The file you wanted could not be found

Please click the **Back** button to go back to your original topic or click **Help Topics** to view the table of contents.

CreateObject Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthCreateObjectC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthCreateObjectX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthCreateObjectA"}

Creates an Automation object of the specified class. If the application is already running, **CreateObject** will create a new instance.

This method is provided so that other applications can be automated from VBScript. It should not be used to automate Outlook from VBScript.

For examples that use the **CreateObject** method from VBScript code, click here

Note The **CreateObject** methods commonly used in the example code within this Help file (available when you click "**Example**") are made available by Microsoft Visual Basic (VB) or Microsoft Visual Basic for Applications (VBA). These examples do *not* use the same **CreateObject** method that is implemented as part of Outlook's object model.

Syntax

objApplication.**CreateObject(*ObjectName*)**

objApplication Required. An expression that returns an **Application** object.

ObjectName Required **String**. The class name of the object to create. For information about valid class names, see **OLE Programmatic Identifiers**.

CreateObject Method VBScript Example

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthCreateObjectMethodVBScriptExample_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthCreateObjectMethodVBScriptExample_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthCreateObjectMethodVBScriptExample_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthCreateObjectMethodVBScriptExample_S"}

This VBScript example utilizes the **Open** event of the item to access Internet Explorer and display the Microsoft web page.

```
Sub Item_Open()
   Set Web = CreateObject("InternetExplorer.Application")
   Web.Visible = TRUE
   Web.Navigate "www.microsoft.com"
End Sub
```

This VBScript example utilizes the **Click** event of a **CommandButton** on the item to access Microsoft Word and open a document on the root directory named "Resume.doc".

```
Sub CommandButton1_Click()
   Set Word = CreateObject("Word.Application")
   Word.Visible = TRUE
   Word.Documents.Open("C:\Resume.doc")
End Sub
```

IsWordMail Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthIsWordMailMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthIsWordMailMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthIsWordMailMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthIsWordMailMethod_S"}

Determines whether the mail message associated with an inspector is displayed in an Outlook **Inspector** or in Microsoft Word. Returns **True** if the mail message is displayed in Microsoft Word (that is, if Word Mail is in use). The **OlEditorType** constant will be **olEditorWord**(4).

Syntax

objInspector.**IsWordMail**

objInspector Required. An expression that returns an **Inspector** object.

OLE Programmatic Identifiers (Microsoft Outlook)

{ewc HLP95EN.DLL,DYNALINK,"See Also":"OLE Programmatic Identifiers;olmscProgrammaticIdentifiersC;vafctCreateObject;vafctGetObject"}

You use an OLE programmatic identifier (sometimes called a ProgID) to create an Automation object.

When you are writing VBScript code in the Outlook Script Editor, to create an Automation object use the Outlook **CreateObject** method.

For a list of the ProgIDs available on your system, look in regedit under the HKEY_CLASSES_ROOT\Clsid key. There you will find all the ProgIDs for everything you've got registered in your system. Common examples would be "Word.Document", "Excel.Worksheet", "InternetExplorer.Application", etc.

To view VBScript examples using Outlook's **CreateObject** method, click here

When automating Outlook from Visual Basic for Applications, use the VB **CreateObject** method. To create an Automation object that represents the Microsoft Outlook **Application** object, use "Outlook.Application". Using "Outlook.Application" creates an **Application** object that represents the most recent version of Microsoft Outlook that is available on the machine where the macro is running.

Organizer Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOrganizerC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOrganizerX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOrganizerA"}

Returns the name of the organizer of the appointment.

Read-only **String**.

Syntax

objAppointmentItem.**Organizer**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

Microsoft Outlook Objects

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olTocObjectModelApplicationC"}

Microsoft Outlook Constants

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmscConstantsC"}

When you automate Microsoft Outlook by using an Automation object in an application that supports Visual Basic for Applications, you can use built-in constants to specify property and argument values.

However, when you automate Microsoft Outlook by using VBScript, you must use the numeric values that the constants represent. The following tables list the built-in Microsoft Outlook constants and their numeric values.

OlActionCopyLike

Constant	Value
olReply	0
olReplyAll	1
olForward	2
olReplyFolder	3
olRespond	4

OlActionReplyStyle

Constant	Value
olEmbedOriginalItem	1
olIncludeOriginalText	2
olIndentOriginalText	3
olLinkOriginalItem	4
olOmitOriginalText	0
olReplyTickOriginalText	1000
olUserPreference	5

OlActionResponseStyle

Constant	Value
olOpen	0
olPrompt	2
olSend	1

OlActionShowOn

Constant	Value
olDontShow	0
olMenu	1
olMenuAndToolbar	2

OlAttachmentType

Constant	Value
olByReference	4
olByValue	1
olEmbeddedItem	5
olOLE	6

OlBusyStatus

Constant	Value
olBusy	2
olFree	0
olOutOfOffice	3
olTentative	1

OlDaysOfWeek

Constant	Value
olFriday	32
olMonday	2
olSaturday	64
olSunday	1
olThursday	16
olTuesday	4
olWednesday	8

OlDefaultFolders

Constant	Value
olFolderCalendar	9
olFolderContacts	10
olFolderDeletedItems	3
olFolderDrafts	16
olFolderInbox	6
olFolderJournal	11
olFolderNotes	12
olFolderOutbox	4
olFolderSentMail	5
olFolderTasks	13

OlDisplayType

Constant	Value
olAgent	3
olDistList	1
olForum	2
olOrganization	4
olPrivateDistList	5
olRemoteUser	6
olUser	0

OlEditorType

Constant	Value
olEditorHTML	2
olEditorRTF	3
olEditorText	1
olEditorWord	4

OlFlagStatus

Constant	Value
olFlagComplete	1
olFlagMarked	2
olNoFlag	0

OlFolderDisplayMode

Constant	Value
olFolderDisplayFolderOnly	1
olFolderDisplayNoNavigation	2
olFolderDisplayNormal	0

OlFormRegistry

Constant	Value
olDefaultRegistry	0
olFolderRegistry	3
olOrganizationRegistry	4
olPersonalRegistry	2

OlGender

Constant	Value
olFemale	1

olMale	2
olUnspecified	0

OlImportance

Constant	Value
olImportanceHigh	2
olImportanceLow	0
olImportanceNormal	1

OlInspectorClose

Constant	Value
olDiscard	1
olPromptForSave	2
olSave	0

OlItemType

Constant	Value
olAppointmentItem	1
olContactItem	2
olJournalItem	4
olMailItem	0
olNoteItem	5
olPostItem	6
olTaskItem	3

OlJournalRecipientType

Constant	Value
olAssociatedContact	1

OlMailingAddress

Constant	Value
olBusiness	2
olHome	1
olNone	0
olOther	3

OlMailRecipientType

Constant	Value
olBCC	3
olCC	2
olOriginator	0
olTo	1

OlMeetingRecipientType

Constant	Value
olOptional	2
olOrganizer	0
olRequired	1
olResource	3

OlMeetingResponse

Constant	Value
olMeetingAccepted	3
olMeetingDeclined	4
olMeetingTentative	2

OlMeetingStatus

Constant	Value
olMeeting	1
olMeetingCanceled	5
olMeetingReceived	3
olNonMeeting	0

OlNetMeetingType

Constant	Value
olChat	1
olNetMeeting	0
olNetShow	2

OlNoteColor

Constant	Value
olBlue	0
olGreen	1
olPink	2
olWhite	4
olYellow	3

OlObjectClass

Constant	Value
olAction	32
olActions	33
olAddressEntries	21
olAddressEntry	8
olAddressList	7
olAddressLists	20
olApplication	0
olAppointment	26
olAttachment	5
olAttachments	18
olContact	40
olDocument	41
olException	30
olExceptions	29
olExplorer	34
olFolder	2
olFolders	15
olFormDescription	37
olInspector	35
olItems	16
olJournal	42
olMail	43
olMeetingCancellation	54
olMeetingRequest	53
olMeetingResponseNegative	55
olMeetingResponsePositive	56
olMeetingResponseTentative	57
olNamespace	1
olNote	44
olPages	36
olPost	45
olRecipient	4
olRecipients	17

olRecurrencePattern	28
olRemote	47
olReport	46
olTask	48
olTaskRequest	49
olTaskRequestAccept	51
olTaskRequestDecline	52
olTaskRequestUpdate	50
olUserProperties	38
olUserProperty	39

OlRecurrenceState

Constant	Value
olApptException	3
olApptMaster	1
olApptNotRecurring	0
olApptOccurrence	2

OlRecurrenceType

Constant	Value
olRecursDaily	0
olRecursMonthly	2
olRecursMonthNth	3
olRecursWeekly	1
olRecursYearly	5
olRecursYearNth	6

OlRemoteStatus

Constant	Value
olMarkedForCopy	3
olMarkedForDelete	4
olMarkedForDownload	2
olRemoteStatusNone	0
olUnMarked	1

OlResponseStatus

Constant	Value
olResponseAccepted	3
olResponseDeclined	4

olResponseNone	0
olResponseNotResponded	5
olResponseOrganized	1
olResponseTentative	2

OlSaveAsType

Constant	Value
olDoc	4
olHTML	5
olMSG	3
olRTF	1
olTemplate	2
olTXT	0
olVCal	7
olVCard	6

OlSensitivity

Constant	Value
olConfidential	3
olNormal	0
olPersonal	1
olPrivate	2

OlSortOrder

Constant	Value
olAscending	1
olDescending	2
olSortNone	0

OlTaskDelegationState

Constant	Value
olTaskDelegationAccepted	2
olTaskDelegationDeclined	3
olTaskDelegationUnknown	1
olTaskNotDelegated	0

OlTaskOwnership

Constant	Value
olDelegatedTask	1
olNewTask	0
olOwnTask	2

OlTaskRecipientType

Constant	Value
olFinalStatus	3
olUpdate	2

OlTaskResponse

Constant	Value
olTaskAccept	2
olTaskAssign	1
olTaskDecline	3
olTaskSimple	0

OlTaskStatus

Constant	Value
olTaskComplete	2
olTaskDeferred	4
olTaskInProgress	1
olTaskNotStarted	0
olTaskWaiting	3

OlTrackingStatus

Constant	Value
olTrackingDelivered	1
olTrackingNone	0
olTrackingNotDelivered	2
olTrackingNotRead	3
olTrackingRead	6
olTrackingRecallFailure	4
olTrackingRecallSuccess	5
olTrackingReplied	7

OlUserPropertyType

Constant	Value
olCombination	19
olCurrency	14
olDateTime	5
olDuration	7
olFormula	18
olKeywords	11
olNumber	3
olPercent	12
olText	1
olYesNo	6

Help Topic Not Available

The Help topic cannot be displayed because Visual Basic for Applications Help cannot be found or was not installed.

To install Visual Basic for Applications Help

1. Run Microsoft Office 97 Setup, and click **Add/Remove**.
2. Click **Microsoft Outlook**, and then click **Change Option**.
3. Make sure that the **Microsoft Outlook Program Files** check box is selected.
4. Continue with Setup.

Help topic not available

Please click the **Back** button to go back to your original topic or click **Help Topics** to view the table of contents.

Assistant Object

The **Assistant** is the shared Office Assistant object. It is a fully programmable object but is not part of the Outlook object model. There's no collection for the **Assistant** object; only one **Assistant** object can be active at a time. For more information about the **Assistant** object, in the VBA object browser, choose the **Assistant** object in the Office library, right-click and select the Help icon.

Add Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthAddC"}

Adds an object to a collection. Select one of the following collections to see a detailed description of the **Add** method for that collection.

Actions

AddressEntries

Attachments

Folders

Items

Pages

Recipients

UserProperties

Add Method (Attachments Collection)

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthAddAttachmentsObjC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthAddAttachmentsObjX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthAddAttachmentsObjA"}

Creates a new attachment in the **Attachments** collection, and returns the new attachment as an **Attachment** object.

Syntax

objAttachments.**Add(*Source,* [*Type*], [*Position*], [*DisplayName*])**

objAttachments Required. An expression that returns an **Attachments** collection object.

Source Required **Variant**. The file (represented by the full path and file name) or item that constitutes the attachment.

Type Optional **Long**. The type of attachment. Can be one of the following **OlAttachmentType** constants: **olByReference**(4), **olByValue**(1), **olEmbeddedItem**(5), or **olOLE**(6).

Position Optional **Long**. The position of the attachment within the body text of the message.

DisplayName Optional **String**. The display name of the attachment.

Add Method (Attachments Object) Example

This VBA example uses **CreateItem** to create a new mail message, attaches a Microsoft Excel workbook as an attachment (not a link) using the **Attachments** property and gives the attachment a descriptive caption.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAttachments = myItem.Attachments
myAttachments.Add "C:\My Documents\Q496.xls", _
    olByValue, 1, "4th Quarter 1996 Results Chart"
```

This VBA example creates a new mail message and attaches a Microsoft Word document from a server using a link.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAttachments = myItem.Attachments
Set myAttachment = myAttachments.Add _
"\\MYSVR1\Reports\Q496Report.doc", _
    olByReference
```

This VBA example creates a new mail message and attaches the first contact in the default Contacts folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = _
    myNameSpace.GetDefaultFolder(olFolderContacts)
Set myFirstContact = myFolder.Items(1)
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAttachments = myItem.Attachments
myAttachments.Add myFirstContact
```

Add Method (Items Object)

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthAddItemsObjC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthAddItemsObjX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthAddItemsObjA"}

Creates a new Outlook item in the **Items** collection for the folder, and returns the new item. If not specified, the **Type** of the item defaults to the type of the folder, or to **MailItem** if the parent folder is not typed.

Syntax

objItems.**Add([*Type*])**

objItems Required. An expression that returns an **Items** collection object.

Type Optional. **Variant**. The Outlook item type for the new item. Can be one of the following **OlItemType** constants: **olAppointmentItem**(1), **olContactItem**(2), **olJournalItem**(4), **olMailItem**(0), **olNoteItem**(5), **olPostItem**(6), or **olTaskItem**(3) or any valid message class. Specify the **MessageClass** to create custom forms.

Add Method (Items Object) Example

This VBA example gets the current Contacts folder and adds a new **ContactItem** object to it.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = _
    myNamespace.GetDefaultFolder(olFolderContacts)
Set myItem = myFolder.Items.Add
```

This VBA example adds a custom form to the default Tasks folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = _
    myNamespace.GetDefaultFolder(olFolderTasks)
Set myItems = myFolder.Items
Set myItem = myItems.Add("IPM.Task.myTask")
```

Add Method (Pages Collection)

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthAddPagesObjC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthAddPagesObjX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthAddPagesObjA"}

Creates a new page in the **Pages** collection, and returns the new page. The **Pages** collection is initially empty and there is a limit of 5 customizable pages per collection.

Syntax

objPages.**Add(*Name*)**

objPages Required. An expression that returns a **Pages** collection object.

Name Required. **String**. The name of the page.

Add Method (Pages Collection) Example

This VBA example returns a new custom page named "My Page" (the same call without a name will return the next available page for customization – for example, "Custom1").

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
Set myPages = myItem.GetInspector.ModifiedFormPages
Set myPage = myPages.Add("My Page")
```

Add Method (UserProperties Collection)

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthAddUserPropertiesObjC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthAddUserPropertiesObjX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthAddUserPropertiesObjA"}

Creates a new user property in the **UserProperties** collection, and returns the new property as a **UserProperty** object.

