other people. For more information, see your administrator.

Specifies the location on a server or your hard disk where the form is stored.

Adds the form to the library you select.

Lists the fields, conditions, and values to search for. To add criteria, type them under **Define more criteria,** and then click **Add to List.**

Displays the fields you can search.

Displays the selected field. To change the field, click **Field.**

Specifies a requirement that the selected field must meet. For example, to meet the condition "is (exactly)", the value for the field must exactly match.

Provides a space for you to type a value for the field that meets the requirement in the condition box.

Adds the search criteria you specified to the list of search criteria in the **Find items that match these criteria** box.

Removes the selected criteria from the list.

Specifies the field, condition, and value to add to a search.

Displays advanced search options. This button is unavailable if your server does not support advanced search options.

Finds all items sent to you from the person whose name you enter. To find all items sent to you from more than one person, separate the names with commas.

Finds all items you have sent to the person whose name you enter. To find all items you have sent to more than one person, separate the names with commas.

Locates items based on the time criteria you select. For example, to find all the files modified yesterday, click **modified** in the first box and **yesterday** in the second box..

Provides a space for you to type the name of the person who organized the meeting you want to locate. To use more than one name, separate the names with commas.

Provides a space for you to type the name of the person who attended the meeting you want to locate. To use more than one name, separate the names with commas.

Locates appointments based on the time criteria you select. For example, to find all appointments for the past week, click **created** in the first box and **in the last 7 days** in the second box.

Provides a space for you to type the e-mail name of the contact you want to locate. To use more than one name, separate the names with commas.

Locates contacts based on the time you created or last changed them. For example, to find all the contacts you created yesterday, click **created** in the first box and **yesterday** in the second box.

Provides a space for you to type the name of the file you want to search for.

Specifies the type of file you want to find.

Provides a space for you to type the words you want to locate. To look for two or more words, enclose the phrase in quotation marks.

Specifies the field, text, or file properties to look in when finding the words in the **Search for the words** box.

Locates files based on the time criteria you select. For example, to find all of the files modified yesterday, click **modified** in the first box and **yesterday** in the second box.

Provides a space for you to type the name of the contact whose journal entry you want to locate. To use more than one name, separate the names with commas.

Locates journal entries based on the time criteria you select. For example, to find all the journal entries for yesterday, click **created** in the first box and **yesterday** in the second box.

Locates journal entries based on the type you specify.

Provides a space for you to type the words you want to locate. To look for two or more words or phrases, enclose them in quotation marks. To display a list of words you previously searched for, click the down arrow.

Specifies the field or field set you want to search. The more fields you specify, the longer the search will take. For the broadest search, click **frequently-used text fields.**

Displays lists of e-mail names you can choose from.

Finds all messages sent to you from the person whose name you enter. To find all messages sent to you from more than one person, separate the names with commas.

Finds all messages you have sent to the person whose name you enter. To find all messages you have sent to more than one person, separate the names with commas.

Displays options for finding messages sent to you. To select options in this box, select the **Where I am** check box. Then, to find messages sent only to you, click **the only person on the To line.** To find messages sent to you and others, click **on the To line with other people.** To find messages you and others were copied on, click **on the CC line with other people.**

Locates messages based on the time criteria you select. For example, to find all the messages sent yesterday, click **sent** in the first box and **yesterday** in the second box.

Displays a list of the categories you can search. To search more than one category, separate them with commas.

Specifies the category of the items you want to find. For example, Business finds all of the items assigned to the Business category. To use more than one category, separate category names with commas.

Locates items that have the exact combination of uppercase and lowercase characters you entered in the **Search for the words** box.

Locates items based on whether they have been opened.

Locates items that have been read or not read.

Locates items based on whether they have a file attached.

Locates items that have a file attached or no file attached.

Locates items based on the importance or priority level you specify.

Locates items that are marked high, low, or normal.

Specifies the size of the item you want to search for. Click a size comparison value, and then type size information in the boxes to the right. For example, to find items smaller than 1,000 kilobytes, click **less than,** and then type **1000** in the box to the right.

Specifies the lower limit of the file size you want to compare. This box is unavailable until you click a size comparison value.

Specifies the upper limit of the file size you want to compare. To find a file that is between two files sizes, type the higher of the two values. This box is available only when you choose **Between** as a size comparison value.

Locates items based on their size.

Locates notes based on the time criteria you select. For example, to find all the notes made yesterday, click **created** in the first box and **yesterday** in the second box.

Specifies whether you want to search in the contents or the subject of the note.

Locates tasks based on the time criteria you select. For example, to find all the tasks due this week, click **due** in the first box and **this week** in the second box.

Locates tasks based on the completion status you specify. For example, to find all the tasks you have finished, click **completed.**

Finds all task requests sent to you from the person whose name you enter. To find all task requests sent to you from more than one person, separate the names with commas.

Finds all task requests you have sent to the person whose name you enter. To find all task requests you have sent to more than one person, separate the names with commas.

Locates all files that contain a variation of the word you type in the **Search for the words** box. For example, "write" finds all files that contain the text "write", "writes", "wrote", or "written." Selecting this option may slow down the search.

Repeats an appointment at the daily interval specified.

Repeats an appointment each day, Monday through Friday.

Provides a space for you to type the time period you want to pass before repeating the appointment.

Provides a space for you to type the time period you want to pass before repeating the appointment.

Repeats an appointment on a specified day of the month, at a specified monthly interval.

Repeats an appointment on a particular week, on a specific day of the week, at a specified monthly interval; for example, the third Tuesday, every three months.

Provides a space for you to type the day of the month to repeat the appointment.

Provides a space for you to type the time period you want to pass before repeating the appointment.

Displays the week of the month to repeat the appointment. You can click a different month in this list if you want.

Displays a day of the week to repeat the appointment. You can click a different day in this list if you want.

Provides a space for you to type the time period you want to pass before repeating the appointment.

Provides a space for you to type the time period you want to pass before repeating the appointment.

Repeats the appointment on the specified day at the selected weekly interval.

Repeats an appointment on a specified day of a specified month.

Repeats an appointment on a particular week, on a specific day of the week, of the specified month; for example, the first Monday in May.

Displays the month to repeat the appointment. You can click a different month if you want.

Displays the day to repeat the appointment. You can click a different day if you want.

Displays the week of the month to repeat the appointment. You can click a different week if you want.

Displays the day of the week to repeat the appointment. You can click a different day of the week if you want.

Displays the month to repeat the appointment. You can click a different month if you want.

Specifies the amount of time the appointment lasts. Changing the duration changes the end time of the appointment relative to the start time.

Repeats the appointment every day.

Repeats the appointment every week.

Repeats the appointment every month.

Repeats the appointment every year.

Repeats the appointment indefinitely.

Ends a repeating appointment after a specific number of occurrences.

Specifies a date for the last occurrence of the repeating appointment.

Specifies the number of times the appointment repeats before it ends.

Cancels a repeating appointment. This button is not available until a repeating appointment has been saved.

Specifies the start time, end time, and length of the appointment.

Specifies the start and end dates for the recurring appointment.

Specifies the interval at which an appointment repeats.

Repeats the task every day.

Repeats the task every week.

Repeats the task every month.

Repeats the task every year.

Repeats a task indefinitely.

Stops the task after the number of occurrences you specify.

Repeats the task until the date specified.

Specifies the number of times the task repeats.

Specifies a date for the last occurrence of the task. If you want to specify a different day, click the arrow, and then click the day on the calendar.

Changes a repeating task into a task that occurs once. This button is available only after a repeating task has been created.

Specifies the beginning date and the length of time the repeating task persists.

Specifies the time interval at which a task repeats.

Displays the subject of the item.

Specifies the kind of item that is selected.

Specifies the size of the item selected and whether it contains an attachment.

Displays the name of the folder the item is stored in.

Specifies the date and time the item was sent.

Specifies the date and time the item was received on the server.

Specifies the date and time the item was last changed.

Displays the options that were set by the sender of the item.

Displays the importance level set by the sender of the item. Click an option to change the importance level.

Displays the sensitivity level set by the sender of the item.

Indicates whether the sender of the item asked for a notification when you opened the item.

Indicates whether the sender of the item asked for a notification when the item was delivered to your server.

Specifies that the item not be archived when automatic archiving occurs in this folder.

Displays information about whether the sender requested to be notified when the item was read.

Displays information about whether the sender requested to be notified when the item was received.

Displays the status of the message.

Allows you to choose to delete the sent message or to delete the sent message and replace it with a new one.

Removes the sent message from the Inboxes of all the recipients who haven't opened the message.

Removes the sent message from the Inboxes of all the recipients who haven't opened the message, and then opens a new message you can send to replace the original.

Returns a message that tells you whether the sent message was removed, or removed and replaced, for each recipient.

Enter your password.

newsgroup

A newsgroup is a collection of messages posted by individuals to a news server. News servers are computers maintained by companies, groups, and individuals, that can host thousands of newsgroups. Although some newsgroups are monitored, most are not, and messages can be "posted" and read by anyone who has gained access to that group.

NNTP

Network News Transfer Protocol (NNTP) is a protocol for the distribution, inquiry, retrieval, and posting of news articles, using a reliable stream-based transmission of news. NNTP is designed so that news articles are stored in a central database, allowing a subscriber to select only those articles they want to retrieve.

News server

A computer maintained by a company, group, or individual, that can store messages for online discussion groups such as newsgroups or forums.

NetMeeting

Microsoft conferencing software that you can use to communicate with both audio and video, collaborate in Windows-based programs, exchange graphics on an electronic whiteboard, transfer files, or use a text-based chat program. Common uses of NetMeeting include real-time document collaboration, technical support in a helpdesk environment, training and distance learning, and conducting remote meetings.

e-mail account

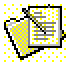
Settings that make it possible to send, store, and receive messages. Most settings should match what your Internet service provider requires.

preview pane

Area at the bottom right of the Outlook window, where you can view the contents of the selected item.

Certificate / Digital ID

A digital identification, issued by a certificate authority or server administrator, that vouches for the identity of a person or the security of a Web site.



Drafts (Mail or My Shortcuts group, Outlook Bar)
The shortcut to the contents of the Drafts folder. Unfinished messages are saved in this folder.

Outlook Web Access

Microsoft Outlook Web Access for Microsoft Exchange Server gives you secure access to your Inbox, personal Calendar, group scheduling, and public folders by using a Web browser. If you are away from your computer, or share a computer with other people, you can use Outlook Web Access to gain access to your Microsoft Exchange Server information securely from any browser. Outlook Web Access does not download messages to your client computer, so there is no risk of accidentally copying messages to another person's hard disk.

American Standard Code for Information Interchange (ASCII)

A code that represents characters in the English language as numbers. Each character is assigned a number from 0 to 127. For example, the ASCII number for an uppercase K is 75. Most computers use ASCII to represent text and to transfer data from one computer to another.

Domain Name Server (DNS)

An Internet service that translates a domain name representing a group of computers (for example, microsoft.com) into a numeric address (for example, 198.105.232.4). The Internet is based on numeric addresses, but domain names are commonly used because they are easier to remember.

E-mail server

A computer that stores e-mail messages.

Internet service provider (ISP)

A company that provides access to the Internet for a fee. The Internet service provider gives you the software you need to connect, the phone number to gain access to the service, and a user name and password to identify yourself. You can then use a modem to log on to the Internet to send and receive messages and browse the Web.

Post Office Protocol version 3 (POP3)

A common protocol used to retrieve e-mail messages from an Internet e-mail server.

Simple Mail Transfer Protocol (SMTP)

A common protocol used to send e-mail messages across the Internet.

gateway

A device that connects different e-mail systems and transfers messages between them.

Secure Password Authentication (SPA)

A feature that allows the server to confirm the identity of the person logging on.