Syntax

objUserProperties.**Add(*Name, Type,* [*AddToFolderFields*], [*DisplayFormat*])**

objUserProperties Required. An expression that returns a **UserProperties** collection object.

Name Required **String**. The name of the property.

Type Required **Long**. The type of the property. Can be one of the following **OlUserPropertyType** constants: **olCombination**(19), **olCurrency**(14), **olDateTime**(5), **olDuration**(7), **olFormula**(18), **olKeywords**(11), **olNumber**(3), **olPercent**(12), **olText**(1), or **olYesNo**(6).

AddToFolderFields Optional **Boolean**. **True** if the property will be added to the folder fields, **False** if not. The default value is **True**.

DisplayFormat Optional **Long**. The index of the format of the specified **OlUserPropertyType** constant. For more information, see the "Remarks" section.

Remarks

To look up the index of a format to specify for the ***DisplayFormat*** argument, follow these steps.

1. Open a new item in design mode.
2. Click an empty page. If the **Field Chooser** is not displayed, click the **Field Chooser** button on the toolbar.
3. In the **Field Chooser**, click the **New** button.
4. In the **New Field** dialog box, select the appropriate field type in the **Type** box, and then find the format you want in the **Format** box. The index of the format corresponds to its position in this list. The first user property has an index of 1.

Add Method (UserProperties Collection) Example

This VBA example creates a new **ContactItem** object and adds "LastDateSpokenWith" as a user property.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
Set myUserProperty = myItem.UserProperties _
    .Add("LastDateSpokenWith", olDateTime)
```

This VBA example creates a new **ContactItem** object and adds "Notes" as a user property. The **Value** is set by accessing the index of the new property.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
Set myUserProperty = myItem.UserProperties _
    .Add("Notes", olText)
myItem.UserProperties(1).Value = "Neighbor"
```

DisplayName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDisplayNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDisplayNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDisplayNameA"}

For **Attachment** object:

Returns or sets the name, which need not be the actual file name, displayed below the icon representing the embedded attachment. This property corresponds to the MAPI property PR_DISPLAY_NAME.

For **FormDescription** object:

Returns or sets the name of the form, whish is what will be displayed in the **Choose Forms** dialog box. If both **FormDescription.Name** and **FormDescription.DisplayName** properties are empty, setting one will set the other. If one has been previously set, setting the other will not change the value.

Read/write **String**.

Syntax

object.**DisplayName**

object Required. An expression that returns an **Attachment** or **FormDescription** object.

Find Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthFindC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthFindX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthFindA"}

Items collection object: Applies the filter to the **Items** collection and returns the first **Item** object matching the filter.

Syntax 1

object.**Find(*Filter*)**
object Required. An expression that returns an **Items** object.

UserProperties collection object: Locates and returns a **UserProperty** object for the requested property name, if it exists.

Syntax 2

object.**Find(*Name, Custom*)**

object Required. An expression that returns a **UserProperties** object.

Filter Required **String**. An expression that will evaluate to **True** or **False**.

The filter is a string expression containing one or more filter clauses joined by the logical operators **And**, **Not**, and **Or**.

A filter clause is a simple expression that evaluates to **True** or **False**; for example, `[CompanyName] = "Microsoft"`.

Note that property names can be used in the expression and are identified and delimited by square brackets. Except for these bracketed property names, only literals are allowed within the expression – variables and constants are not evaluated.

Comparison operators allowed within the filter expression include **>**, **<**, **>=**, **<=**, **=** and **<>**.

Logical operators allowed are **And**, **Not** and **Or**.

Name Required. **String**. The display name of the requested property.

Custom Optional. **Boolean**. **True** if the requested property is a user (custom) property. **False** if it is a system property. The default value is **True**.

Note If you are using user-defined fields as part of a **Find** or **Restrict** clause, the user-defined fields must exist in the folder otherwise the code will generate an error stating that the field is unknown. You can add a field to a folder by displaying the **Field Chooser** and clicking **New**.

Remarks

For the **Items** collection, **Find** cannot be used, and will cause an error, with the following properties:

Categories
Children
Class
Companies
CompanyLastFirstNoSpace
CompanyLastFirstSpaceOnly
Contacts
IsOnlineMeeting
LastFirstAndSuffix
LastFirstNoSpace
LastFirstNoSpaceCompany
LastFirstSpaceOnly
LastFirstSpaceOnlyCompany
NetMeetingAlias
NetMeetingAutoStart
NetMeetingOrganizerAlias
NetMeetingServer
NetMeetingType
RecurrenceState
ResponseState
Saved

Find Method Example

This VBA example opens the default Calendar folder and uses the **Find** method to find the first appointment whose subject is "Golf w/ Jerry Wheeler."

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myCalendar = myNameSpace.GetDefaultFolder (olFolderCalendar)
Set myItem = myCalendar.Items.Find("[Subject] = _
    ""Golf w/ Jerry Wheeler""")
```

This VBA example opens the default Contacts folder and finds the first contact filed as "Jones" whose first name is "Brent."

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myContacts = myNameSpace.GetDefaultFolder (olFolderContacts)
Set myItem = myContacts.Items.Find("[FileAs] = _
    ""Jones"" and [FirstName] = ""Brent""")
```

This VBA example utilizes **UserProperties** and finds a custom property named "LastDateContacted" for the contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myContacts = myNameSpace.GetDefaultFolder (olFolderContacts)
Set myContact = myContacts.Items.Find("[FileAs] = _
    ""Jones"" and [FirstName] = ""Brent""")
Set myProperty = _
    myContact.UserProperties.Find("LastDateContacted")
MsgBox "Last Date Contacted: " & myProperty.Value
```

FreeBusy Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthFreeBusyC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthFreeBusyX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthFreeBusyA"}

Returns free/busy information for the recipient. The default is to return a string representing one month of free/busy information compatible with the Microsoft Schedule+ Automation format (that is, the string contains one character for each ***MinPerChar*** minute, up to one month of information from the specified ***Start*** date).

If the optional argument ***CompleteFormat*** is omitted or **False**, then "free" is indicated by the character 0 and all other states by the character 1.

If ***CompleteFormat*** is **True**, then the same length string is returned as defined above, but the characters now correspond to the **OlBusyStatus** constants: **olBusy** (2), **olFree** (0), **olOutOfOffice** (3) or **olTentative** (1).

Syntax

objRecipient.**FreeBusy(*Start, MinPerChar,* [*CompleteFormat*])**

objRecipient Required. An expression that returns a **Recipient** object.

Start Required **Date**. The start date for the returned period of free/busy information.

MinPerChar Required **Long**. The number of minutes per character represented in the returned free/busy string.

CompleteFormat Optional **Boolean**. **True** if the returned string should contain not only free/busy information, but also values for each character according to the **OlBusyStatus** constants: **olBusy** (2), **olFree** (0), **olOutOfOffice** (3) and **olTentative** (1).

FreeBusy Method Example

This VBA example uses the **FreeBusy** method to return a string of free/busy information with one character for each day. This example allows for the possibility that the free/busy information for this recipient is not accessible.

```
Public Sub cmdCreate_Click()
   Set myOlApp = CreateObject("Outlook.Application")
   Set myNameSpace = myOlApp.GetNameSpace("MAPI")
   Set myRecipient = myNameSpace.CreateRecipient("Paul Borm")
   On Error GoTo ErrorHandler
   myFBInfo = myRecipient.FreeBusy(#8/1/97#, 60 * 24)
   Exit Sub
   ErrorHandler: MsgBox "Cannot access information. "
End Sub
```

This VBA example returns a string of free/busy information with one character for each hour (complete format).

```
Set myRecipient = myNameSpace.CreateRecipient("Kevin Yim")
myFBInfo = myRecipient.FreeBusy(#8/1/97#, 60, True)
```

GetExplorer Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetExplorerC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetExplorerX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetExplorerA"}

Returns an **Explorer** object that represents a new, inactive **Explorer** initialized with the specified folder as the current folder. This method is useful for returning a new **Explorer** object in which to display the folder, as opposed to using the **ActiveExplorer** method and setting the **CurrentFolder** property.

The **Display** method can be used to activate or show the **Explorer**.

The **GetExplorer** method takes an optional argument of an **OlFolderDisplayMode** constant.

By default, the new **Explorer** will be displayed in the **Normal** mode (**olFolderDisplayNormal**) with all interface elements displayed: a message panel on the right, an Outlook bar on the left, and a folder banner across the top from which the user can pull down a folder navigation panel. The exception to this rule is when you are calling **GetExplorer** on delegated folders which are in **No-Navigation** mode by default. You can apply more restrictions to a default mode, but you cannot lessen the restrictions by changing the **OlFolderDisplayMode**.

The explorer can also be displayed in **Folder-Only** mode (**olFolderDisplayFolderOnly**) in which the **Explorer** will display with no folder list and no Outlook bar, but the drop-down list and the navigation commands will still be available.

The most restrictive mode you can use is **No-Navigation** mode (**olFolderDisplayNoNavigation**). In this mode, the **Explorer** will display with no folder list, no drop-down folder list, and any "Go"-type menu/command bar options should be disabled. Basically, the user should not be able to navigate to any other folder within that **Explorer** window. By default, a delegated (shared) folder appears in **No-Navigation** mode.

Syntax

objMAPIFolder.**GetExplorer([*DisplayMode*])**

objMAPIFolder Required. An expression that returns a **MAPIFolder** object.

DisplayMode Optional **Long**. The display mode of the folder. Can be one of the following **OlFolderDisplayMode** constants: **olFolderDisplayFolderOnly**(1), **olFolderDisplayNoNavigation**(2) or **olFolderDisplayNormal**(0). The default value is **olFolderDisplayNormal**(0).

GetExplorer Method Example

This VBA example uses the **GetExplorer** method to return a new, inactive **Explorer** for `myFolder`, and then displays it in the default mode of **olFolderDisplayNormal**.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderInbox)
Set myExplorer = myFolder.GetExplorer
myExplorer.Display
```

GetInspector Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproGetInspectorC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproGetInspectorX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproGetInspectorA"}

Returns an **Inspector** object that represents an inspector initialized to contain the specified item. This property is useful for returning a new **Inspector** object in which to display the item, as opposed to using the **ActiveInspector** method and setting the **CurrentItem** property.

Read-only.

GetInspector Property Example

This VBA example uses the **GetInspector** property to return a new, inactive inspector for `myItem`, and then displays it.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = = myOlApp.CreateItem(olMailItem)
Set myInspector = myItem.GetInspector
myInspector.Display
```

GetSharedDefaultFolder Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetSharedDefaultFolderC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetSharedDefaultFolderX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetSharedDefaultFolderA"}

Returns a **MAPIFolder** object that represents the specified default folder for the specified user. This method is most useful in the delegation scenario, where one user has delegated access to another user for one or more of their default folders (for example, their shared Calendar folder).

Syntax

objNameSpace.**GetSharedDefaultFolder(*RecipientObject, FolderTypeEnum*)**

objNameSpace Required. An expression that returns a **NameSpace** object.

RecipientObject Required **Recipient** object. The owner of the folder. The **Recipient** object must be resolved.

FolderTypeEnum Required **Long**. The type of folder. Can be one of the following **OlDefaultFolders** constants: **olFolderCalendar**, **olFolderContacts**, **olFolderDeletedItems**, **olFolderDrafts**, **olFolderInbox**, **olFolderJournal**, **olFolderNotes**, **olFolderOutbox**, **olFolderSentMail**, or **olFolderTasks**.

GetSharedDefaultFolder Method Example

This VBA example uses the **GetSharedDefaultFolder** method to resolve the **Recipient** object representing Kim Buhler, and then returns her shared default Contacts folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myRecipient = myNameSpace.CreateRecipient("Kim _
    Buhler")
myRecipient.Resolve
If myRecipient.Resolved Then
    Set KimContactsFolder = _
        myNameSpace.GetSharedDefaultFolder _
        (myRecipient, olFolderContacts)
End If
```

Hidden Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproIsHiddenC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproIsHiddenX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHidden_A;olproIsHiddenA"}

The **Hidden** property corresponds to the **Use form only for responses** check box on the Properties page of the form in design mode.

Setting this property to **True** causes the custom form to be hidden. It will not appear on the menu or in the **Choose Form** dialog box and will be used only if it is designated as the response form from another custom form.

The default value is **False**.

Read/write **Boolean**.

Syntax

objFormDescription.**Hidden**

objFormDescription Required. An expression that returns a **FormDescription** object.

IncludeRecurrences Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproIncludeRecurrencesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproIncludeRecurrencesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproIncludeRecurrencesA"}

True if the **Items** collection should include recurrence patterns. This property only has an effect if the **Items** collection contains appointments and is not sorted by any property other than **Start** in ascending order. The default value is **False**.

Read/write **Boolean**.

Syntax

objItems.**IncludeRecurrences**

objItems Required. An expression that returns an **Items** collection object.

Remarks

Use this property when you want to retrieve all appointments for a given date, where recurring appointments would not normally appear because they are not associated with any specific date. If the collection includes recurring appointments with no end date, setting the property to **True** may cause the collection to be of infinite count. Be sure to include a test for this in any loop.

Instance Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproInstanceC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproInstanceX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproInstanceA"}

Returns or sets the count for which the recurrence pattern is valid for a given interval. This property is only valid for recurrences of the **olRecursMonthNth** and **olRecursYearNth** type and allows the definition of a recurrence pattern that is only valid for the Nth occurrence, such as "the 2nd Sunday in March" pattern. The count is set numerically: 1 for the first, 2 for the second, and so on through 5 for the last. Values greater than 5 will generate errors when the pattern is saved.

Read/write **Long**.

Syntax

objRecurrencePattern.**Instance**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

Item Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthItemC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthItemX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthItemA"}

Returns the specified **Action**, **AddressEntry**, **AddressList**, **Attachment**, **Exception**, **MAPIFolder**, Outlook **Item**, **Page**, **Recipient**, or **UserProperty** object from its respective **Actions**, **AddressEntries**, **AddressLists**, **Attachments**, **Exceptions**, **Folders**, **Items**, **Pages**, **Recipients** or **UserProperties** collection.

Syntax

object.**Item(*Index*)**

object Required. An expression that returns an **Actions**, **AddressEntries**, **AddressLists**, **Attachments**, **Exceptions**, **Folders**, **Items**, **Pages**, **Recipients** or **UserProperties** collection object.

Index Required **Variant**. Either the index number of the object, or a value used to match the default property of an object in the collection.

Item Method Example

This VBA example returns the second **MailItem** object in the default Inbox folder. It assumes that at least two **MailItem** objects already exist.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = _
    myNameSpace.GetDefaultFolder(olFolderInbox)
Set mySecondItem = myFolder.Items.Item(2)
```

This VBA example returns the "Forward" action from the **Actions** collection.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.ActiveInspector.CurrentItem
Set myAction = myItem.Actions.Item("Forward")
```

This example returns a **MAPIFolder** object from a **Folders** collection.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolders = myNameSpace.Folders
Set myFolder = myFolders.Item("Public Folder")
```

This VBA example also returns a **MAPIFolder** object from a **Folders** collection.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myFolders = _
    myOlApp.ActiveExplorer.CurrentFolder.Folders
Set myFolder = myFolders.Item("Project X")
```

This VBA example creates a contact, returns its empty **Pages** collection, adds three custom pages and then returns the first custom page from the collection.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
Set myPages = myItem.GetInspector.ModifiedFormPages
myPages.Add "One"
myPages.Add "Two"
myPages.Add "Three"
Set myPage = myPages.Item("One")
```

This VBA example creates a mail message, adds four **Recipient** objects, then returns the third recipient from the newly-created **Recipients** collection and sets it as a BCC recipient.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipients = myItem.Recipients
myRecipients.Add("Rich Andrews")
myRecipients.Add("Robin Hjellin")
myRecipients.Add("Meng Phua")
myRecipients.Add("Kim Yoshida")
myRecipients.Item(3) = olBCC
```

This VBA example returns the "Total Cost" user property from the "My Order Form" **UserProperties** collection.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItems = myOlApp.ActiveExplorer.CurrentItem.Items
Set myItem = myItems.Add("My Order Form")
Set myProperties = myItem.UserProperties
Set myProperty = myProperties.Item("Total Cost")
```

Regenerate Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproRegenerateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproRegenerateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproRegenerateA"}

True if the task should be regenerated following this pass through the recurrence pattern. This property is used to control the regeneration of the task as each occurrence of a recurring task is completed.

Read/write **Boolean**.

Syntax

obRecurrencePattern.**Regenerate**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

Regenerate Property Example

This VBA example creates a task called "Oil Change" that recurs every three months and uses the **Regenerate** property to set it to regenerate after each recurrence.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olTaskItem)
Set myPattern = myItem.GetRecurrencePattern
myPattern.RecurrenceType = olRecursMonthly
myPattern.Regenerate = True
myPattern.Interval = 3
myItem.Subject = "Oil Change"
myItem.Save
myItem.Display
```

Respond Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthRespondC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthRespondX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthRespondA"}

Responds to a meeting request for the **AppointmentItem** object or a task request for the **TaskItem** object.

Syntax

object.**Respond(*lResponse,* [*fNoUI*], [*fAdditionalTextDialog*])**

object Required. An expression that returns an **AppointmentItem** or **TaskItem** object.

lResponse Required **Long**. The response to the request.

For a **TaskItem**, can be one of the following **OlTaskResponse** constants: **olTaskAccept** (2), **olTaskAssign**(1), **olTaskDecline**(3), or **olTaskSimple**(0).

For an **AppointmentItem**, can be one of the following **OlMeetingResponse** constants: **olMeetingAccepted**(3), **olMeetingDeclined**(4), or **olMeetingTentative**(2).

fNoUI Optional for **AppointmentItem**, required for **TaskItem**. **Boolean**. **True** to not display a dialog box; the response is sent automatically. **False** to display the dialog box for responding.

fAdditionalTextDialog Optional for **AppointmentItem**, required for **TaskItem**. **Boolean**. **False** to not prompt the user for input; the response is displayed in the inspector for editing. **True** to prompt the user to either send or send with comments. This argument is valid only if ***fNoUI*** is **False**.

Note The possible values for the optional parameters, ***fNoUI*** and ***fAdditionalTextDialog*** and the subsequent results are as follows:

fNoUI, fAdditionalTextDialog	***Result***
True, True	For **AppointmentItem** and **TaskItem**: Response item is returned with no user interface. To send the response, you must call the **Send** method.
True, False	For **AppointmentItem** and **TaskItem**: Same result as with **True, True**.
False, True	For **AppointmentItem**: Prompts user to Send or Edit before sending response. For **TaskItem**: If **Display** method has been called, the user prompt appears. Otherwise, the item is sent without prompting and resulting item is nothing.
False, False	For **AppointmentItem**: New response item appears in the user interface, but no prompt. For **TaskItem**:

Does nothing.

Respond Method Example

This VBA example uses the **Find** method to locate a **MeetingItem** in the user's Inbox. If there are no meeting items, the user is informed. If a meeting item is located, the **GetAssociatedAppointment** method is called to get the **AppointmentItem** and the **Respond** method allows acceptance.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNamespace = myOlApp.GetNamespace("MAPI")
Set myFolder = myNamespace.GetDefaultFolder(olFolderInbox)
Set myMtgReq = myFolder.Items.Find("[MessageClass] =
'IPM.Schedule.Meeting.Request'")
If TypeName(myMtgReq) <> "Nothing" Then
    Set myAppt = myMtgReq.GetAssociatedAppointment(True)
    myAppt.Respond olResponseAccepted, False, True
Else
    MsgBox "You have no appointments."
End If
```

Restrict Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthRestrictC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthRestrictX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthRestrictA"}

Applies a filter to the **Items** collection, returning a new collection containing all items from the original which match the filter. This method is an alternative to using the **Find** method or **FindNext** method to iterate over specific items within a collection. **Find** or **FindNext** is faster than filtering if there are a small number of items. **Restrict** is useful where performance is not a concern.

Note If you are using user-defined fields as part of a **Find** or **Restrict** clause, the user-defined fields must exist in the folder otherwise the code will generate an error stating that the field is unknown. You can add a field to a folder by displaying the **Field Chooser** and clicking **New**.

Syntax

objItems.**Restrict(*Filter*)**

objItems Required. An expression that returns an **Items** collection object.

Filter Required **String**. A filter string expression to be applied. For details, see the **Find** method.

Remarks

This property cannot be used, and will cause an error, with the following properties:

Categories
Children
Class
Companies
CompanyLastFirstNoSpace
CompanyLastFirstSpaceOnly
Contacts
ConversationIndex
Email1EntryID
Email2EntryID
Email3EntryID
EntryID
IsOnlineMeeting
LastFirstAndSuffix
LastFirstNoSpace
LastFirstNoSpaceCompany
LastFirstSpaceOnly
LastFirstSpaceOnlyCompany
NetMeetingAlias
NetMeetingAutoStart
NetMeetingOrganizerAlias
NetMeetingServer
NetMeetingType
ReceivedByEntryID
ReceivedOnBehalfOfEntryID
RecurrenceState
ResponseState
Saved
Unread
UserCertificate
VotingOptions

Sort Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthSortC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthSortX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthSortA"}

Sorts the collection of items by the specified property. The index for the collection is reset to 1 upon completion of this method.

For **Items**:

Syntax 1

objItems.**Sort(*Property,* [*Descending*])**

objItems Required. An expression that returns an **Items** collection object.

Property Required **String**. The name of the property by which to sort, enclosed in brackets (for example, "[CompanyName]"). May not be a multi-valued property, such as a category.

Descending Optional **Boolean**. **True** to sort in descending order. The default value is **False** (ascending).

For the **AddressEntries**collection:

Syntax 2

obAddressEntries.**Sort([*Property*], [*Descending*])**

objAddressEntries Required. An expression that returns an **AddressEntries** collection object.

Property Optional **String**. The name of the property by which to sort, enclosed in brackets (for example, "[Name]").

Descending Optional **Long**. Can be one of the **OlSortOrder** constants:

olAscending(1), **olDescending**(2), or **olSortNone**(0).

Remarks

For the **Items** collection, **Sort** cannot be used, and will cause an error, with the following properties:

Categories
Children
Class
Companies
CompanyLastFirstNoSpace
CompanyLastFirstSpaceOnly
Contacts
IsOnlineMeeting
LastFirstAndSuffix
LastFirstNoSpace
LastFirstNoSpaceCompany
LastFirstSpaceOnly
LastFirstSpaceOnlyCompany
NetMeetingAlias
NetMeetingAutoStart
NetMeetingOrganizerAlias
NetMeetingServer
NetMeetingType
RecurrenceState
ResponseState
Saved

Sort Method Example

The following VBA example uses the **Sort** method to sort the **Items** collection for the default Contacts folder by the "CompanyName" property and then displays the company names each in turn.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNamespace = myOlApp.GetNamespace("MAPI")
Set myFolder = _
    myNameSpace.GetDefaultFolder(olFolderContact)
Set myItems = myFolder.Items.Sort "[CompanyName]", False
For Each myItem in myItems
    MsgBox myItem.CompanyName
Next myItem
```

Add Method (AddressEntries)

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthAddMethod(AddressEntries)_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthAddMethod(AddressEntries)_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthAddMethod(AddressEntries)_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthAddMethod(AddressEntries)_S"}

Creates a new address entry in the **AddressEntries** collection, and returns the new address as an **AddressEntry** object.

Note New entries or changes to existing entries are not persisted in the collection until after calling the **Update** method.

Syntax

objAddressEntries.**Add(*Type*, [*Name*], [*Address*])**

objAddressEntries Required. An expression that returns an **AddressEntries** collection object.

Type Required. **String**. The type of the address entry.

Name Optional. **String**. Display name for the address entry.

Address Optional. **String**. The e-mail address of the address entry.

Add Method (AddressEntries) Example

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthAddressEntriesExample_C"}

This VBScript example uses the **Click** event of a **CommandButton**. The name in the "To" field of the form is located in the Global Address List as well as the manager for that person. Both of these entries are added to the sender's Personal Address Book using the **Add** method.

```
Sub CommandButton1_Click()
   'Save the name in the To field.
   myName = Item.To
   'Access the Application object.
   Set myNameSpace = Application.GetNameSpace("MAPI")
   'Set the AddressList object to
   'the Global Address List.
   Set myGAddressList = myNameSpace.AddressLists("Global Address List")
   'Set the AddressEntries collection
   'to the address entries in that list.
   Set myGEntries = myGAddressList.AddressEntries
   'Set the AddressEntry object to
   'the entry in the collection
   'that matches the name in your
   'To field on the form.
   Set myGEntry = myGEntries(myName)
   'Save the Manager property from
   'the address entry.
   myManager = myGEntry.Manager
   'Set a new AddressEntry object to
   'the entry in the collection
   'that matches the manager's
   'name you just saved.
   Set myGEntry2 = myGEntries(myManager)
   Set an AddressList object to
   'the Personal Address Book.
   Set myPAddressList = myNameSpace.AddressLists("Personal Address Book")
   'Set the AddressEntries collection
   'to the address entries in that list.
   Set myPEntries = myPAddressList.AddressEntries
   'Add a new AddressEntry object to
   'the Personal address collection
   'with the name, address, and
   'manager of the name in your
   'To field.
   Set myPEntry = myPEntries.Add("Microsoft Mail Address", myName)
   myPEntry.Address = myGEntry.Address
   myPEntry.Manager = myGentry.Manager
   'Update to persist the collection.
   myPEntry.Update
   'Now add the manager's info. To
   'the Personal address collection.
   Set myPEntry2 = myPEntries.Add("Microsoft Mail Address", myManager)
   myPEntry2.Address = myGEntry2.Address
   myPEntry2.Manager = myGentry2.Manager
   myPEntry2.Update
End Sub
```

Details Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthDetailsMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthDetailsMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthDetailsMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthDetailsMethod_S"}

The **Details** method displays a modal dialog box that provides detailed information about an **AddressEntry** object. You must use error handling to handle run time errors when the user hits the cancel button in the dialog box. The **Details** method actually stops the code from running while the dialog box is displayed.

Note The **Details** method fails if the **Name** property is empty.

Syntax

objAddressEntry.**Details([*HWnd*])**

objAddressEntry Required. An **AddressEntry** object.

HWnd Optional. **Long**. The parent window handle for the details dialog box. A zero value (the default) specifies a modal dialog box.

Details Method Example

This VBA example uses the **Add** method to add a new **AddressEntry** to the Personal Address Book. The **Name**, "John Q. Public" is necessary to avoid errors.

If this entry already exists, the code skips to `DialogBox:`. The **Details** method displays a dialog box that shows the information for this entry.

```
Set myOlApp = CreateObject("Outlook.Application")
    Set myNamespace = myOlApp.GetNamespace("MAPI")
    Set myAddrList = myNamespace.AddressLists("Personal Address Book")
    Set myAddrEntries = myAddrList.AddressEntries
    Set myEntry = myAddrEntries.Add("Microsoft Mail Address")
    myEntry.Name = "John Q. Public"
    On Error GoTo DialogBox
    myEntry.Address = "someone@microsoft.com"
    myEntry.Update
DialogBox:
    myEntry.Details
```

ForwardAsVcal Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthForwardAsVcalMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthForwardAsVcalMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthForwardAsVcalMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthForwardAsVcalMethod_S"}

Forwards the **AppointmentItem** as a vCal; virtual calendar item. The **ForwardAsVcal** method returns a **MailItem** with the vCal file attached.

Syntax

Set *objMailItem* **=** *objAppointmentItem*.**ForwardAsVcal**

objMailItem Required. An expression that returns a **MailItem** object.

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

ForwardAsVcard Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthForwardAsVcardMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthForwardAsVcardMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthForwardAsVcardMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthForwardAsVcardMethod_S"}

Forwards the **ContactItem** as a vCard, the Internet standard for creating and sharing virtual business cards. The **ForwardAsVcard** method returns a **MailItem**with the vCard file attached.

Syntax

Set *objMailItem* **=** *objContactItem***.ForwardAsVcard**

objMailItem Required. An expression that returns a **MailItem** object.

objContactItem Required. An expression that returns a **ContactItem** object.

GetFirst Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthGetFirstMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthGetFirstMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthGetFirstMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthGetFirstMethod_S"}

The **GetFirst** method returns the first object in the collection. Returns **Nothing** if no first object exists, for example, if there are no objects in the collection.

Note: To ensure correct operation of the**GetFirst**, **GetLast**, **GetNext**, and **GetPrevious** methods in a large collection, call **GetFirst** before calling **GetNext** on that collection, and call **GetLast** before calling **GetPrevious**. To ensure that you are always making the calls on the same collection, create an explicit variable that refers to that collection before entering the loop.

Syntax

Set *object***.** *objCollection.***GetFirst**()

object Required. On successful return, represents the first object in the collection.

objCollection Required. The collection object.

GetFreeBusy Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthGetFreeBusyMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthGetFreeBusyMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthGetFreeBusyMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthGetFreeBusyMethod_S"}

The **GetFreeBusy** method returns a string representing the availability of the individual user for a period of 30 days from the start date, beginning at midnight of the date specified.

Note: If an address entry represents a distribution list, the status of its individual members cannot be returned to you with the **GetFreeBusy** method. A meeting request should be sent only to single messaging users. You can determine if a messaging user is a distribution list by determining if its **DisplayType** property is **olDistList**(1) or **olPrivateDistList**(5).