New group

A collection of names with a common attribute. For example, you might create a group of people you discuss movies with and a group of people you discuss fishing with.

World Wide Web

The World Wide Web is a system for exploring the Internet by using hyperlinks. When you use a Web browser, the Web appears as a collection of text, pictures, sounds, and digital movies.

Internet

A worldwide network of thousands of smaller computer networks and millions of commercial, educational, government, and personal computers. The Internet is like an electronic city with virtual libraries, storefronts, business offices, art galleries, and so on.

hyperlink

Colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet. Hyperlinks can also go to Gopher, telnet, newsgroup, and FTP sites.

custom field

A field you can create. A custom field can be a blank, combination, or formula field.

ActiveX control

A control – such as a check box, list box, or command button – that you create with the **Control Toolbox** and that offers options to users or runs macros that automate a task. When you insert ActiveX controls in custom programs, such as forms and dialog boxes, you can write a macro that is stored with the control itself, not just assigned to run when you click the control. You can make the control "active" by writing macros in Visual Basic for Applications that customize the behavior of the control. For more information about setting properties for each control and writing macros in Visual Basic, see Microsoft Visual Basic Help.

address

The path to an object, document, or page, or other destination. An address can be a URL (address to an Internet or intranet site) or a UNC network path (address to a file on a local area network). An address may also contain more specific address information (for example, a database object, a Word bookmark, or a Microsoft Excel cell range that the main address points to). When you click a hyperlink, your browser or your Office program uses the address to go to the specified destination.

bookmark

A location or selection of text that you name for reference purposes. Word marks the location with the name you specify. Bookmarks are more than placeholders – for example, you can use them to create and number cross-references.

browser

Software that interprets the markup of HTML files posted on the World Wide Web, formats them into Web pages, and displays them to the user. Some browsers can also open special programs to play sound or video files in Web documents if you have the necessary hardware.

destination

General term for the name of the element you go to from a hyperlink.

destination file

The file a linked object or embedded object is inserted into. The file that contains the information used to create the object is the source file. When you change information in a destination file, the information is not updated in the source file.

embedded object

Information (the object) inserted into a file (the destination file). Once embedded, the object becomes part of the destination file. When you double-click an embedded object, it opens in the program (source program) it was created in. Any changes you make to the embedded object are reflected in the destination file.

File Transfer Protocol (FTP)

A protocol that makes it possible for a user to transfer files from one location to another over the Internet.

URLs of files on FTP servers begin with ftp://

followed hyperlink

A followed hyperlink is a hyperlink to a destination you have visited. Once you follow a hyperlink to its destination, the hyperlink changes color.

Gopher

An interface that makes it possible to open resources on the Internet. Gopher servers contain menus that list categories of information to choose from. Gopher menus have the same function as hyperlinks in World Wide Web documents.

URLs of files on Gopher servers begin with gopher://

History list

A list of the last 10 files you jumped to in the current program session using hyperlinks and that you opened using **Start Page** , **Search the Web** , the **Open Favorites** command (**Favorites** menu), or the **Address** box on the **Web** toolbar. To show the history list, click the **Go** menu on the **Web** toolbar.

home page

The main page of a World Wide Web site. A home page is generated by a Web site owner and usually has hyperlinks to other pages, both within and outside the site. There are many different home pages on the Web, and one Web site can contain many home pages. For example, the Microsoft home page (http://www.microsoft.com/) also contains a Products home page, which in turn contains other home pages such as the Windows 95 home page and the Office home page.

hyperlink base

When a relative link is based on a path you specify (that is, the first part of the path that is shared by both the file that contains the hyperlink and the destination file), that path is the hyperlink base. The hyperlink base address is added to the beginning of the path to all relative links. Use a hyperlink base if you want to move the file that contains the hyperlink, or if you want to move both the file that contains the hyperlink and the destination file together, and still maintain the hyperlink.

Hypertext Markup Language (HTML)

Hypertext Markup Language, or HTML, is a system of marking up, or tagging, a document so it can be published on the World Wide Web. Documents prepared in HTML contain reference graphics and formatting tags. You use a Web browser (such as Microsoft Internet Explorer) to view these documents.

Hypertext Transfer Protocol (HTTP)

The behind-the-scenes Internet protocol that delivers information by way of the World Wide Web. The protocol makes it possible for a user to use a client program to enter a URL (or click a hyperlink) and retrieve text, graphics, sound, and other digital information from a Web server.

URLs of files on Web servers begin with http://

intranet

A network within an organization that uses Internet technologies (such as the HTTP or FTP protocols). You can use an intranet to move between objects, documents, pages, and other destinations using hyperlinks.

linked object

Information (the object) created in one file (the source file) and inserted into another file (the destination file) while maintaining a connection between the two files. The linked object in the destination file is automatically updated when the source file is updated. A linked object does not become part of the destination file.

Microsoft Download Service

The Microsoft Download Service (MSDL) is a standard bulletin board system. It contains the Microsoft Software Library (MSL), technical articles, device drivers, Help files, and other support files you can download from Microsoft.

Microsoft Knowledge Base

The Microsoft Knowledge Base (KB) is the primary source of product information for Microsoft support engineers and customers. This comprehensive collection of articles, which is updated daily, contains detailed how-to information, answers to technical-support questions, and known issues. Use text and keyword queries to access information in the KB.

The Microsoft Network

MSN, The Microsoft Network online service is an Internet connectivity service that provides easy and affordable access to a worldwide community of computer users. Access to MSN is a feature of Windows 95; MSN is seamlessly integrated with the operating system. By using MSN, you can exchange messages with people around the world; read the latest news, sports, weather, and financial information; find answers to your technical questions; download from a collection of thousands of programs; connect to the Internet; and more.

Microsoft Software Library

The Microsoft Software Library (MSL) is a collection of free binary (nontext) files for all Microsoft products located on the Internet. For example, the MSL contains device drivers, utilities, Help files, and technical articles.

OLE

A program-integration technology you can use to share information between programs. All of the Office programs support OLE, so you can share information through linked and embedded objects.

path

The route the operating system uses to locate a folder or file – for example, c:\House finances\March.doc.

profile

A group of settings that defines how Outlook is set up for a particular user. A profile can contain any number of information services; these services provide a variety of functions, such as access to your Inbox, address books, sets of folders, and other features. Typically you need only one profile.

public folder

A folder on a public forum that you and others can use to share a wide range of information such as project and work information, discussions about general subjects, contacts, tasks, and classified ads. Access permissions determine who can view and use a public folder and to what extent. Public folders are stored on Microsoft Exchange Server computers.

relative link

When a hyperlink uses a path based on a relative link, you can move the file that contains the hyperlink and the destination of the hyperlink without breaking the hyperlink. You must move the file that contains the hyperlink and the destination together (that is, move the entire path structure) to maintain the hyperlink.

root directory

The directory on a drive from which all other folders branch; for example, c:\.

source file

The file that contains the information used to create a linked object or embedded object. The object exists in the destination file. In the source file, when you update the information that the linked object was created from, the linked object in the destination file is updated also.

source program

The program used to create a linked object or embedded object. The source program must be installed on your computer to edit the object.

Uniform Resource Locator (URL)

An address to an object, document, or page or other destination (for example, a newsgroup or a World Wide Web page) on the Internet or an intranet. A URL expresses the protocol (such as FTP or HTTP) to be accessed and where the destination is located. A URL may also specify an Internet e-mail address. Some examples of URLs are:

http://www.someones.homepage/default.html

ftp://ftp.server.somewhere/ftp.file

news:alt.hypertext

gopher://gopher.someones.homepage/default.html

file:///\\server\share

file:///c:\

universal naming convention (UNC)

The standard format for paths that include a local area network file server that uses the following syntax:

\\server\share\path\filename

start page

When you start a World Wide Web browser, the start page is the first page that appears in the browser. You can set this location to any Web site you want, or to a document on your computer hard disk. You can open the start page from the **Web** toolbar in an Office program. A start page may contain hyperlinks to other documents on your computer, on the network, or on the Web.

search page

A search page provides a way to find and go to other Internet sites or to documents on an intranet. Many search pages provide different ways to search, such as by topic, by keyword, or by matches to user queries. Others simply provide a well-organized list of hyperlinks to selected Internet sites or to documents on an intranet. You can open the search page from the **Web** toolbar in an Office program.

Application Note

A technical article, written and distributed by Microsoft, that provides additional information about a Microsoft product or a fix for a known issue. An Application Note may include a disk that contains new software, documentation, sample files, device drivers, utilities, templates, or macros.

floating toolbar

A toolbar that is not attached to the edge of the program window. You can change the shape of a floating toolbar.

Microsoft Knowledge Base

The Microsoft Knowledge Base (KB) is the primary source of product information for Microsoft support engineers and customers. This comprehensive collection of articles, which is updated daily, contains detailed how-to information, answers to technical-support questions, and known issues. Use text and keyword queries to access information in the KB.

banner

Event or holiday text that appears at the top of the dates you specify in Calendar. A banner can span multiple days. Items in banners are marked as free time and are represented by the color white when other people view your Calendar.

recurring

Items that occur repeatedly. For example, an appointment or task that occurs on a regular basis, such as a weekly status meeting or a monthly haircut, can be designated as recurring.

private

Other people cannot see an item marked private, even if they have permission to access your folders.

tentative

Blocks of time marked tentative appear with a light blue background and are seen as available when other people view your Calendar.

busy

Blocks of time marked busy appear with a blue background and are seen as unavailable when other people view your Calendar.

free

Blocks of time marked free appear with a clear background and are seen as available when other people view your Calendar. An appointment of zero duration, while visible in the selected block of time when viewing days, shows as free time to other people.

out of office

Blocks of time marked out of office appear with a purple background and are seen as unavailable when other people view your Calendar.

free/busy time

In Calendar when viewing days, blocks of time that have been scheduled appear with a color or pattern to indicate how the time is used. The color or pattern identifies time as free, busy, tentative, or out of office.

This free/busy time	Appears with
Free	Clear or no color
Busy	Blue
Out of office	Purple
Tentative	Light blue
Unknown	Diagonal lines

resources

A conference room, TV, computer, or any equipment needed at a meeting. You can look up a resource's availability, compare a resource's schedule to yours, and block out time in a resource's Calendar. You invite resources to your meetings the same way you invite people.

optional

When an attendee is marked optional, the Info Bar in the meeting request to the person conveys that the appointment is FYI (for your interest). The person can delete the FYI appointment or view it in Calendar, but cannot accept or decline.

column heading

A column heading is the horizontal bar at the top of one column in a table.

There are multiple column headings in the column heading row.

view

Views give you different ways to look at the same information in a folder by putting it in different arrangements and formats. There are standard views for each folder and for the Find dialog box in Outlook (on the **View** menu, click **Current View**). You can also create custom views.

message list

The right side of the Inbox that displays the contents of the selected folder.

category

A keyword or phrase that helps you keep track of items so you can easily find, sort, filter, or group them.

group

A set of items with one common attribute – for example, priority or status. Also, to combine items with a common attribute under a shared heading in a table or on a timeline.

item

An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include e-mail messages, appointments, contacts, tasks, journal entries, and notes.

task

A personal or work-related duty or errand you want to track through completion.

field

A location that displays data or a box in which you can enter details about an item. Fields are labeled by the type of information they contain, such as Subject, Start Date, From, or Location.

adjacent appointments

When two appointments occupy blocks of time immediately next to one another in Calendar. For example, a dentist appointment scheduled from 1 P.M. to 2 P.M. and a meeting scheduled from 2 P.M. to 3 P.M. are adjacent.

conflicting appointments

When two appointments occupy the same block of time in Calendar. For example, a dentist appointment scheduled from 1 P.M. to 2 P.M. and a meeting scheduled from 1 P.M. to 2 P.M. are conflicting.

overlapping appointments

When two appointments occupy a portion of the same block of time in Calendar. For example, a dentist appointment scheduled from 1 P.M. to 2 P.M. and a meeting scheduled from 1:30 P.M. to 2:30 P.M. are overlapping.