Syntax

strAvail = *objAddressEntry*.**GetFreeBusy(*StartDate, Interval, [CompleteFormat])***

strAvail Required **String**. On successful return, contains a string indicating the user's availability.

objAddressEntry Required. The **AddressEntry** object.

StartDate Required **Date**. Specifies the date.

Interval Required. **Long**. Specifies the length of each time slot in minutes. Default is 30 minutes.

CompleteFormat Optional. **Boolean**.

GetLast Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthGetLastMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthGetLastMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthGetLastMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthGetLastMethod_S"}

The **GetLast** method returns the last object in the collection. It returns **Nothing** if no last object exists, for example, if the collection is empty.

Note: To ensure correct operation of the **GetFirst**, **GetLast**, **GetNext**, and **GetPrevious** methods in a large collection, call **GetFirst** before calling **GetNext** on that collection, and call **GetLast** before calling **GetPrevious**. To ensure that you are always making the calls on the same collection, create an explicit variable that refers to that collection before entering the loop.

Syntax

Set *object* = *objCollection.***GetLast**()

object Required. On successful return, represents the last object in the collection.

objCollection Required. The collection object.

GetNext Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthGetNextMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthGetNextMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthGetNextMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthGetNextMethod_S"}

The **GetNext** method returns the next object in the collection. It returns **Nothing** if no next object exists, for example, if already positioned at the end of the collection.

Note: To ensure correct operation of the **GetFirst**, **GetLast**, **GetNext**, and **GetPrevious** methods in a large collection, call **GetFirst** before calling **GetNext** on that collection, and call **GetLast** before calling **GetPrevious**. To ensure that you are always making the calls on the same collection, create an explicit variable that refers to that collection before entering the loop.

Syntax

Set *object* **=** *objCollection.***GetNext**()

object Required. On successful return, represents the next object in the collection.

objCollection Required. The collection object.

GetOccurrence Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthGetOccurrenceMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthGetOccurrenceMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthGetOccurrenceMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthGetOccurrenceMethod_S"}

The **GetOccurrence** method returns a specific instance of the **AppointmentItem** object on the specified date.

Note The **GetOccurrence** method generates an error if no appointment of that series exists on the specified date.

Syntax

Set *objAppointmentItem* **=** *objRecurrencePattern*.**GetOccurrence(*Date/Time*)**

objAppointmentItem Required. An **AppointmentItem** object.

objRecurrencePattern Required. A **RecurrencePattern** object.

Date/Time Required **Date** that represents local time.

GetOccurrence Method Example

This VBA example uses **CreateItem** to create an **AppointmentItem** object. The **RecurrencePattern** is obtained for this item using the **GetRecurrencePattern** method. By setting the **RecurrencePattern** properties, **RecurrenceType**, **PatternStartDate**, and **PatternEndDate**, the appointments are now a recurring series that occur on a daily basis for the period of one year.

An **Exception** object is created when one instance of this recurring appointment is obtained using the **GetOccurrence** method and properties for this instance are altered. This exception to the series of appointments is obtained using the **GetRecurrencePattern** method to access the **Exceptions** collection associated with this series. Message boxes display the original **Subject** and **OriginalDate** for this exception to the series of appointments and the current date, time, and subject for this exception.

For a description of changes required for this example to work in VBScript, see the **Note** at the end of the example.

```
Public Sub cmdExample()
    'Access the Outlook object model
    'and create an AppointmentItem object.
    Set myOlApp = New Outlook.Application
    Set myApptItem = myOlApp.CreateItem(olAppointmentItem)

    'Set the date, time, and subject
    'for this appointment.
    myApptItem.Start = #2/2/98 3:00:00 PM#
    myApptItem.End = #2/2/98 4:00:00 PM#
    myApptItem.Subject = "Meet with Boss"

    'Get the recurring pattern for
    'this appointment and set it
    'so that this is a daily appointment
    'that begins on 2/2/98 and
    'ends on 2/2/99 and save it.
    Set myRecurrPatt = myApptItem.GetRecurrencePattern
    myRecurrPatt.RecurrenceType = olRecursDaily
    myRecurrPatt.PatternStartDate = #2/2/98#
    myRecurrPatt.PatternEndDate = #2/2/99#
    myApptItem.Save

    'Access the items in the
    'Calendar folder to locate
    'the master AppointmentItem
    'for the new series.
    Set myNamespace = myOlApp.GetNamespace("MAPI")
    Set myFolder = myNamespace.GetDefaultFolder(olFolderCalendar)
    Set myItems = myFolder.Items
    Set myApptItem = myItems("Meet with Boss")

    'Get the recurring pattern for
    'this appointment and obtain
    'the occurrence for 3/12/98.
    myDate = #3/12/98 3:00:00 PM#
    Set myRecurrPatt = myApptItem.GetRecurrencePattern
    Set myOddApptItem = myRecurrPatt.GetOccurrence(myDate)

    'Save the existing subject.
```

```
    'Change the subject and
    'starting time for this
    'particular appointment
    'and save it.
    saveSubject = myOddApptItem.Subject
    myOddApptItem.Subject = "Meet NEW Boss"
    newDate = #3/12/98 3:30:00 PM#
    myOddApptItem.Start = newDate
    myOddApptItem.Save

    'Get the recurring pattern for
    'the master AppointmentItem.
    'Access the collection of
    'exceptions to the regular
    'appointments.
    Set myRecurrPatt = myApptItem.GetRecurrencePattern
    Set myException = myRecurrPatt.Exceptions.Item(1)

    'Display the original date,
    'time, and subject
    'for this exception.
    MsgBox myException.OriginalDate & ": " & saveSubject

    'Display the current date,
    'time, and subject
    'for this exception.
    MsgBox myException.AppointmentItem.Start & ": " &
myException.AppointmentItem.Subject
End Sub
```

Note For this example to work properly in VBScript, there are only a few simple changes that need to be made in the code.

You don't have to retrieve the application as an object and you must use the values of the constants, so:

```
Set myOlApp = New Outlook.Application
    Set myApptItem = myOlApp.CreateItem(olAppointmentItem)
```

becomes:

```
Set myApptItem = Application.CreateItem(1)
```

and

```
myRecurrPatt.RecurrenceType = olRecursDaily
```

becomes:

```
myRecurrPatt.RecurrenceType = 0
```

and

```
Set myFolder = myNamespace.GetDefaultFolder(olFolderCalendar)
```

becomes:

```
Set myFolder = myNamespace.GetDefaultFolder(9)
```

GetPrevious Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthGetPreviousMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthGetPreviousMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthGetPreviousMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthGetPreviousMethod_S"}

The **GetPrevious** method returns the previous object in the collection. It returns **Nothing** if no previous object exists, for example, if already positioned at the beginning of the collection.

Note: To ensure correct operation of the **GetFirst**, **GetLast**, **GetNext**, and **GetPrevious** methods in a large collection, call **GetFirst** before calling **GetNext** on that collection, and call **GetLast** before calling **GetPrevious**. To ensure that you are always making the calls on the same collection, create an explicit variable that refers to that collection before entering the loop.

Syntax

Set *object* **=** *objCollection.***GetPrevious**()

object Required. On successful return, represents the previous object in the collection.

objCollection Required. The collection object.

PickFolder Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthPickFolderMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthPickFolderMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthPickFolderMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthPickFolderMethod_S"}

The **PickFolder** method displays the Pick Folder dialog box. This is a modal dialog box which means that code execution will not continue until the user either selects a folder or cancels the dialog box. Returns a **MAPIFolder** object corresponding to the folder that the user selects in the dialog box. Returns **Nothing** when the dialog box is canceled by the user.

Syntax

*objNameSpace.***PickFolder**

objNameSpace Required. A **NameSpace** object.

ResetColumns Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthResetColumnsMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthResetColumnsMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthResetColumnsMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthResetColumnsMethod_S"}

The **ResetColumns** method clears the properties that have been cached with the **SetColumns** method. All properties are accessible after calling the **ResetColumns** method. **SetColumns** should be reused to store new properties again. **ResetColumns** does nothing if **SetColumns** has not been called first.

Syntax

*objItems.***ResetColumns**()

objItems Required. An **Items** collection object.

SetColumns Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthSetColumnsMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthSetColumnsMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthSetColumnsMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthSetColumnsMethod_S"}

The **SetColumns** method allows the user to cache certain properties for blindingly fast access to those particular properties of the item. The **SetColumns** method is useful for iterating through the **Items** collection. If you don't use this method, Outlook must open each item to access the property. With the **SetColumns** method, Outlook only checks the properties that you have cached. Properties which are not cached are returned empty.

Syntax

objItems.**SetColumns**(***Columns***)

objItems Required. An **Items** collection object.

Columns Required. A **String**.

Remarks

For the **Items** collection, **SetColumns** cannot be used, and will cause an error, with the following properties:

Categories
Children
Class
Companies
CompanyLastFirstNoSpace
CompanyLastFirstSpaceOnly
Contacts
IsOnlineMeeting
LastFirstAndSuffix
LastFirstNoSpace
LastFirstNoSpaceCompany
LastFirstSpaceOnly
LastFirstSpaceOnlyCompany
NetMeetingAlias
NetMeetingAutoStart
NetMeetingOrganizerAlias
NetMeetingServer
NetMeetingType
RecurrenceState
ResponseState
Saved

Update Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthUpdateMethod_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthUpdateMethod_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthUpdateMethod_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthUpdateMethod_S"}

The **Update** method posts a change to the **AddressEntry** object in the messaging system.

New entries or changes to existing entries are not persisted in the collection until the **Update** method has been called with its *makePermanent* parameter set to **True**.

To flush the cache and then reload the values from the address book, call **Update** with the *makePermanent* parameter set to **False** and the *refreshObject* parameter set to **True**.

Syntax

objAddressEntry.**Update**(***[makePermanent], [refreshObject]***)

objAddressEntry Required. The **AddressEntry** object.

makePermanent Optional. **Boolean**. A value of **True** indicates that the property cache is flushed and all changes are committed in the underlying address book. A value of **False** indicates that the

property cache is flushed but not committed to persistent storage. The default value is **True**.

refreshObject Optional. **Boolean**. A value of **True** indicates that the property cache is reloaded from the values in the underlying address book. A value of **False** indicates that the property cache is not reloaded. The default value is **False**.

AddressEntries Collection Object

{ewc HLP95EN.DLL,DYNALINK,"Example":"reobjAddressEntriesCollectionObject_X":1} {ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjAddressEntriesCollectionObject_P"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"reobjAddressEntriesCollectionObject_M"}

The **AddressEntries** collection object is a collection of addresses in an **AddressList** object. The collection may contain zero or more **AddressEntry** objects and provides access to the entries in a transport provider's address book container.

Using the AddressEntries Collection Object

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myAddressList = myNameSpace.AddressLists("Personal Address Book
Set myAddressEntries = myAddressList.AddressEntries
```

You can also index directly into the **AddressEntries** collection, returning an **AddressEntry** object.

```
Set myAddressEntry = myAddressList.AddressEntries(index)
```

AddressEntry Object

{ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjAddressEntryObject_P"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reobjAddressEntryObject_X":1} {ewc HLP95EN.DLL,DYNALINK,"Methods":"reobjAddressEntryObject_M"}

The **AddressEntry** object is an address in an **AddressEntries** collection object. Each **AddressEntry** object in the collection holds information that represents a person or process to which the messaging system can deliver messages.

Using the AddressEntry Object

```
Set myAddressEntry = myRecipient.AddressEntry
```

Use **AddressEntries**(*index*), where *index* is the index number of an address entry or a value used to match the default property of an address entry, to return a single **AddressEntry** object.

```
Set myAddressEntry = myAddressEntries.Item(index)
```

AddressList Object

{ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjAddressListObject_P"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reobjAddressListObject_X":1}

The **AddressList** object is an address book that contains a set of **AddressEntry** objects. For instance, the Personal Address List is an **AddressList** object.

The **AddressList** object supplies a list of address entries to which a messaging system can deliver messages. An **AddressList** object represents one address book container available under the transport provider's address book hierarchy for the current session. The entire hierarchy is available through the parent **AddressLists** collection.

Using the AddressList Object

```
Set myAddressList = Application.Session.AddressLists("Personal Address Book")
```

AddressLists Collection Object

{ewc HLP95EN.DLL,DYNALINK,"Example":"reobjAddressListsCollectionObject_X":1} {ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjAddressListsCollectionObject_P"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"reobjAddressListsCollectionObject_M"}

The **AddressLists** collection contains a set of **AddressList** objects. The **AddressLists** collection provides access to the root of the transport provider's address book hierarchy for the current session.

Using the AddressLists Collection Object

```
Set myAddressLists = myNameSpace.AddressLists
```

DocumentItem Object

{ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjDocumentItemObject_P"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"reobjDocumentItemObject_M"} {ewc HLP95EN.DLL,DYNALINK,"Events":"reobjDocumentItemObject_E"}

A **DocumentItem** object is any document other than an Outlook item as an item in an Outlook folder. In common usage, this will be an Office document but may be any type of document or executable file.

Exception Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reobjExceptionObject_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reobjExceptionObject_X;vjproStylePropertyDataComboControl":1} {ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjExceptionObject_P"}

The **Exception** object holds information about one instance of an **AppointmentItem** object which is an exception to a recurring series. Unlike most of the other Outlook objects, the **Exception** object is a read-only object. This means that you cannot create an **Exception** object but, rather, the object is created when a property of an **AppointmentItem** is altered. For example, if you change the **Start** property of one **AppointmentItem**, you have created an **Exception** in **AppointmentItem.RecurrencePattern.Exceptions**.

Note The **Exceptions** collection is on the **RecurrencePattern**, not the **AppointmentItem** itself.

The **Exception** object can be accessed from the **RecurrencePattern** object through the **Exceptions** collection.

Using the Exception Object

In Visual Basic for Applications:

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderCalendar)
Set myItems = myFolder.Items
Set myApptItem = myItems("Daily Meeting")
Set myRecurrencePattern = myApptItem.GetRecurrencePattern
Set myException = myRecurrencePattern.Exceptions.Item(1)
```

In VBScript:

```
Set myNameSpace = Application.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(9)
Set myItems = myFolder.Items
Set myApptItem = myItems("Daily Meeting")
Set myRecurrencePattern = myApptItem.GetRecurrencePattern
Set myException = myRecurrencePattern.Exceptions.Item(1)
```

Exceptions Collection Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reobjExceptionsCollectionObject_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reobjExceptionsCollectionObject_X":1} {ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjExceptionsCollectionObject_P"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"reobjExceptionsCollectionObject_M"}

The **Exceptions** collection object is a group of **Exception** objects. If you have a recurring **AppointmentItem**, the **RecurrencePattern** object defines the recurrence of these appointments. The **Exceptions** collection contains the group of **Exception** objects that define the exceptions to that series of appointments.

Exception objects are added to the **Exceptions** collection whenever a property in the corresponding **AppointmentItem** object is altered.

Using the Exceptions Collection Object

```
Set myExceptions = myRecurrencePattern.Exceptions
```

TaskRequestAcceptItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reobjTaskRequestAcceptItemObject_C"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjTaskRequestAcceptItemObject_P"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"reobjTaskRequestAcceptItemObject_M"} {ewc HLP95EN.DLL,DYNALINK,"Events":"reobjTaskRequestAcceptItemObject_E"}

Represents an item in an Inbox (mail) folder.

A **TaskRequestAcceptItem** object represents a response to a **TaskRequestItem** sent by the initiating user. If the delegated user accepts the task, the **OlTaskResponse** constant in the **ResponseState** property is set to **olTaskAccept**(2). The associated **TaskItem** is received by the delegator as a **TaskRequestAcceptItem** object.

Using the TaskRequestAcceptItem Object

Unlike other Outlook objects, you cannot create this object.

Use the **GetAssociatedTask** method to return the **TaskItem** object that is associated with this **TaskRequestAcceptItem**. Work directly with the **TaskItem** object.

TaskRequestDeclineItem Object

{ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjTaskRequestDeclineItemObject_P"} {ewc HLP95EN.DLL,DYNALINK,"See Also":"reobjTaskRequestDeclineItemObject_C"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"reobjTaskRequestDeclineItemObject_M"} {ewc HLP95EN.DLL,DYNALINK,"Events":"reobjTaskRequestDeclineItemObject_E"}

Represents an item in an Inbox (mail) folder.

A **TaskRequestDeclineItem** object represents a response to a **TaskRequestItem** sent by the initiating user. If the delegated user declines the task, the **OlTaskResponse** constant in the **ResponseState** property is set to **olTaskDecline**(3). The associated **TaskItem** is received by the delegator as a **TaskRequestDeclineItem** object.

Using the TaskRequestDeclineItem Object

Unlike other Outlook objects, you cannot create this object.

Use the **GetAssociatedTask** method to return the **TaskItem** object that is associated with this **TaskRequestDeclineItem**. Work directly with the **TaskItem** object.

TaskRequestUpdateItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reobjTaskRequestUpdateItemObject_C"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"reobjTaskRequestUpdateItemObject_P"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"reobjTaskRequestUpdateItemObject_M"} {ewc HLP95EN.DLL,DYNALINK,"Events":"reobjTaskRequestUpdateItemObject_E"}

Represents an item in an Inbox (mail) folder.

A **TaskRequestUpdateItem** object represents a response to a **TaskRequestItem** sent by the initiating user. If the delegated user updates the task by changing properties such as the **DueDate** or the **Status**, and then sends it, the associated **TaskItem** is received by the delegator as a **TaskRequestUpdateItem** object.

Using the TaskRequestUpdateItem Object

Unlike other Outlook objects, you cannot create this object.

Use the **GetAssociatedTask** method to return the **TaskItem** object that is associated with this **TaskRequestUpdateItem**. Work directly with the **TaskItem** object

What's New?

The following tables identify the new methods, objects, and properties in the Outlook 98 type library.

New Methods

Add (AddressEntries)
Details
ForwardAsVcal
ForwardAsVcard
GetFirst
GetFreeBusy
GetLast
GetNext
GetOccurrence
GetPrevious
PickFolder
ResetColumns
SetColumns
Update

New Objects

AddressEntries Collection
AddressEntry
AddressLists Collection
AddressList
DocumentItem
Exception
Exceptions Collection
MeetingItem (formerly MeetingRequestItem)
TaskRequestAcceptItem
TaskRequestDeclineItem
TaskRequestUpdateItem

New Properties

AddressEntries
AddressEntry
AddressLists
AppointmentItem
Class
CompanyLastFirstNoSpace
CompanyLastFirstSpaceOnly
Deleted
DisplayType
EditorType
Exceptions
HTMLBody
HTMLEditor
ID
Index
InternetFreeBusyAddress
IsOnlineMeeting
IsReadOnly
Manager
Members
LastFirstAndSuffix
LastFirstNoSpace
LastFirstNoSpaceCompany
LastFirstSpaceOnly
LastFirstSpaceOnlyCompany
NetMeetingAlias
NetMeetingAutoStart
NetMeetingOrganizerAlias
NetMeetingServer
NetMeetingType
OriginalDate
RecurrenceState
ScriptText
Sent
Session
Submitted
WordEditor

AddressEntries Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproAddressEntriesProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproAddressEntriesProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproAddressEntriesProperty_A"}

Returns the **AddressEntries** collection for this object.

Read-only.

Syntax

objAddressList.**AddressEntries**

objAddressList Required. An expression that returns an **AddressList** object.

AddressEntry Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproAddressEntryProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproAddressEntryProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproAddressEntryProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproAddressEntryProperty_S"}

Returns the **AddressEntry** object corresponding to the resolved recipient. Accessing the **AddressEntry** property forces resolution of an unresolved recipient name. If the name cannot be resolved, an error is returned. If the recipient is resolved, the **Resolved** property is **True**.

Read-only.

Syntax

objRecipient.**AddressEntry**

objRecipient Required. An expression that returns a **Recipient** object.

AddressLists Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproAddressListsProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproAddressListsProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproAddressListsProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproAddressListsProperty_S"}

Returns a collection of the address lists available for this session. The **AddressLists** collection represents the root of the address book hierarchy for the current session. A particular **AddressList** object represents one of the available address books. The type of access you obtain depends on the access permissions granted to you by each individual address book provider.

Read-only.

Syntax

Set *objAddressLists* = *objNameSpace*.**AddressLists**

objAddressLists Required. An expression that returns an **AddressLists** collection object.

objNameSpace Required. An expression that returns a **NameSpace** object.

AppointmentItem Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproAppointmentItemProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproAppointmentItemProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproAppointmentItemProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproAppointmentItemProperty_S"}

Returns the **AppointmentItem** object that is the exception. Not valid for deleted appointments.

Read-only.

Syntax

Set *objAppointmentItem* = *objException*.**AppointmentItem**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.
objException Required. An expression that returns an **Exception** object.

Class Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproClassProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproClassProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproClassProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproClassProperty_S"}

Returns the **OlObjectClass** constant for this object:

OlObjectClass

Constant	Value
olAction	32
olActions	33
olAddressEntries	21
olAddressEntry	8
olAddressList	7
olAddressLists	20
olApplication	0
olAppointment	26
olAttachment	5
olAttachments	18
olContact	40
olDocument	41
olException	30
olExceptions	29
olExplorer	34
olFolder	2
olFolders	15
olFormDescription	37
olInspector	35
olItems	16
olJournal	42
olMail	43
olMeetingCancellation	54
olMeetingRequest	53
olMeetingResponseNegative	55
olMeetingResponsePositive	56
olMeetingResponseTentative	57
olNamespace	1
olNote	44
olPages	36
olPost	45
olRecipient	4
olRecipients	17
olRecurrencePattern	28
olRemote	47
olReport	46
olTask	48

olTaskRequest	49
olTaskRequestAccept	51
olTaskRequestDecline	52
olTaskRequestUpdate	50
olUserProperties	38
olUserProperty	39

This is a numeric constant that identifies the object's class.

Read-only.

Syntax

object.**Class**

object Required. An expression that returns an Outlook object.

CompanyLastFirstNoSpace Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproCompanyLastFirstNoSpaceProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproCompanyLastFirstNoSpaceProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproCompanyLastFirstNoSpaceProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproCompanyLastFirstNoSpaceProperty_S"}

Returns the company name for the contact followed by the concatenated last name, first name, and middle name with no space between the last and first names. This property is parsed from the **CompanyName**, **LastName**, **FirstName** and **MiddleName** properties.

Read-only **String**.

Note: The **LastName**, **FirstName**, and **MiddleName** properties are themselves parsed from the **FullName** property.

Syntax

objContactItem.**CompanyLastFirstNoSpace**

objContactItem Required. An expression that returns a **ContactItem** object.

CompanyLastFirstSpaceOnly Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproCompanyLastFirstSpaceOnlyProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproCompanyLastFirstSpaceOnlyProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproCompanyLastFirstSpaceOnlyProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproCompanyLastFirstSpaceOnlyProperty_S"}

Returns the company name for the contact followed by the concatenated last name, first name, and middle name with spaces between the last, first, and middle names. This property is parsed from the **CompanyName**, **LastName**, **FirstName** and **MiddleName** properties.

Read-only **String**.

Note: The **LastName**, **FirstName**, and **MiddleName** properties are themselves parsed from the **FullName** property.

Syntax

objContactItem.**CompanyLastFirstSpaceOnly**

objContactItem Required. An expression that returns a **ContactItem** object.

Deleted Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproDeletedProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproDeletedProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproDeletedProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproDeletedProperty_S"}

Indicates that the appointment became an exception because it was deleted from the recurring pattern. The **Deleted** property is **True** if the **AppointmentItem** was deleted.

Read-only **Boolean**.

Syntax

objException.**Deleted**

objException Required. An expression that returns an **Exception** object.

DisplayType Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproDisplayTypeProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproDisplayTypeProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproDisplayTypeProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproDisplayTypeProperty_S"}

Returns the **OlDisplayType** constantthat describes the nature of the recipient: **olAgent**(3), **olDistList**(1), **olForum**(2), **olOrganization**(4), **olPrivateDistList**(5), **olRemoteUser**(6), **olUser**(0).

You can use the **DisplayType** property to filter recipients. The **DisplayType** property corresponds to the MAPI property PR_DISPLAY_TYPE.

Read-only.

Syntax

object.**DisplayType**

object Required. An expression that returns an **AddressEntry** or **Recipient** object.

EditorType Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproEditorTypeProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproEditorTypeProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproEditorTypeProperty_A"}

Returns the **OlEditorType** constant for this item: **olEditorHTML**(2), **olEditorRTF**(3), **olEditorText**(1), or **olEditorWord**(4).

Note The **EditorType** property is not affected when you merely access the **Body** property of the item as in `MsgBox myItem.Body` but when you reset the **Body** property as in `myItem.Body = "This is a new body"`, the **EditorType** reverts back to the user's default editor.

Read-only.

Syntax

objInspector.**EditorType**

objInspector Required. An expression that returns an **Inspector** object.

Exceptions Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproExceptionsProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproExceptionsProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproExceptionsProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproExceptionsProperty_S"}

Returns the **Exceptions** collection for that particular series of recurring appointments.

Read-only.

Syntax

objRecurrencePattern.**Exceptions**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

HTMLBody Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproHTMLBodyProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproHTMLBodyProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproHTMLBodyProperty_A"}

Sets the HTML body of the item. The **HTMLBody** property should be an HTML syntax string.

The **HTMLBody** property sets the **OlEditorType** constant of the item's associated **Inspector's EditorType** property to **olEditorHTML**(2).

Setting the **HTMLBody** property will always update the **Body** property immediately.

Setting the **Body** property will clear the contents of the **HTMLBody** property on HTML aware stores (Internet Only Mode).

Note The **EditorType** property is not affected when you merely access the **Body** property of the item as in `MsgBox myItem.Body` but when you reset the **Body** property as in `myItem.Body = "This is a new body"`, the **EditorType** reverts back to the user's default editor.

Read/write **String**.

Syntax

object.**HTMLBody**

object Required. An expression that returns a **PostItem** or **MailItem** object.

HTMLBody Property Example

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproHTMLBodyPropertyExample_C"}

This VBScript example uses the **Open** event to access the **HTMLBody** property of an item. This sets the associated **Inspector's** **EditorType** property's **OlEditorType** constant to **olEditorHTML**(2). When the item's **Body** property is set, the **EditorType** property is changed to the default. For example, if the default editor is set to RTF, the **EditorType** is set to **olEditorRTF**(3).

If this code is placed in the Script Editor of a form in design mode, the message boxes during run time will reflect the change in the **EditorType** as the body of the form changes. The final message box utilizes the **ScriptText** property to display all the VBScript code in the Script Editor.

```
Function Item_Open()
   'Set the HTMLBody of the item.
   Item.HTMLBody = "<HTML><H2>My HTML page.</H2><BODY>My
body.</BODY></HTML>"
   'Item displays HTML message.
   Item.Display
   'MsgBox shows EditorType is 2.
   MsgBox "HTMLBody EditorType is " & Item.GetInspector.EditorType
   'Access the Body and show
   'the text of the Body.
   MsgBox "This is the Body: " & Item.Body
   'After accessing, EditorType
   'is still 2.
   MsgBox "After accessing, the EditorType is " &
Item.GetInspector.EditorType
   'Set the item's Body property.
   Item.Body = "Back to default body."
   'After setting, EditorType is
   'now back to the default.
   MsgBox "After setting, the EditorType is " &
Item.GetInspector.EditorType
   'Access the items's
   'FormDescription object.
   Set myForm = Item.FormDescription
   'Display all the code
   'in the Script Editor.
   MsgBox myForm.ScriptText
End Function
```

HTMLEditor Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproHTMLEditorProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproHTMLEditorProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproHTMLEditorProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproHTMLEditorProperty_S"}

Returns the HTML Document Object Model of the message being displayed. The HTML Document Object Model is the one defined by Internet Explorer and is the same one used for Dynamic HTML. This object may be temporary and should not be stored for later use.

The **HTMLEditor** property is only valid if the **OlEditorType** constant of the item's associated **Inspector** is set to **olEditorHTML**(2).

Read-only.

Syntax

objInspector.**HTMLEditor**

objInspector Required. An expression that returns an **Inspector** object.

HTMLEditor Property Example

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproHTMLEditorMethodX_C"} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproHTMLEditorMethodX_A;reproHTMLEditorPropertyX_A"}

The following VBScript example uses the **Click** event of a **CommandButton** named "CommandButton1" on the item to demonstrate the listing of all HTML elements.

```
Sub CommandButton1_Click()
   Dim i       'As Integer
   Dim strHTMLType   'As String
   Dim strHTMLText   'As String
   Dim NL      'As String

   NL = chr(10) & chr(13)

   Set myInspector = Item.GetInspector
   Set myTrident = myInspector.HTMLEditor
   If myTrident.readyState <> "complete" Then
'Test for complete loading of HTML doc
      For i = 0 To myTrident.all.Length - 1
         strHTMLType = TypeName(myTrident.all.Item(i))
         On Error Resume Next
'because not all elements support OuterHTML
         strHTMLText = ": " & NL &       myTrident.all.Item(i).outerHTML
         On Error GoTo 0
         MsgBox strHTMLType & strHTMLText
         strHTMLText = ""
      Next
   End If
End Sub
```

ID Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproIDProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproIDProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproIDProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproIDProperty_S"}

Returns the unique **ID** for the object. The transport provider assigns a permanent, unique string **ID** property when an individual member object is created. These identifiers do not change from one session to another.

Read-only **String**.

Syntax

object.**ID**

object Required. An expression that returns an **AddressEntry** or **AddressList** object.

Index Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproIndexProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproIndexProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproIndexProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproIndexProperty_S"}

Returns the position of the object within the collection. The **Index** property is only valid during the current session and can change as objects are added to and deleted from the collection. The first object in the collection has an **Index** value of 1.