TaskPad

The list of tasks in Calendar.

task list

A list of tasks that appears in Tasks and in the TaskPad in Calendar.

table

A view type that displays a list of items (rows) and their attributes (columns). Use this view to display details about items. Table is the default view type for Inbox and Tasks.

timeline

A view type that displays items from left to right on a time scale. Use this view to display items in relation to time. Timeline is the default view type for Journal.

Date Navigator

Date Navigator is the small calendar that displays the current month in Calendar. It provides a quick and easy way to move appointments and view other dates.

week number

The weeks of the year are assigned a number from 1 to 52, called week numbers. When you turn on week numbers, they appear on the left side of Date Navigator in Calendar.

day number

The numbers in the small calendar (called the Date Navigator) under the week day columns. Days that contain items are bold.

move handle

The left border of an appointment that you can click to move the appointment. When viewing a single day in Calendar, click the left move handle and drag (the cursor changes to ) to move the appointment; click the top or bottom sizing handle to resize the appointment.

reminders

A message that appears at a specified interval before an appointment, meeting, or task that announces when the activity is set to occur. Reminders appear any time Outlook is running, even if it isn't your active program.

journal entry

An item in Journal that represents an activity that has been recorded. A journal entry is a shortcut to the activity it represents. You can distinguish a journal entry from other items by the clock that appears in the lower-left corner of the icon. For example,  or .

print style

A combination of paper and page settings that determines the way items print. Outlook provides built-in print styles, and you can create your own.

contact

A person or organization you correspond with, including relevant information such as their name, addresses, and phone numbers.

contact list

In Contacts, the list of people and organizations you correspond with.

mailing address

When you create a contact, you can enter up to three addresses for the contact. You select one address as the mailing address, which becomes the primary address that appears in most views and that is used in mail merges in Microsoft Word.

meeting selection bars

The vertical bars you drag to select a meeting time.

view type

The basic structure of a view. When you create a view, you must first select one of five view types (table, timeline, day/week/month, card, or icon) to form the structure for how information will be arranged and formatted in your new view.

archive

The removal of selected items to another location for storage and occasional future access.

AutoArchive

The automatic, periodic removal of items to another folder (or deletion of items) based on the amount of time the items have been in the folder. AutoArchive can be set for any folder and is particularly useful in Journal because journal entries are created automatically and can become numerous quickly.

personal folder

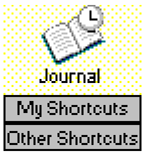
Personal folders are folders that are stored in a personal folder file, which is located on your computer hard disk (with a .pst extension), not on the server.

personal folder file

A personal folder file is a file that is located on your computer hard disk (with a .pst extension), not on the server. Personal folder files contain folders, messages, forms, and files. You work with a personal folder file as you would with any other file, and you can save, copy, and move a .pst file to another location on your hard disk, a floppy disk, or a server. You can also designate a personal folder file as the delivery location for your incoming messages.

Outlook Bar

The column on the left side of the program window that includes groups such as **Other** or **Other Shortcuts,** and the shortcuts available within each group. Click a group to show the shortcuts in the group. Click a shortcut to gain quick access to folders.



shortcut

Icons on the Outlook Bar on the left side of the program window that offer quick access to folders. You can create your own shortcuts and add or remove the ones that appear in each group.

condition

Part of the criteria that a field must meet for searching or filtering. Some conditions are complete when used with a field; for example, the field **Sent** with the condition **yesterday.** Other conditions must be used with a field and a value—for example, the field **Author** with the condition **equals** with the value **Jane.** The field and condition, **Author equals,** by itself is incomplete.

value

The text, date, number, or logical input that completes a condition that a field must meet for searching or filtering; for example, the field **Author** with the condition **equals** must include a value, such as **John,** to be complete.

root directory

The directory on a drive from which all other folders branch—for example, C:\.

profile

A group of settings that defines how Outlook is set up for a particular user. A profile can contain any number of information services, which provide a variety of functions, such as access to your Inbox, address books, and sets of folders. Typically, you need only one profile.

information service

Settings that make it possible to send, store, and receive messages, and to define how to store and use addresses you keep. You can also use a fax service to send and receive messages through Outlook. You can have multiple information services in a single user profile.

 **Inbox (Outlook Bar)**

The shortcut to the contents of the Inbox folder. Keep your e-mail messages in this folder.

Calendar (Outlook Bar)

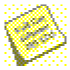
The shortcut to the contents of the Calendar folder. Keep your scheduled meetings and appointments in this folder.

Tasks (Outlook Bar)

The shortcut to the contents of the Tasks folder. Keep your tasks in this folder.

Contacts (Outlook Bar)

The shortcut to the contents of the Contacts folder. Keep your contact list and phone list in this folder.



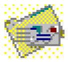
Notes (Outlook Bar)

The shortcut to the contents of the Notes folder. Keep your notes in this folder.

 **My Computer (Other or Other Shortcuts group, Outlook Bar)**
The shortcut to the contents of the My Computer folder.

Journal (Outlook Bar)

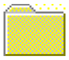
The shortcut to the contents of the Journal folder. Keep your journal entries in this folder.

 **Sent Items (Mail or My Shortcuts group, Outlook Bar)**

The shortcut to the contents of the Sent Items folder. A copy of each message you send is saved in the Sent Items folder. You can change this option.

flag

A symbol that indicates there is a follow-up action needed from you or someone else.



My Documents (Other or Other Shortcuts group, Outlook Bar)

The shortcut to the contents of the My Documents folder. Keep your Microsoft Office files in this folder.

Favorites (Other or Other Shortcuts group, Outlook Bar)

The shortcut to the contents of the Favorites folder.

status bar

The bar near the bottom of the screen that displays the status of the current folder. The left side of the status bar shows whether a filter is applied to the folder.

message header

Part of a message that is downloaded before the entire message is downloaded when using the Remote Mail feature. You review message headers to decide which messages you want to copy, delete, or download to save disk space on your computer. The message header includes the following fields: **Subject, From, Received, Importance, Attachment,** and **Size.**

delegate

A delegate is someone who has been granted permission to open another person's folders, create items, and respond to requests for the other person. The person granting permission to the delegate determines the folders the delegate can gain access to and to what extent the delegate can make changes.

rules

A set of conditions and actions that process and organize messages. Each rule consists of two elements: one or more conditions that specify the messages the rule applies to, and one or more actions that specify what should be done with the qualifying messages. For example, all of the messages that you receive from your manager (condition) can be automatically moved to a separate folder (action).

dialable format

A phone number format for dialing internal business extensions, an operator or emergency service, or directory assistance. For example, the dialable format for an internal business extension may be **2414.**

Calls in this format are dialed exactly as they appear regardless of the location you dial from. Calling cards cannot be used.

international format

A phone number format for dialing any call from any location or with a calling card. The format should appear this way:

+country code (area code) local number

For example, the international format for a phone number may be **+1 (901) 555-0024.** Type the plus sign, parentheses, spaces, and dash exactly as shown. Don't include other punctuation, characters, or letters of the alphabet.

Deleted Items (Outlook Bar)

The shortcut to the contents of the Deleted Items folder.

task request

A request sent in an e-mail message asking the recipient of the message to complete a task from the sender. If the recipient of the message accepts the task, the task is added to the recipient's task list, and the recipient becomes the new owner of the task.

assigned task

A task that has been sent to someone as a task request in an e-mail message. When someone assigns a task, that person gives up ownership of the task (unless the task is declined). Anyone who assigns a task can keep an updated copy in their task list and receive status reports for the task.

update list

A list that includes the name of the person who originally sent the task request plus the names of everyone who also received the task request, reassigned the task to someone else, and chose to keep an updated copy of the task in their task lists.

personal distribution list

A personal distribution list is a collection of e-mail addresses that you create and add to your Personal Address Book as one e-mail address. When you address a message to a personal distribution list, a message is sent to each e-mail address in the list. The administrator creates and maintains distribution lists in the Global Address List. You create and maintain your personal distribution lists. Personal distribution lists cannot be kept in the Contacts folder.

offline folder file

The file on your computer hard disk that contains offline folders. The offline folder file has an .ost extension. An offline folder file can be created automatically when you set up Outlook, or you can create one when you first make a folder available offline.

public folder

A folder on a public forum that you and others can use to share a wide range of information, such as project and work information, discussions about general subjects, contacts, tasks, and classified ads. Access permissions determine who can view and alter a public folder. Public folders are stored on Microsoft Exchange Server computers.

mailbox

The location on the Microsoft Exchange Server computer where your e-mail messages are delivered. Your administrator sets up a mailbox for each user. If you designate a personal folder file as your message delivery location, messages are routed from your mailbox to this location.

favorite Web page

A shortcut to a Web page saved in the Favorites folder.

security file

A file with an .epf extension that contains configuration information that makes it possible to seal messages or add a digital signature to messages. This file may be stored on a 3.5-inch disk or on your computer hard disk.

 **Seal Message with Encryption (in the Message dialog box)**

Encodes a message and any attachments it contains so that only the recipients you specify can read them.

Digitally Sign Message (in the Message dialog box)

Digitally signs a message so that recipients know who the sender of the message is and if the message has been tampered with after it was sent.

 **Read Digital Signature (in the Message dialog box)**

For messages signed with a digital signature, recipients can verify who the sender of the message is and if the message has been tampered with after it was signed.

Key Management server

The Microsoft Exchange Server computer that stores and manages the Key Management Security database.

Current View box

On the Standard toolbar, a list of views available for the current folder.

Global Address List

The address book that contains all user, group, and distribution list e-mail addresses in your organization. The administrator creates and maintains this address book. The Global Address List may also contain public folder e-mail addresses.

Outlook Address Book

An address book automatically created from contacts in the Contacts folder. The contacts can be people inside and outside of your organization. When you update your contacts, the Outlook Address Book updates as well.

Personal Address Book

A customizable address book best used to store personal distribution lists you frequently address messages to, such as a list of everyone on the racquetball team. Personal Address Book files have a .pab extension and can be copied to a disk.

Address Book

The collection of address books you can use to store names, e-mail addresses, fax numbers, and distribution lists. The Address Book may contain a Global Address List, an Outlook Address Book, and a Personal Address Book.

add-in

A feature, such as Digital Security or Delegate Access, or a component, such as a third-party application, that provides additional functionality in Outlook.

To, Cc, and Bcc boxes

You can send a message to recipients by separating their e-mail names with semicolons (;) in the **To, Cc,** and **Bcc** boxes.

Box	Meaning
To	Message is sent directly to the recipient.
Cc	Carbon Copy. A copy of the message is sent to the recipient, and the recipient's name is visible to other recipients of the message.
Bcc	Blind Carbon Copy. A copy of the message is sent to the recipient, and the recipient's name is not visible to other recipients of the message.

Internet e-mail address

An Internet e-mail address consists of a user name and a domain name, with the two separated by an at sign (@). In the following example, jim256 is the user name and msn.com is the domain name.

jim256@msn.com

The domain name extension indicates the domain type; in this case, a commercial institution.

 **New Entry (in the Address Book dialog box)**

Creates one new entry for either a person or a group of people (in the form of a new personal distribution list) not listed in the Address Book , and then adds the new entry to the Personal Address Book.

Find (in the Address Book dialog box)

Opens the Find dialog box, where you can specify search criteria such as a user, distribution list, or public folder e-mail address.

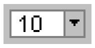
Master Category List

The list of categories you can use to group items or to find items. This list contains general categories such as Business, Personal, and Phone Calls. You can add categories to and delete categories from this list.

 **User Name (in the Page Setup dialog box)**

Inserts the user name in a header or footer.

Font (in the item dialog boxes)
Displays the fonts you can apply to selected text. To change the font, select the text you want to change, and then select the font name you want in the **Font** box.



Font Size (in the item dialog boxes)

Displays the sizes available for the font selected in the **Font** box. To change the font size, select the text you want to change, and then select the font size you want in the **Font Size** box.

 **Save and Close button**

Saves changes you make and then closes the item.

signature

Text you create and can set to automatically appear in the text boxes of the e-mail messages you send. You can also choose to manually insert the AutoSignature in any item you create, except a note.

mail delivery service

A type of information service used to configure Outlook (and other messaging programs) to send and receive e-mail messages. For example, you can use an Internet information service, which makes it possible for you to address, send, and receive messages over the Internet in Outlook.

Folder Banner

The horizontal bar just below the toolbars that shows the name of the current folder to the left and the icon for the current folder to the right. To quickly view a temporary Folder List, click the Folder Banner.

form

A form is an easy way to distribute and collect information electronically. For example, a form can be available for anyone to order supplies or post information in a public folder. If you have sent an e-mail message or created an appointment, you have used a form. Every Outlook item is based on a form.

post

Information you send to a folder instead of to a person. Typically, you post information to a public folder to participate in online discussions.

message class

Used by Microsoft Exchange to identify, locate, and open a form.

 **Outbox (in the Mail group, on the Outlook Bar)**

The shortcut to the contents of the Outbox folder.

Actions menu

The menu located to the left of the **Help** menu. The commands on the menu change based on the Outlook folder you are in.

page

Another term for *tab.* The term *page* is used instead of *tab* in the Outlook Form design interface. For example, a form based on an e-mail message has a **Message** page.

full name

The first and last name for the contact, or the first and last name plus a middle name, title, and suffix (for example, Jr. or Dr.). You can enter parts of the full name as follows: **Title First Middle Last Suffix** or **Last Suffix, Title First Middle.**

protocol

The part of an Internet address before the colon (such as **http, ftp,** and **news**) that specifies the access scheme for the address. Some examples of protocols within an Internet address are:

http://www.someones.homepage/default.html

ftp://ftp.server.somewhere/ftp.file

news:alt.hypertext

bold dates

Days that contains items in the small calendar (called the Date Navigator) are bold.

Provides a space for you to type a name for the folder.

Provides a space for you to type a new name for the view.

Specifies the date and time of the meeting.

Specifies the location of the meeting.

Displays your response to the meeting request.

Displays the date and time the meeting request was delivered to the recipient.

Displays the names of people who accepted the meeting request.

Displays the names of people who tentatively accepted the meeting request.

Displays the names of people who declined the meeting request.

Displays information or notes from the person who responded to the meeting request.

Displays the names of recipients of the meeting request.

Allows you to specify whether to play a sound when the reminder appears.

Plays the sound you specify when a reminder appears.

Displays the name and path of the selected sound file. Type the name of the sound file you want to play when a reminder appears. To select from a list of available sound files, click **Browse.**

Displays a list of available sound files.

Displays a reminder message with details about your appointment, meeting, event, or task.

Opens the task, meeting, or message flag that the reminder is about.

Closes the reminder.

Displays the reminder again after the amount of time you select in the box below has passed.

Specifies the amount of time you want to pass before the reminder appears again.

Allows you to automatically join the online meeting.

Allows you to specify whether to display a reminder and play a sound.

IDH_IDD_ROKUYOUSETTINGS_IDC_CHECK1_1

FileName: ROKUYOU.DES

Caption: Senshou

Number: 2223509632 (0x84881080)

IDH_IDD_ROKUYOUSETTINGS_IDC_CHECK2_1

FileName: ROKUYOU.DES

Caption: Tomobiki

Number: 2223509633 (0x84881081)

IDH_IDD_ROKUYOUSETTINGS_IDC_CHECK3_1

FileName: ROKUYOU.DES

Caption: Senbu

Number: 2223509634 (0x84881082)

IDH_IDD_ROKUYOUSETTINGS_IDC_CHECK4_1

FileName: ROKUYOU.DES

Caption: Butsumetsu

Number: 2223509635 (0x84881083)

IDH_IDD_ROKUYOUSETTINGS_IDC_CHECK5_1

FileName: ROKUYOU.DES

Caption: Taian

Number: 2223509636 (0x84881084)

IDH_IDD_ROKUYOUSETTINGS_IDC_CHECK6_1

FileName: ROKUYOU.DES

Caption: Shakkou

Number: 2223509637 (0x84881085)

IDH_IDD_ROKUYOUSETTINGS_IDOK_1

FileName: ROKUYOU.DES

Caption: OK

Number: 2223505409 (0x84880001)

IDH_IDD_ROKUYOUSETTINGS_IDCANCEL_1

FileName: ROKUYOU.DES

Caption: Cancel

Number: 2223505410 (0x84880002)

IDH_IDD_CALENDARSETTINGS_IDC_STATIC8_1

FileName: CALSET.DES

Caption: &Lunar info type:

Number: 2224296359 (0x849411A7)

far east topic only Calendar define views dialog

IDH_IDD_CALENDARSETTINGS_IDC_CALVOPT_LUNARTYPE_1

FileName: CALSET.DES

Caption: &Lunar info type:

Number: 2224296321 (0x84941181)

far east topic only Calendar define views dialog

IDH_IDD_CALENDARSETTINGS_IDC_CALVOPT_WHICH_ROKUYOU_1

FileName: CALSET.DES

Caption: &Rokuyou Settings...

Number: 2224296196 (0x84941104)

far east topic only Calendar define views dialog

IDH_IDD_CALENDARSETTINGS_IDC_CHECK3_1

FileName: CALSET.DES

Caption: Show Lunar Info

Number: 2224296066 (0x84941082)

far east topic only Calendar define views dialog

IDH_IDD_CALENDARSETTINGS_IDC_COMBO2_1

FileName: CALSET.DES

Caption: Cancel

Number: 2224296321 (0x84941181)

far east topic only Calendar define views dialog

IDH_IDD_CALENDARSETTINGS_IDC_BUTTON5_1

FileName: CALSET.DES

Caption: Which Rokuyou?

Number: 2224296196 (0x84941104)

far east topic only Calendar define views dialog

Repeats a task at the daily interval specified.

Repeats a task each day, Monday through Friday.

Repeats a task at the interval specified, after the original task is marked complete.

Specifies the time period you want to pass before repeating the task.

Specifies the time period you want to pass, after the task is complete, before creating the task again.

Repeats a task on a specified day of the month at a specified monthly interval.

Repeats a task on a particular week, on a specific day of the week, at a specified monthly intervalfor example, the third Tuesday, every three months.

Repeats a task at the specified interval, after the original task is marked as completed.

Specifies the day of the month to repeat the task. You can click a different day if you want.

Specifies the number of months you want to pass before repeating the task. You can click a different number if you want.

Specifies the week of the month to repeat the task. You can click a different week if you want.

Specifies a day of the week to repeat the task. You can click a different day of the week if you want.

Specifies the number of months you want to pass before repeating the task. You can click a different number if you want.

Specifies the time period to wait, after the task is completed, before creating the task again.

Repeats a task at the weekly interval specified.

Repeats a task at the interval specified, after the original task is marked complete.

Specifies the time period you want to pass before repeating the task.

Repeats the task on the specified day at the selected weekly interval.

Specifies the time period you want to pass, after the task is complete, before creating the task again.

Repeats a task on a specified day of a specified month.

Repeats a task on a particular week, on a specific day of the week, of the specified month; for example, the first Monday in May.

Repeats a task at the interval specified, after the original task is marked as completed.

Specifies the month to repeat the task. You can click a different month if you want.

Specifies the day to repeat the task. You can click a different day if you want.

Specifies the week of the month to repeat the task. You can click a different week if you want.

Specifies the day of the week to repeat the task. You can click a different day of the week if you want.

Specifies the month to repeat the task. You can click a different month if you want.

Specifies the number of years to wait, after the task is completed, before creating the task again.

Imports all the messages from all the accounts listed.

Imports the messages from only the accounts you select.

Displays the action you want the rule to perform. Actions with check marks next to them are active. If you delete the message, any other action that is active is completed before the message is deleted.

Displays a description of the current rule. Any part of the rule that requires you to add a value is underlined in blue. Any part of the rule that has a value already filled in is underlined in black.

Allows you to specify options for saving messages.

Specifies the folder you want to save drafts of messages to. You can only save drafts in the Drafts, Inbox, Sent Mail, and Outbox folders.

Automatically saves messages while you are working on them.

Specifies the number of minutes you want to pass before saving an unsent message.

Saves a copy of each reply in the Sent Items folder. If you reply to a message from a folder other than the Inbox, the reply is saved in the open folder.

Saves a copy of each forwarded message you send.

Specifies how you want to be notified when new messages arrive.

Plays a sound when a new message arrives. To specify the sound you want, double-click the **Sound** icon in Windows Control Panel.

Causes the mouse pointer to briefly appear as a mail symbol when a new message arrives.

Allows you to specify options for automatically recording notifications or meeting response messages.

Automatically records the status from notifications returned when messages are delivered, read, or recalled. To view the status of an item, open the original item in the Sent Items folder, and then click the **Tracking** tab.

Automatically places meeting requests on your Calendar and responses to meeting requests in your original meeting request. Also places task requests in Tasks and responses to task requests in your task list.

Allows you to specify options such as font, importance level, and address separators for all new messages.

Sets the importance level for all new messages.

Sets the sensitivity level for all new messages.

Allows you to use commas in addition to semicolons to separate names in the **To, Cc,** and **Bcc** boxes of a message.

Automatically checks the names entered in the **To, Cc,** and **Bcc** boxes of messages. If an exact match is found, the name is underlined. If multiple names are found that match what you type, a red, wavy line appears under the name. Right-click the name to see the other names found.

If multiple names are found that match what you type, and you have used the address before, the name you chose previously from the multiple names found appears with a green, dashed underline to remind you that there are other choices.

Removes a meeting request from the Inbox when you respond. If you accept the meeting request, the meeting is entered in your Calendar.

Specifies the folder you want to appear when you start Outlook.

Displays a message when you will not be able to retrieve deleted items, such as when you permanently delete items from the Deleted Items folder.

Automatically selects an entire word and the space after it when you select text.

Plays a sound when you perform actions, such as when you delete a message or open a file.

Allows you to specify the appearance of the Date Navigator, Notes, and task working hours and weeks.

Specifies the font used for the little calendar (called the Date Navigator).

Displays the date and time the note was created or last changed at the bottom of the note.

Specifies the number of hours used to calculate days in the **Total work** and **Actual work** boxes of tasks. For example, if you specify 8 hours per day, and then enter 12 hours in the **Total work** box, it appears as 1.5 days.

Specifies the number of hours used to calculate weeks in the **Total work** and **Actual work** boxes of tasks. For example, if you specify 20 hours per week, and then enter 30 hours in the **Total work** box, it appears as 1.5 weeks.

Specifies whether to display a notification or play a sound when a reminder comes due.

Specifies general settings for tasks you have assigned to others or that have been assigned to you.

Lists extra features your administrator has added to your system that you can use, such as extensions, digital security, and delegate access.

Allows you to modify and update any forms in a forms library you have permissions for.

Lists the rules used to determine if an item is formatted in the list. If the rule has a check mark in the box next to it, the rule is active.

Creates a new rule used to format items based on the condition you specify.

Deletes the selected rule. You cannot delete default rules, but you can turn them off, or change the formatting used for items that meet the condition.