Read-only **Long**.

Syntax

object.**Index**

object Required. An expression that returns an **AddressList**, **Attachment**, or **Recipient** object.

InternetFreeBusyAddress Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproInternetFreeBusyAddressProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproInternetFreeBusyAddressProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproInternetFreeBusyAddressProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproInternetFreeBusyAddressProperty_S"}

The **InternetFreeBusyAddress** property refers to the reading and publishing of a calendar user's free/busy map of events. The map is retrieved when a user plans a meeting. This property corresponds to a field in the details page for an Internet Only contact. This field can contain the URL location of the user's free/busy information in vCard Free/Busy standard format.

Read/write **String**.

Syntax

objContactItem.**InternetFreeBusyAddress**

objContactItem Required. An expression that returns a **ContactItem** object.

Note This property is only applicable for Internet Only support users.

IsOnlineMeeting Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproIsOnlineMeetingProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproIsOnlineMeetingProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproIsOnlineMeetingProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproIsOnlineMeetingProperty_S"}

This property corresponds to the **This is an online meeting** checkbox on the Appointment page and to the corresponding **This is an online meeting using** checkbox on the Online page of a meeting item.

True if this is an online meeting.

Boolean.

Syntax

objAppointmentItem.**IsOnlineMeeting**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

IsReadOnly Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproIsReadOnlyProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproIsReadOnlyProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproIsReadOnlyProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproIsReadOnlyProperty_S"}

Indicates that the **AddressList** object cannot be modified. The **IsReadOnly** property refers to adding and deleting the entries in the address book container represented by the **AddressList** object. The property is **True** if no entries can be added or deleted. The property is **False** if the container can be modified, that is, if address entries can be added to and deleted from the container.

IsReadOnly refers to the address book entries in the context of the address book container. It does not indicate whether the contents of the individual entries themselves can be modified.

Read-only **Boolean**.

Syntax

objAddressList.**IsReadOnly**

objAddressList Required. An expression that returns an **AddressList** object.

Manager Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproManagerProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproManagerProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproManagerProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproManagerProperty_S"}

Returns an **AddressEntry** object that represents the manager of the user that corresponds to this address entry. If the user's manager is not available in the messaging system, the **Manager** property returns **Nothing.**

Read-only.

Syntax

objAddressEntry.**Manager**
objAddressEntry Required. An expression that returns an **AddressEntry** object.

Members Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproMembersProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproMembersProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproMembersProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproMembersProperty_S"}

Returns an **AddressEntries** collection if the **AddressEntry** is a distribution list.

The **AddressEntry** is a distribution list if its **DisplayType** **OlDisplayType** constant is set to **olDistList**(1) or **olPrivateDistList**(5).

The **Members** property returns **Nothing** if the **AddressEntry** is not a distribution list.

Read-only.

Syntax

objAddressEntry.**Members**
objAddressEntry Required. An expression that returns an **AddressEntry** object.

Members Property Example

This VBA example uses the **Members** property of an **AddressEntry** object to display all the members in an e-mail alias in the Global Address List named "My Group". To access the **Members** property, the **DisplayType** of the **AddressEntry** must be a distribution list.

To use this example, substitute the name of an e-mail alias for which you would like to view the members.

```
Sub DisplayMembersOfAlias()
   Set myOlApp = CreateObject("Outlook.Application")
   Set myNameSpace = myOlApp.GetNameSpace("MAPI")
   'Set myAddressList to
   'the Global Address List
   'within the AddressLists
   'collection.
   Set myAddressList = myNameSpace.AddressLists("Global Address List")
   'Set myAddressEntry
   'to the entry in the
   'AddressEntries
   'collection named
   '"My Group" which is
   'a distribution list.
   Set myAddressEntry = myAddressList.AddressEntries("My Group")
   'Display each member in the
   'alias.
   For Each memberEntry In myAddressEntry.Members
      MsgBox memberEntry
   Next
End Sub
```

LastFirstAndSuffix Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproLastFirstAndSuffixProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproLastFirstAndSuffixProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproLastFirstAndSuffixProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproLastFirstAndSuffixProperty_S"}

Returns the last name, first name, middle name, and suffix of the contact. There is a comma between the last and first names and spaces between all the names and the suffix. This property is parsed from the **LastName**, **FirstName**, **MiddleName** and **Suffix** properties.

Read-only **String**.

Note: The **LastName**, **FirstName**, **MiddleName**, and **Suffix** properties are themselves parsed from the **FullName** property.

Syntax

objContactItem.**LastFirstAndSuffix**

objContactItem Required. An expression that returns a **ContactItem** object.

LastFirstNoSpace Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproLastFirstNoSpaceProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproLastFirstNoSpaceProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproLastFirstNoSpaceProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproLastFirstNoSpaceProperty_S"}

Returns the concatenated last name, first name, and middle name of the contact with no space between the last name and the first name. This property is parsed from the **LastName**, **FirstName** and **MiddleName** properties.

Read-only **String**.

Note: The **LastName**, **FirstName**, and **MiddleName** properties are themselves parsed from the **FullName** property.

Syntax

objContactItem.**LastFirstNoSpace**

objContactItem Required. An expression that returns a **ContactItem** object.

LastFirstNoSpaceCompany Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproLastFirstNoSpaceCompanyProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproLastFirstNoSpaceCompanyProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproLastFirstNoSpaceCompanyProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproLastFirstNoSpaceCompanyProperty_S"}

Returns the concatenated last name, first name, and middle name of the contact with no space between the last name and the first name. The company name for the contact is included after the middle name. This property is parsed from the **LastName**, **FirstName**, **MiddleName**, and **CompanyName** properties.

Read-only **String**.

Note: The **LastName**, **FirstName**, and **MiddleName** properties are themselves parsed from the **FullName** property.

Syntax

objContactItem.**LastFirstNoSpaceCompany**

objContactItem Required. An expression that returns a **ContactItem** object.

LastFirstSpaceOnly Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproLastFirstSpaceOnlyProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproLastFirstSpaceOnlyProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproLastFirstSpaceOnlyProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproLastFirstSpaceOnlyProperty_S"}

Returns the concatenated last name, first name, and middle name of the contact with spaces between them. This property is parsed from the **LastName**, **FirstName** and **MiddleName** properties.

Read-only **String**.

Note: The **LastName**, **FirstName**, and **MiddleName** properties are themselves parsed from the **FullName** property.

Syntax

objContactItem.**LastFirstSpaceOnly**

objContactItem Required. An expression that returns a **ContactItem** object.

LastFirstSpaceOnlyCompany Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproLastFirstSpaceOnlyCompanyProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproLastFirstSpaceOnlyCompanyProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproLastFirstSpaceOnlyCompanyProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproLastFirstSpaceOnlyCompanyProperty_S"}

Returns the concatenated last name, first name, and middle name of the contact with spaces between them. The company name for the contact is after the middle name. This property is parsed from the **LastName**, **FirstName**, **MiddleName**, and **CompanyName** properties.

Read-only **String**.

Note: The **LastName**, **FirstName**, and **MiddleName** properties are themselves parsed from the **FullName** property.

Syntax

objContactItem.**LastFirstSpaceOnlyCompany**

objContactItem Required. An expression that returns a **ContactItem** object.

NetMeetingAlias Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproNetMeetingAliasProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproNetMeetingAliasProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproNetMeetingAliasProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproNetMeetingAliasProperty_S"}

Indicates the user's NetMeeting ID, or alias.

Read/write **String**.

Syntax

objContactItem.**NetMeetingAlias**

objContactItem Required. An expression that returns a **ContactItem** object.

NetMeetingAutoStart Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproNetMeetingAutoStartProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproNetMeetingAutoStartProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproNetMeetingAutoStartProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproNetMeetingAutoStartProperty_S"}

This property corresponds to the checkbox on the Online page of an online meeting item that is labeled **Automatically start NetMeeting 15 minutes**. **True** if this online meeting starts automatically.

Read/write **Boolean**.

Syntax

objAppointmentItem.**NetMeetingAutoStart**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

NetMeetingOrganizerAlias Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproNetMeetingOrganizerAliasProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproNetMeetingOrganizerAliasProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproNetMeetingOrganizerAliasProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproNetMeetingOrganizerAliasProperty_S"}

This property corresponds to the **Organizer's e-mail address** field on the Online page of an online meeting item. Contains the alias of the meeting organizer if this is an Online meeting.

Read/write **String**.

Syntax

objAppointmentItem.**NetMeetingOrganizerAlias**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

NetMeetingServer Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproNetMeetingServerProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproNetMeetingServerProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproNetMeetingServerProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproNetMeetingServerProperty_S"}

This property corresponds to the **Directory Server** field on the Online page of an online meeting item. Contains the name of the NetMeeting server being used for the Online meeting.

Read/write **String**.

Syntax

object.**NetMeetingServer**

object Required. An expression that returns an **AppointmentItem** or **ContactItem** object.

NetMeetingType Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproNetMeetingTypeProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproNetMeetingTypeProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproNetMeetingTypeProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproNetMeetingTypeProperty_S"}

This property corresponds to the NetMeeting type drop-down list box on the Online page of an online meeting item. Can be one of the **OlNetMeetingType** constants: **olChat**(1), **olNetMeeting**(0), or **olNetShow**(2).

Note Currently, the only **NetMeetingType** that Outlook supports is **olNetMeeting**(0).

Read/write **String**.

Syntax

objAppointmentItem.**NetMeetingType**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

OriginalDate Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproOriginalDateProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproOriginalDateProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproOriginalDateProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproOriginalDateProperty_S"}

Returns the original date and time of the **AppointmentItem** before it was altered. This property will return the original date even if the **AppointmentItem** has been deleted but it will not return the original time if deletion has occurred.

Read-only as **Date/Time**.

Syntax

objException.**OriginalDate**

objException Required. An expression that returns an **Exception** object.

RecurrenceState Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproRecurrenceStateProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproRecurrenceStateProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproRecurrenceStateProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproRecurrenceStateProperty_S"}

Returns the recurrence property of the object. Can be one of the following **OlRecurrenceState** constants: **olApptException**(3), **olApptMaster**(1), **olApptNotRecurring**(0), **olApptOccurrence**(2).

Read-only.

Syntax

objAppointmentItem.**RecurrenceState**

obAppointmentItem Required. An expression that returns an **AppointmentItem** object.

ScriptText Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproScriptTextProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproScriptTextProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproScriptTextProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproScriptTextProperty_S"}

Returns a string containing all the VBScript in the form's Script Editor.

Read-only **String.**

Syntax

objFormDescription.**ScriptText**

objFormDescritipn Required. An expression that returns a **FormDescription** object.

Sent Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproSentProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproSentProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproSentProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproSentProperty_S"}

Returns a **Boolean** value that indicates if a message has been sent. **True** if sent, **False** if not sent.

In general, there are three different kinds of messages: sent, posted, and saved. Sent messages are traditional e-mail messages or meeting items sent to a recipient or public folder. Posted messages are created in a public folder. Saved messages are created and saved without either sending or posting.

Read-only **Boolean**.

Syntax

object.**Sent**

object Required. An expression that returns a **MeetingItem** or **MailItem** object.

Session Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproSessionProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproSessionProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproSessionProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproSessionProperty_S"}

Returns the **NameSpace** object for the current session.

Read-only.

Syntax

object.**Session**

object Required. An expression that returns the object to which the **Session** property is being applied.

Submitted Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproSubmittedProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproSubmittedProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproSubmittedProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproSubmittedProperty_S"}

Returns a **Boolean** value that indicates if the item has been submitted. **True** if the item has been submitted. A message is always created and submitted in a folder, usually the Outbox.

Read-only **Boolean**.

Syntax

object.**Submitted**

object Required. An expression that returns a **MeetingItem** or **MailItem** object.

WordEditor Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproWordEditorProperty_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"reproWordEditorProperty_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproWordEditorProperty_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"reproWordEditorProperty_S"}

Returns the Word Document Object Model of the message being displayed. This object model may be temporary and should not be stored for later use. The **WordEditor** property is only valid if **IsWordMail** returns **True** and the **EditorType** is **olEditorWord**(4).

Read-only.

Syntax

objInspector.**WordEditor**

objInspector Required. An expression that returns an **Inspector** object.

WordEditor Property Example

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reproWordEditorX_C"} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"reproWordEditorPropertyX_A;reproWordEditorX_A"}

The following VBScript example demonstrates the use of Word's object model.

```
Sub CommandButton1_Click()
   Dim myInspector  'as Inspector
   Dim Word         'as Word.Document
   Dim Fill         'as Word.FillFormat
   Set myInspector = Item.GetInspector
   Set Word = myInspector.WordEditor
   Set Fill = Word.Shapes.AddShape(1, 90, 90, 90, 50).Fill
   'msoShapeRectangle=1
   Fill.ForeColor.RGB = RGB(128, 0, 0)
   Fill.BackColor.RGB = RGB(170, 170, 170)
   Fill.TwoColorGradient 4, 1
   'msoGradientDiagonalDown=4
End Sub
```

Account Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAccountC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAccountX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAccountA"}

Returns or sets the account for the contact.

Read/write **String**.

Syntax

objContactItem.**Account**

objContactItem Required. An expression that returns a **ContactItem** object.

ActiveExplorer Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthActiveExplorerC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthActiveExplorerX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthActiveExplorerA"}

Returns the topmost **Explorer** object on the desktop. If no explorer is active, returns **Nothing**. Use this method to return the **Explorer** object that the user is most likely viewing. This method is also useful for determining when there is no active explorer, so a new one can be opened.

Syntax

objApplication.**ActiveExplorer**

objApplication Required. An expression that returns an **Application** object.

ActiveExplorer Method Example

This VBA example uses **ActiveExplorer** to demonstrate how to obtain an **Explorer** object for use, preferably getting the user's active explorer, but creating a new one for `myFolder` if there isn't already one on the desktop.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myExplorer = myOlApp.ActiveExplorer
If TypeName(myExplorer) = "Nothing" Then
    Set myExplorer = myFolder.GetExplorer
End If
```

ActiveInspector Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthActiveInspectorC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthActiveInspectorX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthActiveInspectorA"}

Returns the topmost **Inspector** object on the desktop. If no inspector is active, returns **Nothing**. Use this method to access the **Inspector** object that the user is most likely to be viewing.

Syntax

objApplication.**ActiveInspector**

objApplication Required. An expression that returns an **Application** object

ActiveInspector Method Example

This VBA example uses the **ActiveInspector** method to demonstrate how to obtain the currently active **Inspector** object and display the name of the item that the inspector is displaying.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myInspector = myOlApp.ActiveInspector
MsgBox "The active item is " & myInspector.CurrentItem.Subject
```

ActualWork Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproActualWorkC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproActualWorkX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproActualWorkA"}

Returns or sets the actual effort (in minutes) spent on the task.