Specifies the name of the rule, the condition under which the rule is active, and the look of messages that are affected by the rule.

Provides a space for you to type a name for the rule. You cannot use the same name twice.

Specifies the font and color of messages that meet the condition you set. The items appear in this format in a table view.

Specifies the condition you want to check for. Any item in the folder that meets the conditions you specify is formatted with the settings selected in the Font dialog box.

Specifies the type of flag you want to check for.

Specifies whether the meeting is online. Select this option to create an online meeting. Clear the option if you want to schedule a physical meeting.

Specifies the type of online meeting.

Allows you to get more information about NetMeeting or download the latest version. If you click this button you will go to the NetMeeting Web site.

Provides a space for you to type the name of your NetMeeting server. For example, you might type **ils.microsoft.com.**

Allows you to automatically start NetMeeting when the reminder appears.

Provides a space for you to specify the security level you want for e-mail attachments.

Specifies that you want to be notified before opening any e-mail attachments. Select this option if you receive e-mail messages from the Internet.

Specifies that you do not want to be notified before opening any e-mail attachments.

Provides a space for you to type the name of the category you want to check for or assign to a message. You must enter the exact category name and separate categories with a semicolon.

Displays the conditions to be checked for in the rule. Conditions with check marks next to them are active. If you have multiple conditions checked, each one must be met before the rule is applied.

Allows you to select the action you want to include in your rule. If the list is empty, there are no custom actions available. Custom actions are additional features provided by third-party programs. No custom actions are supplied with Outlook.

Displays the value of the action selected above. To change the value, click **Change.**

Lists values for the selected action.

Lists any rule created in the Rules Wizard that failed to be applied, and the reason it was not applied. For example, if a rule was created to move a message to a certain folder and the folder was deleted the message could not be moved. For information about how to change a rule, see Help.

Closes the dialog box.

Allows you to enter the number of minutes you want to delay the delivery of the message by.

Automatically creates a reminder for each task that has a due date based on the time in the **Reminder** box.

Saves a copy, on your task list, of each task you assign to others and automatically updates the task any time the status of the task changes.

Sends a status report message when a task you assigned to someone is marked completed.

Allows you to select options for using a dial-up networking connection to retrieve messages from your e-mail server.

Specifies that you want to get a confirmation message before you change dial-up connections.

Closes the dial-up networking connection after connecting to the server, downloading new messages, and sending messages in the Outbox. Selecting this option reduces your online connection time to the minimum.

Dials your online connection number when you check for new messages.

Sets a maximum size for messages that will be downloaded. Large messages can take a long time to download and can increase your connection time. If you use a local area network (LAN), this setting is ignored.

Click an option below.

Imports the security file you select. You will need the password and keyset name to successfully import the security file.

Type the name and path of the security file you want to import. To locate the file, click **Browse.**

Type the password for the security file you want to import. You must type it exactly, matching the case of the letters.

Type the keyset name for the security file you want to import. The default keyset name is typically your mailbox name.

Click directly on the option, rather than the text, to get Help.

Saves your digital ID in a security file that you can then import to another computer.

Displays the name of the selected digital ID.

Lists the digital IDs you have installed so that you can select the one you want to export.

Enter the name and path of the file you want to contain your security information. To pick a folder and name the file, click **Browse**.

Type a password for the security file.

Removes the digital ID you are exporting from this computer. Select this option if you are moving your digital ID and do not want to leave a copy of it on this computer.

Click a control to get Help.

Launches your Internet browser and displays a list of certificate authorities you can get a digital ID from.

Goes to a local server on your local area network (LAN) where you can get a digital ID if you are using the Exchange Key Management Server.

Allows you to specify whether Outlook displays a list of user profiles or uses a default profile when you start.

Displays a list of user profiles each time you start Outlook. Select this option if you typically use more than one profile, or if you share your computer with someone else.

Starts Outlook with the user profile you specify. Select this option if you typically use only one profile, or do not share your computer with someone else.

Displays available user profiles.

Allows you to specify information services to check for new messages, and allows you to choose whether to synchronize folders when quitting Outlook.

Checks the mail delivery services you select for new messages.

Allows you to select which mail server you want to check for unread messages.

Allows changes you make to the folders on the server to be automatically copied to your offline folders if you quit Outlook while connected to the server.

Activates automatic offline synchronization. To disable automatic offline synchronization, clear this checkbox.

Automatically synchronizes all folders at specified intervals. To specify the time interval, select this check box and then click a number.

Allows you to specify automatic synchronization options.

When online, automatically synchronizes all folders at specified intervals. To specify the time interval, select this check box and then click a number.

When working offline, automatically connects and synchronizes all folders at specified intervals. To specify the time interval, select this check box and then click a number.

Specifies the name of the security setting. You can have multiple security settings by giving each one a unique name. To start a new security setting, click **Create New.**

Starts a new security setting, with all options clear, so that you can set new options.

Removes the security setting listed in the **Security settings name** box.

Lists the type of security format used, either S/MIME or Exchange security. Use S/MIME to send secure messages to recipients with Internet addresses.

Displays the certificate used for digital signatures.

Click to choose a new certificate.

Specifies the mathematical formula used to digitally sign or encrypt the message.

Displays the certificate used to encrypt messages.

Includes a copy of the certificate within the message when you digitally sign a message. Select this option if the recipient wants your digital ID so they can send you encrypted messages.

Makes the current settings the default for the security format listed in the **Secure message format** box.

Specifies that the current message format and settings be used for all your secure messages if you use both Exchange security settings and S/MIME.

Specifies the certificate and algorithm used for the digital signature.

Specifies the certificate and algorithm used to encrypt messages.

Specifies additional security setting preferences.

Specifies the security format, certificates used for signing and encrypting messages, and preferences for which certificates to use.

Provides a space for you to type the text you want to automatically add to messages. You can paste or drag selected text into this box.

Allows you to change the font for the selected text. This button is unavailable if you select plain text as your e-mail editor.

Allows you to change the format of the selected text. This button is unavailable if you select plain text as your e-mail editor.

Clears the contents of the signature box.

Starts the program associated with the type of message the signature is being created for. For example, if you are creating a signature for plain text messages, Notepad is started.

Specifies a vCard to add to the end of a signature.

Displays the selected vCard.

Specifies whether to use an existing background file, use a color for a background, or use no background at all.

Specifies the picture you want to use as a background.

Specifies a color you want to use as a background.

Specifies that you do not want to include a background color or file.

Displays picture files that you can use as a background for your stationery.

Specifies the default font size, color, and other settings for outgoing messages that use the stationery.

Displays the selected font.

Allows you to specify the font to use in new messages that use the selected stationery. Do not use a font color that is the same as the background color, or you will not be able to read the message.

Shows what the selected background looks like.

Displays the exceptions to be checked for in the rule. Exceptions with check marks next to them are active. If you have multiple exceptions checked, only one of the exceptions must be met before the rule is ignored.

Provides a space for you to type a name for the rule.

Turns a rule on or off. You can set this at any time in the Rule Organizer dialog box.

Specifies the font for all new messages.

Specifies the fonts to use for new, replied to, and forwarded messages.

Specifies the font to use for replied to and forwarded messages.   To make your messages stand out, use a different color, font style, or font size.

Specifies the font to use for plain text messages. This font is used in the preview pane when you view plain text messages.

Specifies options for using the settings for fonts specified above or using fonts specified in a stationery.

Specifies that you want to use the font defined in the stationery you select instead of the font settings listed above.

Specifies that you want to use the font settings defined above for messages you reply to or forward. Use the font settings defined in the stationery for new messages.

Specifies that you want to use the font settings defined above for all messages, whether or not they also use a stationery.

Displays the fields, conditions, and values for the document or form properties you have defined. To add to this list, click **Options** in the Define more criteria box.

Deletes the field, condition, and value selected in the **Match these criteria** box.

Specifies the fields, conditions, and values you want to add to your rule.

Displays available document or form fields. To add fields from a form, click **Forms,** and then click the form you want. The form is added to the list that appears when you click **Field.**

Provides a space for you to type the field you want to use in your form, or click **Field** to display a list of available fields.

Specifies the condition you want to use with the field that appears in the **Field** box.

Provides a space for you to type a value for the field and condition you've specified. The value type must match the field type. For example, the value for a numerical field, such as **Bytes,** must be entered as an integer.

Adds the selected field, condition, and value below to the **Match these criteria** box. If the value type does not match the field, an error message appears.

Allows you to set options for the updating of your schedule availability on the server.

Specifies how many months of your Calendar free/busy information is available on the server.

Specifies the number of months of your Calendar free/busy information that you want available on the server.

Specifies how often Outlook automatically updates your free/busy information on the server.

Specifies the time interval for updating your free/busy information on the server.

Specifies that your free/busy information be stored on the server and made available to others.

Specifies the server where your free/busy information is stored.

Specifies a default search free/busy server. Outlook supports %NAME% and %SERVER% substitutions.

Provides a space for you to type the name of the server where your free/busy information is stored.

Provides a space for you to type the URL of the default server to be searched for free/busy information.

Allows you to specify options for updating free/busy information on the server.

Allows you to select the forms library, or location where the form you want to use is located.

Displays a list of folders in Outlook or in the file system.

Displays the names of the files in large icon format.

Displays additional information about the documents, such as the file size and the date last saved.

Displays the names of the files organized by the category assigned to them.

Displays the location of the form in the file system or in Outlook.

Displays the current folder or forms library, organized by category. You can display the forms in a category by clicking the PLUS SIGN (+) next to the category name.

Displays the name of the form.

Displays the file name of the form.

Displays the purpose, contact name, version, message class, and form number for the selected form.

Displays the purpose, contact name, version, message class, and form number for the selected form.

Allows you to specify MIME options to use to encode messages.

Allows you to select the available bit and binary formats for encoding your message.

Specifies whether foreign character sets, high ASCII, or double-byte character sets (DBCS) are allowed in the header without encoding. If this check box is cleared, these characters will be encoded.

Specifies whether to automatically wrap the text of outgoing messages so that each line is no more than the number of characters indicated. Some older Internet e-mail programs do not properly display messages with lines more than 80 characters long. If you clear this check box, your message might appear to have extra line breaks to recipients whose e-mail or newsreading program can display only 80 characters per line.

It is suggested that you set your limit to about 76 characters. Most e-mail programs indent quoted text in replies or forwards. Setting the limit to 76 characters allows the message to be quoted several times without causing extra line breaks.

Specifies the level of importance you want to check for or assign to a message.

Specifies the type of rule you want to create. If you want to create a rule that runs when you receive a message, click **Check messages when they arrive.** If you want to create a rule that runs before you send a message, click **Check message after sending.**

Sends the message with the assigned security level.

Stops the message from being sent.

The security level of this message is substantially lower than usual so that all recipients can read it.

Select this option if you do not want to receive this message every time e-mail messages are sent using lower-than-usual security.

Provides a space for you to type the text you want to display in your notification message.

Allows you to specify general options for messages after you open them.

Specifies what you want to happen after you move or delete an open message. For example, if you click **open the next item,** the next item in the Inbox opens when you delete a message.

Closes the original message when you click **Reply** or **Forward** in an open message.

Saves a copy of each message you send in the Sent Items folder. Clear this check box if you do not want to save copies of the messages you send. If you save copies of your messages, you should archive the Sent Items folder to reduce the number of messages there.

Specifies whether you want to be notified when messages you send are delivered or opened.

Allows you to specify the text format and annotations used for replied to and forwarded messages.

Specifies the format for replies. The graphic to the right shows how the original message appears to recipients of replies.

Specifies the format for forwarded messages. The graphic to the right shows how the original message appears to recipients of forwarded messages.

Specifies whether to indent the beginning of each line of original text included in your reply, preceded by the character indicated. This distinguishes the text you type from the text in the original message. If you clear this box, then the original text and the text you add appear the same.

Automatically enters the text you specify in the box to the right next to text you type in the body of a message you receive. Use this option to mark your comments within the body of a message you reply to or forward. This option is not available if you use Microsoft Word as your e-mail editor, because Word uses revision marks to mark your annotations.

Provides a space for you to enter text, such as your name, that you want to use to identify your comments in the body of a message.

Specifies whether Outlook should immediately forward to your e-mail server any messages you send. If you clear this check box, messages you send are placed in your Outbox and are not sent until you click **Send and Receive** on the **Tools** menu, or at the interval specified in the **Check for new messages every** box.

Automatically checks your Internet e-mail server for new messages and sends messages in the Outbox at the interval specified when you are connected through a local area network (LAN).

If you clear this check box, you must click **Send and Receive** on the **Tools** menu to check for and deliver new messages.

Specifies options to control when Outlook sends and receives messages.

Specifies advanced options, such as where to save unfinished messages, and whether to play a sound when messages arrive.

Specifies whether, when you reply to a message, the names and e-mail addresses of recipients are added to a Contacts folder. Names and addresses in contacts folders are available in the address book.

Displays the name of the Contacts folder where the names and e-mail addresses of the recipients are stored.

Displays a list of folders to save the name and e-mail addresses to. You can only save this information in a Contacts folder.

The recipients listed do not have security enabled to receive encrypted e-mail messages. Check to see that you have a valid digital ID for the recipients.

Sends the message to all the recipients except those listed.

Stops sending the message.

Sends the message to all the recipients without encrypting it.

Stops sending the current message.

Sends the message without encryption.

Displays a list of the messages you have received that meet the conditions that you have specified for a rule. When you defined the rule, the text that you typed in the Notify me with dialog box appears at the top of the dialog box.

Opens the selected message.

Provides a space for you to type a name for the new signature or stationery. You cannot use the same name twice.

Allows you to specify how to create your new signature or stationery.

Creates a new signature or stationery from scratch.

Creates a new signature or stationery based on an existing signature or stationery.

Creates a new signature or stationery based on an existing file in the same format as the e-mail editor you have selected. For example, if you use plain text as your e-mail editor, you can use any text file to base your signature or stationery on.

Specifies the path and file name of the file you want to use. Type the path or click **Browse** to select from a list.

Displays a list of files you can search to find a file to base your signature or stationery on.

Goes to the next step in the creation of a signature or stationery.

Specifies whether a folder is available at all times or only when connected to the server.

Specifies that a folder is available only when connected to the server.

Specifies that a folder is available whether you are connected to the server or working offline.

To synchronize this folder, click **Tools,** point to **Synchronize,** and then click **This Folder.**

Sets filter options to be applied during the synchronization of your offline folders.

Click **Filter** to create a filter to be applied during synchronization of your offline folders.

Creates a filter to be applied during the synchronization of your offline folders.

Specifies that a filter is currently applied to this offline folder.

Displays current information about the folder and the date of the last synchronization.

Displays the date the folder was last synchronized.

Displays the number of items in the folder on the server.

Displays the number of items in the offline folder.

Displays information about the offline availability of specific Outlook folders.

Specifies the options for automatically or manually updating rules you create or change with the rules on the server.

Specifies that you want the rules you create or change to be updated on the server only when you click **Update Now.**

Specifies that rules you create or change be updated on the server automatically.

Updates rules you create or change with the rules on the server. Use this option only if you selected **Manually** above.

Provides options for exporting and importing rules.

Specifies whether you want to be prompted to convert your Inbox Assistant rules again.

Removes the selected rule. You can also turn off the rule without removing it by clearing the check box next to the rule.

Creates a copy of the selected rule. You can modify the copy to quickly create a new rule.

Allows you to change the values for, or create an exception for, the selected rule.

Moves the selected rule one position up in the list so it is processed before the rules below it. This button is not available until you click a rule other than the top rule in the list.

Moves the selected rule one position down in the list so it is processed after the rules above it. This button is not available until you click a rule other than the bottom rule in the list.

Creates a rule.

Changes the name of the selected rule.

Describes the rule selected above. To specify or modify a value in a rule, click the underlined text.

Provides options for when to update rules on the server and for importing and exporting rules.

Closes the dialog box and saves any changes you've made.

Closes the dialog box without saving any changes you've made.

Displays the rules that are available. To turn a rule on or off, select or clear the check box next to the rule. To change or move a rule, click the rule, and then click the appropriate button.

Specify options for message formats for replying and forwarding, what happens after you move or delete an open item, and options for when to send and receive messages.

Specifies the amount of time before appointments that you want to be reminded about the appointment.

Provides a space for you to type the number of minutes before appointments when you want to be reminded.

Specifies the font style, color, and size used in notes.

Allows you to specify general settings for the Journal, such as what type of items and contacts to automatically record and what happens when you double-click a journal entry.

Allows you to specify the color of overdue tasks and completed tasks.

Allows you to specify general settings for the Calendar, such as the days of the work week, time zones, and holidays.

Provides a space for you to type the time of day when you want to be reminded of tasks due that day.

Specifies the color of overdue and completed tasks and the reminder time for tasks.

This graphic does not do anything. For Help on an option, click the question mark ?, and then click the option.

Specifies that Outlook should encode your messages using MIME. This is the common format used by most Internet e-mail programs.

Specifies that Outlook should encode your messages using Uuencode. This format is commonly used to send binary files as attachments in messages posted to newsgroups.

Encrypts this message and its attachments so that only the recipient can read them.

Adds a digital signature to this message so the recipients can verify that the message came from you and was not altered.

Allows recipients whose e-mail programs do not support S/MIME encoding to read the message without verification of the digital signature.

Specifies the security setting to use for this message. Click **Change Settings** to modify or create new security settings.

Specifies the certificate and other security settings.

Specifies the security setting used.

Specifies whether to ensure the use of an encryption algorithm that all recipients can decode. Select this box if you are sending this message to recipients that are not on the same network, or if some of the recipients are on your local network and others have Internet addresses.

To convert your existing Inbox Assistant rules to Rules Wizard rules, click **Yes**. To keep your Inbox Assistant rules as they are, click **No**.

Converts your existing Inbox Assistant rules into Rules Wizard rules.

Keeps your Inbox Assistant rules as they are. Select this option if you think you may want to use the Inbox Assistant in the future.

Specifies whether you want to be prompted to convert rules again. If you think you may want to convert rules in the future, clear this check box.

Specifies whether you want to use the Inbox Assistant to manage rules.

Specifies the details of the digital signature. A red X indicates a problem with the security of the message.

Specifies the type of security for the message.

Displays details about the certificate, such as who issued it, when it was issued, and how the trust is specified.

A green check mark indicates that the digital signature or encryption is accepted. A red X indicates a problem with the digital signature or encryption.

A red X indicates that the signature is invalid. Depending on the problem, the security of the message might be compromised.

A red X indicates that the content of this message was altered after the message was signed. This message is not secure.

A red X indicates that the certificate was revoked by the issuer. This message is not secure.

Click **View Signing Certificate.** On the **Details** tab, check the date in the **Valid from** field. If the date shown indicates that the certificate is no longer valid, inform the owner of the certificate.

A red X indicates that this certificate is not trusted. Click **View Certificate,** and the then click the **Trust** tab. Select **Explicitly trust this certificate** if you know that the sender is a trusted source.

A red X indicates that the e-mail address on the certificate and the sender's address do not match. This message is not secure.

A red X indicates a problem with this message. This message is not secure.

Specifies the details of the encryption. A red X indicates a problem with the security of the message.

Provides a space for you to type a new name for the rule.

Renews the certificate.

Displays the keyset name for the digital ID that is about to expire.

Type a name for a folder you want to search for. To start the search, click the **Query** button.

Displays the folders that meet the specified search criteria.

Displays only the files you are subscribed to.

Begins the search for the folders you specify.

Stops the search.

Subscribes to the selected folders.

Removes the subscription from the selected folders.

Specifies the security options you want. The options you set here apply to all outgoing messages.

Encrypts all outgoing messages and their attachments so that only the recipient can read them.

Adds a digital signature to all outgoing messages so the recipients can verify that the messages came from you and were not altered.

Specifies that recipients whose e-mail clients do not support S/Mime signatures are allowed to read the message without verification of the digital signature.

Specifies the encryption format, certificates, and other details of security settings. To review or change the settings, click **Change Settings.**

Specifies the security settings.

Specifies the security zone setting to use when you receive HTML messages or attachments.

Zone Settings.

Allows you to specify the level of security for each zone.

Allows you to specify the level of security for message attachments.

Imports, exports, or acquires digital IDs to enable security settings.

Launches your Web browser and links to a Web site that supplies digital IDs, or enrolls you in Exchange Server security.

Specifies the sensitivity level that you want to check for or assign to a message.

Opens the message.

Displays the subject of the message.

Displays the sender of the message, the type of digital ID, and the issuer of the digital ID.

Specifies whether to display this dialog box when signed messages have invalid certificates.

This message can not be verified. It is not secure.

Allows you to enter the size range that you want to check for. For example, if you type **2** in the **At least** box and **6** in the **At most** box, the rule applies to all messages from 2 through 6 KB in size.

Lists the stationery or signatures you can use with the e-mail editor you have selected.

Creates a new stationery or signature for use in the e-mail editor you selected.

Changes the look of the selected stationery or signature.

Deletes the selected stationery or signature.

Uses the selected stationery or signature for all new messages.

Displays the selected stationery or signature.

Cannot show the selected stationery or signature.

Closes the dialog box.

Click this to start your browser and view more stationery.

Allows you to specify options to change the look of outgoing messages, by changing your e-mail editor, fonts, or signature.

Specifies the e-mail editor you want to use for new messages. The type of editor you select changes the options that are available in the dialog box.

If you are replying to a message, Outlook uses the e-mail editor of the message you received. For more information, see Help.

Specifies the type of encoding to use for outgoing messages, such as MIME and Uuencode. The type of encoding available depends on the e-mail editor you select in the **Send in this message format** box.

Specifies whether to use English in message headers, and whether to re-map international character sets.

Specifies stationery, templates and fonts. The options available here change depending on which e-mail editor you select.

Specifies the stationery or template you want to base your messages on.

Creates or modifies stationery or templates you can use to change the look of messages.

Specifies which signature to use for outgoing messages. You can change the signature after you start composing a message.

Specifies whether to include your signature when replying to or forwarding a message.

Creates signatures to use for outgoing messages. You can create multiple signatures, and have different signatures for each e-mail editor you select in the **Send in this message format** box.

Specifies the fonts used for stationery, and for new, replied to, and forwarded messages.

Specifies whether any pictures in the message (including background images) are added to the message. If this option is cleared, only a reference (or pointer) to the picture is included. Use this option if the message recipients do not have access to the picture. For example, if the messages are stored on your computer, or if they are being read offline. Including pictures makes the message larger, and it takes longer to download.

Specifies the flag that you want to add to the message.

Provides a space for you to type the number of days you want to use in the flag.

Provides a space for you to type the text you want to check for. If you type two or more words, the entire phrase must be in the message for the rule to be applied.

Specifies the range of dates you want to check for. The date shown in the box is not included in the range. For example, to check for the date October 05, enter October 04 in the **After** box and October 06 in the **Before** box.

Enables you to open messages based on this certificate without a verification message appearing first.

Displays a verification message when messages based on this certificate arrive.

Displays the subject of the message.

Displays the details about the certificate.

Accepts the certificate from the company that issued it and adds this certificate to the list of trusted certificates.

Displays a verification message when you open signed messages based on certificates from this company.

Displays the name of your security file.

Enter the text of your token. You must enter the exact combination of letters and numbers, including upper- or lower-case letters.