Corresponds to the **Actual work:** text box on the **Details** page of a **TaskItem**.

Read/write **Long**.

Syntax

objTaskItem.**ActualWork**

objTaskItem Required. An expression that returns a **TaskItem** object.

Add Method (Folders Object)

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthAddFoldersObjC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthAddFoldersObjX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthAddFoldersObjA"}

Creates a new folder in the **Folders** collection, and returns the new folder as a **MAPIFolder** object.

Syntax

objFolders.**Add(*Name,* [*Type*])**

objFolders Required. An expression that returns a **Folders** object.

Name Required **String**. The display name for the new folder.

Type Optional **Long**. The Outlook folder type for the new folder. If the folder type is not specified, the new folder will default to the same type as the folder in which it is created. Can be one of the following **OlDefaultFolders** constants: **olFolderCalendar**(9), **olFolderContacts**(10), **olFolderDrafts**(16), **olFolderInbox**(6), **olFolderJournal**(11), **olFolderNotes**(12), or **olFolderTasks**(13). (The constants **olFolderDeletedItems**(3), **olFolderOutbox**(6), and **olFolderSentMail**(5) cannot be specified for this argument.)

Add Method (Folders Collection) Example

This VBA example uses the **Add** method to add the new folder named "My Contacts" to the current (default) Contacts folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNamespace.GetDefaultFolder(olFolderContacts)
Set myNewFolder = myFolder.Folders.Add("My Contacts")
```

This VBA example uses the **Add** method to add two new folders in the Tasks folder. The first folder, "Notes Folder", will contain note items. The second folder, "Contacts Folder", will contain contact items. If the folders already exist, a message box will inform the user.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNamespace.GetDefaultFolder(olFolderTasks)
On Error GoTo ErrorHandler
Set myNotesFolder = myFolder.Folders.Add ("Notes Folder", olFolderNotes)
On Error GoTo ErrorHandler
Set myContactFolder = myFolder.Folders.Add ("Contacts Folder",
olFolderContacts)
Exit Sub
ErrorHandler:
   MsgBox "This folder already exists! "
```

Add Method (Recipients Object)

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthAddRecipientsObjC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthAddRecipientsObjX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthAddRecipientsObjA"}

Creates a new recipient in the **Recipients** collection, and returns the new recipient as a **Recipient** object.

Syntax

objRecipients.**Add(*Name*)**

objRecipients Required. An expression that returns a **Recipients** collection object.

Name Required **String**. The display name of the recipient.

Add Method (Recipients Collection) Example

This VBA example creates a new mail message, uses the **Add** method to add "Allison Klein" as a To recipient, and displays the message.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add("Allison Klein")
myItem.Display
```

This is the same example, but the recipient is changed from the default (To) to carbon copy (CC).

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient= myItem.Recipients.Add("Allison Klein")
myRecipient.Type = olCC
```

Add Method (Actions Object)

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthAddActionsObjC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthAddActionsObjX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthAddActionsObjA"}

Creates a new action in the **Actions** collection, and returns the new action as an **Action** object.

Syntax

objActions.**Add**

objActions Required. An expression that returns an **Actions** collection object.

Add Method (Actions Object) Example

This VBA example creates a new mail message and uses the **Add** method to add an **Action** to it.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAction = myItem.Actions.Add
```

Address Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAddressC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAddressX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAddressA"}

Returns or sets the e-mail address of the recipient.

Note The **Address** property must be set before calling the **Details** method.

Read/write **String**.

Syntax

objRecipient.**Address**

objRecipient Required. An expression that returns a **Recipient** object.

AllDayEvent Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAllDayEventC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAllDayEventX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAllDayEventA"}

True if the appointment is an all-day event (as opposed to a specified time).

Corresponds to the **All day event** check box on the **Appointment** page of an **AppointmentItem**.

Read/write **Boolean**.

Syntax

objAppointmentItem.**AllDayEvent**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

AlternateRecipientAllowed Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAlternateRecipientAllowedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAlternateRecipientAllowedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAlternateRecipientAllowedA"}

True if the mail message can be forwarded.

Read/write **Boolean**.

Syntax

objMailItem.**AlternateRecipientAllowed**

objMailItem Required. An expression that returns a **MailItem** object.

Anniversary Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAnniversaryC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAnniversaryX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAnniversaryA"}

Returns or sets the anniversary date for the contact.

Read/write **Date**.

Syntax

objContactItem.**Anniversary**

objContactItem Required. An expression that returns a **ContactItem** object.

Application Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproApplicationC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproApplicationX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproApplicationA"}

Returns an **Application** object that represents the parent application (Microsoft Outlook) for the item.

Read-only.

Syntax

object.**Application**

object Required. An expression that returns an Outlook object.

Application Property Example

This VBA example uses the **Application** property to access Outlook and then creates a new **MailItem** and displays it.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = = myOlApp.CreateItem(olMailItem)
myItem.Display
```

In this VBScript example, the **Click** event of a **CommandButton** uses the **Application** property and **CreateItem** to create a new **MailItem** and then display it.

```
Sub CommandButton1_Click()
   Set myItem = Application.CreateItem(olMailItem)
   myItem.Display
End Sub
```

Assistant Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAssistantC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAssistantX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAssistantA"}

Returns an **Assistant** object that represents the Microsoft Office Assistant.

Read-only.

AssistantName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAssistantNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAssistantNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAssistantNameA"}

Returns or sets the name of the person who is the assistant for the contact.

Corresponds to the **Assistant's name:** box on the **Details** page of a **ContactItem**.

Read/write **String**.

Syntax

objContactItem.**AssistantName**

objContactItem Required. An expression that returns a **ContactItem** object.

AssistantTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAssistantTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAssistantTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAssistantTelephoneNumberA"}

Returns or sets the telephone number of the person who is the assistant for the contact.

Read/write **String**.

Syntax

objContactItem.**AssistantTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

Attachments Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAttachmentsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAttachmentsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAttachmentsA"}

Returns an **Attachments** object that represents all the attachments for the item.

Read-only.

Syntax

object.**Attachments**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

AutoResponse Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAutoResponseC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAutoResponseX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAutoResponseA"}

Returns or sets the text of an automatic response for the **Recipient**.

Read/write **String**.

Syntax

objRecipient.**AutoResponse**

objRecipient Required. An expression that returns a **Recipient** object.

BCC Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBCCC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBCCX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBCCA"}

Returns the display list of blind carbon copy (BCC) names for the **Recipient**. This property contains the display names only. The **Recipients** collection should be used to modify the BCC recipients.

Read-only **String**.

Syntax

objMailItem.**BCC**

objMailItem Required. An expression that returns a **MailItem** object.

BillingInformation Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBillingInformationC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBillingInformationX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBillingInformationA"}

Returns or sets the billing information associated with the Outlook item. This is a free-form text field.

Read/write **String**.

Syntax

object.**BillingInformation**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

Birthday Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBirthdayC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBirthdayX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBirthdayA"}

Returns or sets the birthday for the contact.

Corresponds to the **Birthday:** field on the **Details** page of a **ContactItem**.

Read/write **Date**.

Syntax

objContactItem.**Birthday**

objContactItem Required. An expression that returns a **ContactItem** object.

Body Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBodyC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBodyX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBodyA"}

Returns or sets the clear-text body of the Outlook item.

Note The **EditorType** property is not affected when you merely access the **Body** property of the item as in `MsgBox myItem.Body` but when you reset the **Body** property as in `myItem.Body = "This is a new body"`, the **EditorType** reverts back to the user's default editor.

Read/write **String**.

Syntax

object.**Body**

object Required. An expression that returns an Outlook object that belongs to the **Items** collection.

Body Property Example

This VBScript example uses the **Open** event of an item to set its **Body** property.

```
Function Item_Open()
   Item.Body = "This is the message body."
End Function
```

Business2TelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusiness2TelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusiness2TelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusiness2TelephoneNumberA"}

Returns or sets the second business telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**Business2TelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

BusinessAddress Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessAddressC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessAddressX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessAddressA"}

Returns or sets the whole, unparsed business address for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessAddress**

objContactItem Required. An expression that returns a **ContactItem** object.

BusinessAddressCity Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessAddressCityC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessAddressCityX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessAddressCityA"}

Returns or sets the city name portion of the business address for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessAddressCity**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressCountry Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessAddressCountryC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessAddressCountryX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessAddressCountryA"}

Returns or sets the country code portion of the business address for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessAddressCountry**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressPostalCode Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessAddressPostalCodeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessAddressPostalCodeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessAddressPostalCodeA"}

Returns or sets the postal code (zip code) portion of the business address for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessAddressPostalCode**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressPostOfficeBox Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessAddressPostalCodeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessAddressPostOffice BoxX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessAddressPostOfficeBoxA"}

Returns or sets the post office box number portion of the business address for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessAddressPostOfficeBox**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressState Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessAddressStateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessAddressStateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessAddressStateA"}

Returns or sets the state code portion of the business address for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessAddressState**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressStreet Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessAddressStreetC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessAddressStreetX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessAddressStreetA"}

Returns or sets the street address portion of the business address for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessAddressStreet**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessFaxNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessFaxNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessFaxNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessFaxNumberA"}

Returns or sets the business fax number for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessFaxNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

BusinessHomePage Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessHomePageC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessHomePageX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessHomePageA"}

Returns or sets the URL of the business Web page for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessHomePage**

objContactItem Required. An expression that returns a **ContactItem** object.

BusinessTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusinessTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusinessTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusinessTelephoneNumberA"}

Returns or sets the first business telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**BusinessTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

BusyStatus Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproBusyStatusC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproBusyStatusX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproBusyStatusA"}

Returns or sets the busy status of the user for the appointment. Can be one of the following **OlBusyStatus** constants: **olBusy**(2), **olFree**(0), **olOutOfOffice**(3), or **olTentative**(1).

Read/write **Long**.

Syntax

objAppointmentItem.**BusyStatus**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

CallbackTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCallbackTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCallbackTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCallbackTelephoneNumberA"}

Returns or sets the callback telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**CallbackTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

CardData Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCardDataC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCardDataX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCardDataA"}

Returns or sets the text of the card data for the task.

Read/write **String**.

Syntax

objTaskItem.**CardData**

objTaskItem Required. An expression that returns a **TaskItem** object.

CarTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCarTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCarTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCarTelephoneNumberA"}

Returns or sets the car telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**CarTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

Categories Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCategoriesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCategoriesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCategoriesA"}

Returns or sets the categories assigned to the Outlook item.

Read/write **String**.

Syntax

object.**Categories**

object Required. An expression that returns an Outlook object.

Category Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCategoryC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCategoryX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCategoryA"}

Returns or sets the category assigned to the form description.

Read/write **String**.

Syntax

objFormDescription.**Category**

objFormDescription Required. An expression that returns a **FormDescription** object.

CategorySub Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCategorySubC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCategorySubX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCategorySubA"}

Returns or sets the subcategory assigned to the form description.

Read/write **String**.

Syntax

objFormDescription.**CategorySub**

objFormDescription Required. An expression that returns a **FormDescription** object.

CC Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCCC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCCX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCCA"}

Returns the display list of carbon copy (CC) names for the **Recipient**. This property contains the display names only. The **Recipients** collection should be used to modify the CC recipients.

Read-only **String**.

Syntax

objMailItem.**CC**

objMailItem Required. An expression that returns a **MailItem** object.

Children Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproChildrenC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproChildrenX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproChildrenA"}

Returns or sets the names of the children of the contact.

Read/write **String**.

Syntax

objContactItem.**Children**

objContactItem Required. An expression that returns a **ContactItem** object.

ClearRecurrencePattern Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthClearRecurrencePatternC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthClearRecurrencePatternX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthClearRecurrencePatternA"}

Removes the recurrence settings and restores the single-occurrence state for an appointment or task.

Syntax

object.**ClearRecurrencePattern**

object Required. An expression that returns an **AppointmentItem** or **TaskItem** object.

Color Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproColorC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproColorX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproColorA"}

Returns or sets the color of the note. Can be one of the following **OlNoteColor** constants: **olBlue**(0), **olGreen**(1), **olPink**(2), **olWhite**(4), or **olYellow**(3).

Read/write **Long**.

Syntax

objNoteItem.**Color**

objNoteItem Required. An expression that returns a **NoteItem** object.

Color Property Example

This example creates a new **NoteItem** and sets the color to blue.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olNoteItem)
myItem.Color = olBlue
```

CommandBars Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCommandBarsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCommandBarsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCommandBarsA"}

Returns a **CommandBars** collection object that represents all the menus and toolbars in the **Explorer** or **Inspector**.

Read-only.

Syntax

object.**CommandBars**

object Required. An expression that returns an **Explorer** or **Inspector** object.

CommandBars Collection Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reobjCommandBarsCollectionObject_C"}

A collection of **CommandBar** objects that represent the command bars in the container application.

For more information about the **CommandBars** collection, in the VBA object browser, choose the **CommandBars** collection object in the Office library, right-click and select the Help icon.

CommandBar Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reobjCommandBarObject_C"}

Represents a specific toolbar in a **CommandBars** collection. A command bar is a programmable object that you use in Visual Basic to control a menu or toolbar. All the following items are represented by **CommandBar** objects:

- Menu bars, toolbars, and shortcut menus
- Menus on menu bars and toolbars
- Submenus on menus, submenus, and shortcut menus

For more information about the **CommandBar** object, in the VBA object browser, choose the **CommandBar** object in the Office library, right-click and select the Help icon.

Comment Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCommentC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCommentX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCommentA"}

Returns or sets the text of a comment assigned to the form description. Read/write **String**.

Syntax

objFormDescription.**Comment**

objFormDescription Required. An expression that returns a **FormDescription** object.

Companies Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCompaniesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCompaniesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCompaniesA"}

Returns or sets the names of the companies associated with the Outlook item. This is a free-form text field.

Read/write **String**.

Syntax

object.**Companies**

object Required. An expression that returns an Outlook object.

CompanyAndFullName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCompanyAndFullNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCompanyAndFullNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCompanyAndFullNameA"}

Returns the concatenated company name and full name for the contact.

Read-only **String**.

Syntax

objContactItem.**CompanyAndFullName**

objContactItem Required. An expression that returns a **ContactItem** object.

CompanyMainTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCompanyMainTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCompanyMainTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCompanyMainTelephoneNumberA"}

Returns or sets the company main telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**CompanyMainTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

CompanyName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCompanyNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCompanyNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCompanyNameA"}

Returns or sets the company name for the contact.

Read/write **String**.

Syntax

objContactItem.**CompanyName**

objContactItem Required. An expression that returns a **ContactItem** object.

Complete Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCompleteC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCompleteX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCompleteA"}

True if the task is completed.

Read/write **Boolean**.

Syntax

objTaskItem.**Complete**

objTaskItem Required. An expression that returns a **TaskItem** object.

ComputerNetworkName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproComputerNetworkNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproComputerNetworkNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproComputerNetworkNameA"}

Returns or sets the name of the computer network for the contact.

Read/write **String**.

Syntax

objContactItem.**ComputerNetworkName**

objContactItem Required. An expression that returns a **ContactItem** object.

ContactName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproContactNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproContactNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproContactNameA"}

Returns or sets the name of the person to contact for information regarding the custom form for this **FormDescription** object.

Corresponds to the **Contact** field on the **Properties** page of a form in design mode.

Read/write **String**.

Syntax

objFormDescription.**ContactName**

objFormDescription Required. An expression that returns a **FormDescription** object.

ContactNames Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproContactNamesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproContactNamesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproContactNamesA"}

Returns the contact names associated with the journal entry. This property contains the display names for the contacts only. Use the **Recipients** collection to modify the contents of this string.

Read-only **String**.

objJournalItem.**ContactName**

objJournalItem Required. An expression that returns a **JournalItem** object.

Contacts Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproContactsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproContactsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproContactsA"}

Returns the contact names associated with the task. This property contains the display names for the contacts only. Use the **Recipients** collection to modify the contents of this string.

Read-only **String**.

Syntax

objTaskItem.**Contacts**

objTaskItem Required. An expression that returns a **TaskItem** object.

ConversationIndex Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproConversationIndexC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproConversationIndexX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproConversationIndexA"}

Returns the index of the conversation thread of the item.

Read-only **String**.

Syntax

object.**ConversationIndex**

object Required. An expression that returns an Outlook object that is in the "Applies To" list.

ConversationTopic Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproConversationTopicC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproConversationTopicX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproConversationTopicA"}

Returns the topic of the conversation thread of the item.

Read-only **String**.

Syntax

object.**ConversationTopic**

object Required. An expression that returns an Outlook object that is in the "Applies To" list.

Copy Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthCopyC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthCopyX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthCopyA"}

Creates and returns a copy of the object. This method is supported by all Outlook items.

Syntax

object.**Copy**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

Copy Method Example

This VBA example creates a mail message, sets the **Subject** to "Speeches", uses the **Copy** method to copy it, then moves the copy into a newly-created mail folder named "Saved Mail" within the Tasks folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNamespace = myOlApp.GetNamespace("MAPI")
Set myFolder = myNamespace.GetDefaultFolder(olFolderTasks)
Set myNewFolder = myFolder.Folders.Add("Saved Mail", olFolderDrafts)
Set myItem = myOlApp.CreateItem(olMailItem)
myItem.Subject = "Speeches"
Set myCopiedItem = myItem.Copy
myCopiedItem.Move myNewFolder
```