Enter a name here, or use the name already shown.

Completes the creation of the rule, including giving the rule a name and turning it on.

Displays the next step in the Rules Wizard. If you have not entered a value for a condition, action, or exception, you cannot proceed to the next step in the wizard. Click the underlined text in the **Rule Description** box, and enter a value.

Displays the previous step in the Rules Wizard.

You can either open this file or save it. If you choose to open it, it might contain viruses or other programs that could damage your computer. To be safe, it is recommended that you save this file to your hard disk and scan it using an anti-virus program before opening it.

If you do not want to get this warning again, clear this check box.

To select more than one attachment to save, hold down CTRL, and then click the attachments you want.

Applies the view you chose to the selected folder, changing the way the information in the folder appears.

Displays the names of the default views available for this folder, the folders the views can be used on, and the view type for each view.

Defines a custom view.

Creates a copy of the selected view. You can modify the copy to quickly create a new view.

Allows you to change the field, grouping, sorting, filtering, font, and other options for the selected view.

Allows you to change the name of the selected view. This button is only available for custom views.

If the selected view is not a custom view, this button is labeled **Reset**. Click this to remove all changes made to the selected view. If the selected view is a custom view, this button is labeled **Delete.** Click this to delete the custom view.

Displays the settings for the selected view, including the fields used in the view, how the fields are sorted or grouped, and whether a filter is used.

Removes the views that come with Outlook from the **Current View** list on the **View** menu, and shows only the custom views you create for this folder. Click this option if you want to use only the custom views that you create.

Closes this dialog box. Any changes you made are automatically saved.

Outlook Bar

Contains shortcuts to frequently used folders. To see different sets of shortcuts, click the groups.

Displays the folders available in your mailbox. In the list, click the folder you want. To view subfolders, click the PLUS SIGN (+).

Status bar

Displays information about the active view, such as the number of items that appear in the view.

Folder banner

Displays the name of the open folder. To display a list of all the folders, click the folder name.

Tab

Enables you to view and change a different set of options.

Applies the selected options to the folder, file, or control.

Removes all of the changes you made.

Group By Box

Groups the items in the view by the column headings you specify. To group by a column, click the column heading, and then drag it to the **Group By** box.

Date Navigator

Enables you to go to a specific day by clicking the date you want. To go to a different month, click the month title or the arrows next to the title.

TaskPad

Displays your tasks and their status. To change the way tasks appear on the TaskPad, click the **View** menu, point to **TaskPad View,** and then click an option. To add details for a task, double-click the task icon .

Time bar

Displays the hours when you view days in Calendar. You can display hours in different time increments. For example, you can change your hours to appear in 15-minute increments instead of 30-minute increments. Right-click the time bar, and then click the time increment you want on the shortcut menu.

Letter tab

Enables you to select the letter that the name you want to find begins with.

Cardview Adjust Column

Enables you to adjust the size of the columns by dragging the line.

Table View

Displays items in a table.

Calendar View

Displays items in the Calendar.

Day View

Displays the Calendar one day at a time.

Week View

Displays the Calendar one week at a time.

Month View

Displays the Calendar one month at a time.

Timeline view

Displays items on a timeline.

Card View

Displays items in cards.

Icon View

Displays items as icons.

Displays Help for the items in this dialog box.

Displays the results of the search. To open an item in the table, double-click it.

Provides a space for you to type the text for the item.

Print Preview

Shows how the item will look when it is printed.

Messages in Table View

Displays messages in a table. To open a message, double-click it. To quickly sort messages by a column, click the gray column heading at the top of the column.

Items in Table View

Displays items in a table. To quickly sort items by a column, click the gray column heading at the top of the column.

Tasks in Table View

Displays tasks in a table. Overdue tasks appear in red. To view or change details about a task, double-click the task icon. To quickly sort tasks by a column, click the gray column heading at the top of the column.

Calendar View

Displays items by day, week, or month.

Appointments in Day/Week/Month View

Displays appointments on the Calendar. To create a new appointment, click the time or day you want, and then type the information. To specify more details about an appointment, double-click the appointment.

Contacts in Card View

Displays contacts organized in cards. Only fields that contain information are visible. To change information in a contact, double-click the top of the card.

Notes in Icon View

Displays notes as icons. To change a note, such as its color or its category, right-click it.

Files in Icon View

Displays the files and folders on your computer or on the network drive you select. To change a file's properties or to copy, delete, or send it to another person, right-click it.

Moves your digital ID from one computer to another.

Displays the subject of the item.

Displays the form used for the item.

Displays the size of the item.

Specifies the folder that the item is stored in.

Displays the date and time the item was last changed.

Specifies the importance level, sensitivity level, return receipt, and whether to save a copy in the Sent Items folder.

Copies the item to the Sent Items folder when you send the item.

Displays options for the attachment format, delaying the message, and setting a date the message will expire.

Sends the message in Microsoft Exchange rich-text format. If this check box is cleared, the message is sent in the e-mail editor selected on the **Mail Format** tab.

Specifies the width you want for the grid.

Specifies the height you want for the grid.

Displays a list of fields available for you to use in customizing views. To add a field to the view, click a field, and then click **Add.** If the field you want isn't listed, click a different field set in the **Select available fields from** box.

Adds the selected field in the **Available fields** box to the view.

Removes the selected field in the **Show these fields in this order** box.

Displays the fields in the order they appear in the view. To change where a field appears in the view, click the field, and then click **Move Up** or **Move Down.**

Moves the selected field one position up or to the left. This button is not available until you click a field in the **Show these fields in this order** box.

Moves the selected field one position down or to the right. This button is not available until you click a field in the **Show these fields in this order** box.

Modifies a custom field. This button is not available until you click a custom field in the **Available fields** box.

Removes a custom field. This button is not available until you click a custom field in the **Available fields** box.

Displays a list of fields you can use for start and end times. To change the field used for the start or end time for items on a timeline, click a field, and then click **Start** or **End.**

Displays the fields used to determine the start and end times for all items shown on a timeline. To change the field used, click a field in the **Available date/time fields** box, and then click **Start** or **End.**

Uses the value in the **Available date/time fields** box for the start time for items.

Displays the field currently being used for the start time for items.

Uses the value in the **Available date/time fields** box for the end time for items.

Displays the field currently being used for the end time for items.

Specifies the field and the order you want to sort items by.

Specifies the field you want to sort by. To change the list of available fields, click a different field set in the **Select available fields from** box.

Sorts items starting from the beginning of the alphabet, the lowest number, or the earliest date.

Sorts items starting from the end of the alphabet, the highest number, or the latest date.

Sorts items by an additional field. For example, if you sort by the last name, "Smith," and then by first names, all the people who share the last name "Smith" appear together. Within the list of "Smith" last names, the first names are sorted by alphabetical order.

Resets all the sorting criteria to none, removing any changes you made.

Lists sets of fields you can choose from. To change the fields displayed in the **Sort items by** and **Then by** boxes, click a different field set.

Displays a possible error such as a misspelled word, a duplicate word, or incorrect capitalization.

Displays a suggested word to replace the word that appears in the **Not in Dictionary** box. To accept the suggested replacement, click **Change.** To delete the word in the **Not in Dictionary** box, delete the text in the **Change to** box, and then click **Delete.**

Lists suggested replacement words when you click **Suggest** or if you selected the **Always suggest replacements for misspelled words** check box by clicking the **Tools** menu, clicking **Options,** and then clicking the **Spelling** tab.

Leaves the word in the **Not in Dictionary** box unchanged.

Leaves all instances of the word in the **Not in Dictionary** box unchanged.

Replaces the word in the **Not in Dictionary** box with the word in the **Change to** box. If the **Change to** box is empty, the button name changes to **Delete.** To remove the selected word from the item, click **Delete**.

Replaces all instances of the word in the **Not in Dictionary** box with the word in the **Change to** box. If the **Change to** box is empty, the button name changes to **Delete All.** To delete all instances of the word in the **Not in Dictionary** box from the item, click **Delete All**.

Adds the word in the **Not in Dictionary** box to the dictionary.

Lists alternatives for a misspelled word. Click the word you want to use.

Allows you to specify the rules used to check spelling.

Reverses the last action made while checking spelling.

Displays suggested corrections for misspelled words found while checking spelling.

Automatically checks spelling when you click the **Send** command.

Does not check the spelling of words that contain all uppercase letters.

Does not check the spelling of words that contain numbers.

Provides options to automatically suggest replacements for misspelled words and to automatically check the spelling of messages and other items you send.

Specifies that the original text of a message not be checked for spelling when you reply to or forward the message.

Enables you to add, change, or remove words in your custom dictionary. Outlook uses the custom dictionary, in addition to the main spelling dictionary, when you check spelling. When you click **Add** during a spelling check, an entry is added to the custom dictionary.

Enables you to specify the language to use when checking spelling.

Describes the permissions you have for this folder.

Stops updates to the folder. The folder and all its existing items remain in your folder list until you delete them.

Displays the name of the file that archived items are moved to. To change the file, type a name, or click **Browse.**

Displays a list of archived files.

Moves items that are older than the date you specify to the archive file. Type a date; or click the down arrow, and then click the date on the calendar.

Archives items for which you have selected the **Do Not AutoArchive** field. Select to override the setting in the **Do Not AutoArchive** field.

Moves items to the archive file based on the settings for each folder. To set the archive options for a folder, select the folder, click the **File** menu, point to **Folder,** click **Properties,** and then click the **AutoArchive** tab.

Moves items in the selected folder that are older than the specified date to the archive folder.

Provides a space for you to type the name of the contact, person, or business you're calling, or you can click the arrow to display a list of people you have called. If the name you specify is in your contact list, the phone number automatically appears in the **Dial number** box.

Provides a space for you to type the number you want to dial. If the contact is in your contact list, you can click the arrow to display any other numbers for the contact. To add an outside access code number or dialing card number or to specify other dialing settings, click **Dialing Properties.**

Dials the number in the **Dial number** box.

Disconnects the phone for the current call.

Displays current dialing and call status.

Records the start and end times of the call in the Journal. A Journal entry for the call will open so you can take notes.

Displays the details for the selected contact.

Allows you to set the dialing location, area code, outside access number, long-distance code, and other dialing options.

Specifies names and phone numbers for speed dial.

Specifies the name, number, and other properties for dialing.

Specifies the name of the person who sent the task.

Specifies information about the task.

Provides a space for you to type a brief description of the task.

Indicates whether or not a task starts and ends at a specific time.

Specifies that your task has no start or end date.

Allows you to specify a due date and start date.

Specifies the date the task is due. Type a date, or click the arrow, and then click the date on the calendar.

Creates a copy of the task so you can reassign it. Use this option if you need to send a task to someone other than the original recipient. This button is unavailable until the task is sent to someone else.

Sets the importance level of the task as high, normal, or low. Set the importance level to help sort your tasks by priority.

Specifies the status that applies to the task. The status appears when you send a status report.

Specifies the percentage of the task that is finished.

Allows you to increase or decrease the percentage complete.

Specifies the name of the person who created the task. If the task is sent to another person, that person becomes the owner of the task.

Provides a space for you to type notes about the task, or insert a file.

Specifies the time you want the reminder to appear.

Provides a description of the task.

Specifies the start and due dates of the task.

Specifies the priority level the owner assigned to the task.

Specifies keywords the owner assigned to the task.

Indicates whether or not the task is private.

Specifies the status the owner assigned to the task.

Specifies the percentage of the task that is done.

Specifies the owner of the task.

Provides details about the task.

Allows you to specify general settings for tasks.

Sends a status report message when a task you assigned to someone is marked completed.

Specifies the colors that indicate whether tasks are overdue or completed.

Specifies the color for overdue tasks.

Specifies the color for completed tasks.

Displays lists of e-mail names so you can select the person to send the task to.

Provides a space for you to type the name of the person you want to send the task to.

Creates a copy of the task in your task list that is updated when the owner makes changes to the task.

Specifies that a message is sent to you verifying that the task is complete, when the recipient completes the task.

Provides a space for you to type notes about the task, or insert a file.

Provides a space for you to type the amount of time spent on the task.

Provides a space for you to type the amount of time the task is expected to take to complete.

Provides a space for you to type the date; or click the arrow, and then click the day you finished the task on the calendar. Entering a value changes the status of the task to Complete.

Provides a space for you to type any information related to billing, such as the hours spent on the task or the account to be billed.

Provides a space for you to type the names of the contacts associated with this task.

Lists the people whose task lists are updated when a change is made to the task. If the task is assigned from one person to another, each person who chooses to keep an updated copy of the task will be listed here.

Provides a space for you to type the number of miles you traveled.

Provides a space for you to type the name of the companies associated with the task.

Specifies the hours of time spent on the task.

Specifies the total number of hours the task will take to complete.

Specifies the date the task is complete.

Provides information related to billing, such as the hours spent on the task or the account to be billed.

Specifies the names of contacts associated with the task.

Specifies the names of people who are sent updates when the task is changed.

Specifies the mileage associated with the task.

Specifies the companies associated with the task.

Specifies the font and format for the labels for date and hour.

Allows you to change the fonts or format for the large label, which displays the date or the month.

Displays the name and a sample of the selected font.

Allows you to change the fonts for the smaller label, which displays hours or days of the week.

Allows you to change the fonts or format for the labels on the items.

Specifies the length of a label and whether to show a label in month view for each item.

Specifies the number of characters for the maximum label length. When labels overlap, the next item appears on a new line. Shorter labels allow more items on the same line.

Displays item labels when you view months on the timeline.

Displays the week number in the heading.

Sets time zone options that are used for all time-related fields, such as when messages are received.

Provides a space for you to specify a name to identify the current time zone. The name appears above the time bar when you view days in Calendar.

Specifies the time zone you want to use. The time zone you select is used for all time-related fields, such as when messages are received.

Automatically adjusts your computer clock when daylight saving time changes.

Displays the current day and time for the time zone you select.

Displays a second time zone next to the current time zone when you view days in Calendar, so you can easily compare the two.

Allows you to select a second time zone that you want to appear next to the current time zone when you view days in Calendar.

Replaces the current time zone with the second time zone. This changes all time-related fields, such as when messages are received, to the new time zone.

Provides a space for you to type a name to identify the second time zone. The name appears above the time bar when you view days in Calendar.

Allows you to type a label and click the second time zone you want to appear.

Returns a message to you to verify that the message you sent has been delivered or opened.

Returns a message to you to verify the date and time a recipient received a message.

Returns a message to you to verify the date and time a recipient opened a message.

Automatically moves to the Deleted Items folder all responses to your meeting requests that have no comments and notifications returned when messages are delivered, read, or recalled. Meeting responses are placed on your Calendar, and status from notifications is placed on the **Tracking** tab of the original item in the Sent Items folder.

Selected Items (File menu)

Opens the items that are highlighted.

Open (File menu)

Specifies items or folders to open.

Call Contact(Action menu)

Specifies dialing options.

Flag for Follow Up (Actions menu)

Adds text to the item to indicate that a follow-up action is required.

Send and Receive (Tools menu)

Connects to the server to send and receive messages.

Go To Today (Go menu)

Displays the current date in the Calendar.

New All Day Event (Actions menu)

Displays a new appointment item with the **All day event** check box selected.

Advanced Find (Tools menu)

Allows you to specify additional options for searching for items.

Signature More (Insert menu)

Specifies which signature to add to your message.

Preview Pane (View Menu)

Displays items in a separate pane so you can view the list of items and the open items at the same time.

Header Information

Displays the header information of the selected item.

Options

Specifies the options for the preview pane.

Accounts (Tools menu)

Lists Internet service providers, accounts, and options for changing them both.

Hortizontal Line (Insert menu)

Adds a horizontal line to an HTML message.

Work Week (View menu)

Displays the calendar without weekends.

Forms Script Debugger (Tools menu)

Displays the script debugger.

Forms Run This Form (Tools menu)

Runs the code in the current program or form.

End (on the Run menu)

Stops the code in the current program or form.

Restart (on the Run menu)

Starts the program or form again.

Background Picture (Format menu)

Specifies a picture for the background of an HTML message.

Plain Text (Format menu)

Formats the current message as a plain text message.

Rich Text (Format menu)

Formats the current message as HTML rich text, which allows bolding and other text formatting.

Font Size

Increases or decreases the size of the selected text.

Download Folder List (Tools menu)

Copies the folder list from the server to Outlook.

Download Headers (Tools menu)

Copies the message headers from the server to Outlook.

Download Selected Items (Tools menu)

Copies the items you have selected from the server to Outlook.

Download All Items (Tools menu)

Copies all the items from the server to Outlook.

Open Other Outlook File (.pst) (File menu)

Opens a different personal folder file. Use this command to open your archive or other personal folder files.

New Outlook Bar Shortcut (File menu)

Specifies a shortcut to add to the Outlook Bar.

Size

Allows you to size the window or application using the arrow keys.

Move

Allows you to move the window or application using the arrow keys.

Minimize

Reduces the active window or program to an icon.

Maximize

Expands the active window or program to its original size.

Close

Closes the active window or program.

Restore

Restores the active window to its previous size and location.

Fonts Largest

Increases the size of the font of an HTML message to the largest size available.

Fonts Larger

Increases the size of the font of an HTML message to the next larger size.

Fonts Medium

Changes the font of an HTML message to the medium size for that type.

Fonts Smaller

Decreases the size of the font of an HTML message to the next smaller size.

Font Smallest

Decreases the size of the font of an HTML message to the smallest size available.

Export to vCard File

Saves the contact as a .vcf file.

Forward as vCard (Actions menu)

Opens a message with the contact attached as a vCard.

New Outlook File .pst (File menu)

Creates a new personal folder (.pst) file.

Purge Deleted Messages (Edit menu)

Permanently deletes messages.

Undelete (Edit menu)

Restores deleted IMAP messages.

Hyperlink (Insert menu)

Inserts or edits the hyperlink you specify.

Remove Hyperlink (Insert menu)

Deletes the selected hyperlink.

New Online Meeting Request (File menu)

Creates a new online meeting request.

Find (Tools menu)

Searches items for the word you specify.

Organize

Organizes the contents of folders.

IMAP Folders (Tools menu)

Specifies IMAP folders to display.

Start Netmeeting

Begins the online meeting you have scheduled.

Call Using Netmeeting (Actions menu)

Opens NetMeeting and starts a new call

Options (View menu)

Allows you to specify options for messages.

Outlook Today (Go menu)

Displays the Outlook Today page.

Display Map of Address (Actions menu)

Starts Internet Explorer and displays the Address Finder web page.

View Source

Displays the HTML code of the HTML message.

Edit message

Allows you to change the HTML message.

Save picture as

Saves the background picture of an HTML message.

Save background as

Saves the background of an HTML message.

Signature More (Insert menu)

Displays additional signatures you can choose from and allows you to create new signatures.

More Stationery

Displays a list of additional Stationery.

Picture (Insert menu)

Selects a picture to insert at the cursor.

Work Offline (File menu)

Disconnects Outlook if it is connected to a server.

Add to Junk Senders List

Adds the selected e-mail message to the list of senders that are filtered by your junk e-mail settings.

Forms Publish Form As (Tools menu)

Saves the form to the forms library you specify.

Form Design Forms (Tools menu)

Specifies the type of form you want to design.

Send and Receive Free/Busy Information (Tools menu)

Updates Free/Busy information on the server.

Inbox Assistant (Tools menu)

Specifies rules for processing incoming messages.

Out of Office Assistant (Tools menu)

Specifies a standard message and rules when you are away from your computer.

Launch Schedule+

Starts Schedule+.

Synchronize All Folders (Tools menu)

Updates the items in all folders.

Synchronize This Folder (Tools menu)

Updates the items in the selected folder.

Synchronize Download Address Book (Tools menu)

Updates the Address Book on your computer with information from the server.

Folder Add to Public Folder Favorites (File menu)

Adds the selected item to the Favorites folder in your Public Folders.

Folder Remove from Public Folder Favorites (File menu)

Removes the selected item from the Favorites folder in your Public Folders.

Share Calendar (File menu)

Specifies the people who can share your calendar information.

Share Tasks (File menu)

Specifies the people who can share your task information.

Share Contacts (File menu)

Specifies the people who can share your contact information.

Share This Folder (File menu)

Specifies the people who can share information in the selected folder.

Synchronize All Folders (Tools menu)

Updates the contents of all your folders with the version on the server.

Synchronize This Folder (Tools menu)

Updates the contents of this folder with the information on the server.

Synchronize Download Address Book (Tools menu)

Updates the Address Book on your computer with the one on the server.

New Mail Message Using Microsoft Word (Actions menu)

Opens a new message using Microsoft Word as your e-mail editor.

New mail message using no stationery (Actions menu)

Opens a new message with no stationery.

#Join NetMeeting

Starts NetMeeting so you can participate in the scheduled online meeting.

Folder Copy Folder Design (File menu)

Copies the folder and its attributes, such as the item type.

Connect to IMAP server (File menu)

When you are working offline, connects to the IMAP server of the account you have selected.

Style Box

Applies the style listed to the selected text.

Conditional Formatting (View menu)

Applies formatting to incoming messages so you can easily find them in your Inbox.

Send (Tools menu)

Sends the current item.

Add to Adult Content Senders list

The sender of the selected message is added to your Adult Content Senders list.

Windows CE Inbox Transfer

Moves messages from your Windows CE device to Outlook.

Recover Deleted Items (Tools menu)

Allows you to recover messages you have deleted. If this option is not available, check with your administrator.

Web Form (Actions menu)

When Outlook does not recognize a message, the message is opened in an HTML form.

Save Stationery (File menu)

Saves the current message as Stationery.

Send Pictures From the Internet (Format menu)

Formats the message so jpeg or gif pictures you have included are sent with the message.

News (Go menu)

Starts your news reader.

Web Browser (Go menu)

Starts your web browser.

Internet Call (Go menu)

Starts Microsoft NetMeeting.

FileName: UACMDS.RC

Caption: Copy Here as &vCard

Number: 155049987 (0x093DE003)

If a value is not entered for the control, an error message appears when the form is closed, saved, or sent that tells the user to enter a value for the control.

Compares what the user entered in the control to the validation criteria you specify. If the input does not match your criteria, you can specify a custom message. For example, you can verify that a number entered in a control is within a certain range of numbers, such as 1 through 10, and you can have a custom message appear to tell users how to enter a number if it's not entered correctly.

Provides a space for you to enter the criteria you want to compare user input to. For example, to check for a specific date, type **Isdate ([User field]).**

Changes the formula or field used for the validation formula.

Provides a space for you to enter the text you want to appear if the user input for the control does not match the criteria in the **Validation Formula** box.

Changes the text, formula, or field that appears when the user input does not match the criteria in the **Validation Formula** box.

Includes the field when the user prints or saves the form.

Displays the names of your contacts. Click the name of the contact you want to view.

Describes the current settings for the view. To modify the settings, click the button to the left.

Changes the fields that appear in the current view.

Changes the groupings in the current view. For example, you can group messages by sender to quickly find all the messages from a certain person.

Changes the sort order in the current view.

Specifies which items to display in the current view. For example, you can filter to display only the messages that were sent yesterday.

Specifies fonts and other settings for the current view.

Specifies the font and colors used on items that meet the conditions you specify.