CopyLike Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCopyLikeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCopyLikeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCopyLikeA"}

Returns or sets the property inheritance style to use for the action. The inheritance style is used when the action is executed to control how properties are copied to the new item created by the action. Can be one of the following **OlActionCopyLike** constants: **olForward**(2), **olReply**(0), **olReplyAll**(1), **olReplyFolder**(3), or **olRespond**(4).

Read/write **Long**.

Syntax

objAction.**Copy**

objAction Required. An expression that returns an **Action** object.

CopyTo Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthCopyToC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthCopyToX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthCopyToA"}

Copies the current folder in its entirety to the destination folder. Returns a **MAPIFolder** object that represents the new copy.

Syntax

objMAPIFolder.**CopyTo(*DestFldr*)**

objMAPIFolder Required. An expression that returns a **MAPIFolder** object (current folder).

DestFldr Required. A **MAPIFolder** object. (The destination folder for the copied folder).

CopyTo Method Example

This VBA example uses the **CopyTo** method to copy the current folder (in this case, the default Contacts folder) to the default Inbox folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myInboxFolder = myNameSpace.GetDefaultFolder(olFolderInbox)
Set myCurrentFolder = myNameSpace.GetDefaultFolder(olFolderContacts)
Set myNewFolder = myCurrentFolder.CopyTo(myInboxFolder)
```

Count Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCountC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCountX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCountA"}

Returns the count of objects in the collection.

Read-only **Long**.

Syntax

collobject.**Count**

collobject Required. An expression that returns an Outlook collection object.

CreateItem Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthCreateItemC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthCreateItemX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthCreateItemA"}

Creates a new Outlook item and returns it. The **CreateItem** method can only create default Outlook items. To create new items using a custom form, use the **Add** method on the **Items** collection.

Syntax

objApplication.**CreateItem(*ItemType*)**

objApplication Required. An expression that returns an **Application** object.

ItemType Required **Long**. The Outlook item **Type** for the new item. Can be one of the following **OlItemType** constants: **olAppointmentItem**(1), **olContactItem**(2), **olJournalItem**(4), **olMailItem**(0), **olNoteItem**(5), **olPostItem**(6), or **olTaskItem**(3).

CreateItem Method Example

This VBA example uses the **CreateItem** method to create a new contact in the default Contacts folder and then displays the new item.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderContacts)
Set myItem = myOlApp.CreateItem(olContactItem)
myItem.Display
```

CreateItemFromTemplate Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthCreateItemC;olmthCreateItemFromTemplate_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthCreateItemFromTemplateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthCreateItemFromTemplateA"}

Creates a new Outlook item from an Outlook template (.oft) and returns the new item.

Syntax

objApplication.**CreateItemFromTemplate(*TemplatePath,* [*InFolder*])**

objApplication Required. An expression that returns an **Application** object.

TemplatePath Required **String**. The path and file name of the Outlook template for the new item.

InFolder Optional **Variant**. The folder in which the item is to be created. If this argument is omitted, the default folder for the item type will be used.

CreateRecipient Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthCreateRecipientC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthCreateRecipientX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthCreateRecipientA"}

Creates and returns a **Recipient** object. This method is most commonly used to create a **Recipient** object for use with the **GetSharedDefaultFolder** method (for example, to open a delegator's folder). It can also be used to verify a given name against an address book.

Syntax

objNameSpace.**CreateRecipient(*RecipientName*)**

objNameSpace Required. An expression that returns a **NameSpace** object.

RecipientName Required **String**. The display name of the recipient.

CreateRecipient Method Example

This VBA example uses the **CreateRecipient** method to obtain the default Calendar folder for the user Eric Lang.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myRecipient = myNameSpace.CreateRecipient("Eric Lang")
Set hisCalendar = myNameSpace.GetSharedDefaultFolder _
    (myRecipient, olFolderCalendar)
```

CreationTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCreationTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCreationTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCreationTimeA"}

Returns the creation time for the Outlook item. This property corresponds to the MAPI property PR_CREATION_TIME.

Read-only **Date**.

Syntax

object.**CreationTime**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

CurrentFolder Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCurrentFolderC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCurrentFolderX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCurrentFolderA"}

Returns or sets a **MAPIFolder** object that represents the current folder displayed in the explorer. Use this property to change the folder the user is viewing.

Read/write **MAPIFolder**.

Syntax

objExplorer.**CurrentFolder**

objExplorer Required. An expression that returns an **Explorer** object.

CurrentFolder Property Example

This VBA example uses the **CurrentFolder** property to change the displayed folder to the user's Calendar folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myOlApp.ActiveExplorer.CurrentFolder = _
    myNameSpace.GetDefaultFolder(olFolderCalendar)
```

CurrentItem Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCurrentItemC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCurrentItemX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCurrentItemA"}

Returns the current item being displayed in the inspector.

Note If there is no currently open item, an error will be returned.

Read-only.

Syntax

objInspector.**CurrentItem**

objInspector Required. An expression that returns an **Inspector** object.

CurrentItem Property Example

This VBA example uses the **CurrentItem** property to obtain the current item that the user is viewing. If there is no currently open item, an error will be returned.

```
Set myOlApp = CreateObject("Outlook.Application")
On Error Resume Next
Set myItem = myOlApp.ActiveInspector.CurrentItem
```

CurrentUser Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCurrentUserC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCurrentUserX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCurrentUserA"}

Returns the currently logged-on user as a **Recipient** object. Read-only.

Syntax

objNameSpace.**CurrentUser**

objNameSpace Required. An expression that returns a **NameSpace** object.

CurrentUser Property Example

This VBA example uses the **CurrentUser** property to obtain the name of the currently logged-on user and then displays a message box containing the name.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
MsgBox myNameSpace.CurrentUser.Name
```

CustomerID Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproCustomerIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproCustomerIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproCustomerIDA"}

Returns or sets the customer ID for the contact.

Read/write **String**.

Syntax

objContactItem.**CustomerID**

objContactItem Required. An expression that returns a **ContactItem** object.

DateCompleted Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDateCompletedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDateCompletedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDateCompletedA"}

Returns or sets the completion date of the task.

Read/write **Date**.

Syntax

objTaskItem.**DateCompleted**

objTaskItem Required. An expression that returns a **TaskItem** object.

DayOfMonth Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDayOfMonthC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDayOfMonthX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDayOfMonthA"}

Returns or sets the day of the month on which the recurring appointment or task occurs.

Read/write **Long**.

Syntax

objRecurrencePattern.**DayOfMonth**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

DayOfWeekMask Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDayOfWeekMaskC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDayOfWeekMaskX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDayOfWeekMaskA"}

Returns or sets the mask for the days of the week on which the recurring appointment or task occurs. Monthly and yearly patterns are only valid for a single day. Weekly patterns are only valid as the **Or** of the **DayOfWeekMask**. Can be one of or a sum of the following **OlDaysOfWeek** constants: **olSunday**(1), **olMonday**(2), **olTuesday**(4), **olWednesday**(8), **olThursday**(16), **olFriday**(32), or **olSaturday**(64).

Read/write **Long**.

Syntax

objRecurrencePattern.**DayOfWeekMask**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

DefaultItemType Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDeafultItemTypeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDefaultItemTypeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDefaultItemTypeA"}

Returns the default Outlook item type contained in the folder. Can be one of the following **OlItemType** constants: **olAppointmentItem**(1), **olContactItem**(2), **olJournalItem**(4), **olMailItem**(0), **olNoteItem**(5), **olPostItem**(6), or **olTaskItem**(3).

Read-only **Long**.

Syntax

objMAPIFolder.**DefaultItemType**

objMAPIFolder Required. An expression that returns a **MAPIFolder** object.

DefaultMessageClass Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDefaultMessageClassC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDefaultMessageClassX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDefaultMessageClassA"}

Returns the default message class for items in the folder.

Read-only **String**.

Syntax

objMAPIFolder.**DefaultMessageClass**

objMAPIFolder Required. An expression that returns a **MAPIFolder** object.

DeferredDeliveryTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDeferredDeliveryTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDeferredDeliveryTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDeferredDeliveryTimeA"}

Returns or sets the date and time the mail message is to be delivered. This property corresponds to the MAPI property PR_DEFERRED_DELIVERY_TIME.

Read/write **Date**.

Syntax

objMailItem.**DeferredDeliveryTime**

objMailItem Required. An expression that returns a **MailItem** object.

DelegationState Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDelegationStateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDelegationStateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDelegationStateA"}

Returns the delegation state of the task. Can be one of the following **OlTaskDelegationState** constants: **olTaskDelegationAccepted**(2), **olTaskDelegationDeclined**(3), **olTaskDelegationUnknown**(1), or **olTaskNotDelegated**(0).

Read-only **Long**.

Syntax

objTaskItem.**DelegationState**

objTaskItem Required. An expression that returns a **TaskItem** object.

Delegator Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDelegatorC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDelegatorX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDelegatorA"}

Returns the display name of the delegator for the task.

Read-only **String**.

Syntax

objTaskItem.**Delegator**

objTaskItem Required. An expression that returns a **TaskItem** object.

Delete Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthDeleteC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthDeleteX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthDeleteA"}

Deletes the object from the collection.

Syntax

object.**Delete**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

Delete Method Example

{ewc HLP95EN.DLL,DYNALINK,"See Also":"remthDeleteMethodExample_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"remthDeleteMethodExample_X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"remthDeleteMethodExample_A"} {ewc HLP95EN.DLL,DYNALINK,"Specifics":"remthDeleteMethodExample_S"}

This VBA example uses the **GetFirst** method to locate the first folder in the Tasks folder and then uses the **Delete** method to delete the folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderTasks)
Set myOldFolder = myFolder.Folders.GetFirst
myOldFolder.Delete
```

DeleteAfterSubmit Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDeleteAfterSubmitC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDeleteAfterSubmitX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDeleteAfterSubmitA"}

True if a copy of the mail message is not saved upon being sent. **False** if a copy is saved.

Read/write **Boolean**.

Syntax

objMailItem.**DeleteAfterSubmit**

objMailItem Required. An expression that returns a **MailItem** object.

Department Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDepartmentC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDepartmentX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDepartmentA"}

Returns or sets the department name for the contact.

Corresponds to the **Department:** field on the **Details** page of a **ContactItem**.

Read/write **String**.

Syntax

objContactItem.**Department**

objContactItem Required. An expression that returns a **ContactItem** object.

Description Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDescriptionC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDescriptionX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDescriptionA"}

Returns or sets the description of the folder. This property corresponds to the MAPI property PR_COMMENT.

Corresponds to the **Description** box in the **Properties** dialog box for the folder.

Read/write **String**.

Syntax

objMAPIFolder.**Description**

objMAPIFolder Required. An expression that returns a **MAPIFolder** object.

Display Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthDisplayC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthDisplayX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthDisplayA"}

For a **MAPIFolder** object, the **Display** method displays a new **Explorer** object for the folder.

For **Inspector** and **Explorer** objects, the **Display** method displays the existing inspector or explorer.

For Outlook items, the **Display** method displays a new **Inspector** object for the item.

Syntax 1

object.**Display**

object Required. An expression that returns an **Explorer** or **MAPIFolder** object.

Note If there are no items in the folder, an error will be returned.

Syntax 2

object.**Display([*Modal*])**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

Modal Optional **Boolean**. **True** to make the **Inspector** modal. The default value is **False**.

Display Method Example

This VBA example uses the **Display** method to display the default Inbox folder. This example will not return an error, even if there are no items in the Inbox, because you are not asking for the display of a specific item.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderInbox)
myFolder.Display
```

This VBA example displays the first item in the Inbox folder. This example will return an error if the Inbox is empty, because you are attempting to display a specific item. If there are no items in the folder, a message box will be displayed to inform the user.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderInbox)
On Error GoTo ErrorHandler
myFolder.Items(1).Display
Exit Sub
ErrorHandler:
   MsgBox "There are no items to display! "
```

DocPosted Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDocPostedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDocPostedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDocPostedA"}

True if the journalized item was posted as part of the journalized session.

Read/write **Boolean**.

Syntax

objJournalItem.**DocPosted**

objJournalItem Required. An expression that returns a **JournalItem** object.

DocPrinted Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDocPrintedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDocPrintedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDocPrintedA"}

True if the journalized item was printed as part of the journalized session.

Read/write **Boolean**.

Syntax

objJournalItem.**DocPrinted**

objJournalItem Required. An expression that returns a **JournalItem** object.

DocRouted Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDocRoutedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDocRoutedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDocRoutedA"}

True if the journalized item was routed as part of the journalized session.

Read/write **Boolean**.

Syntax

objJournalItem.**DocRouted**

objJournalItem Required. An expression that returns a **JournalItem** object.

DocSaved Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDocSavedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDocSavedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDocSavedA"}

True if the journalized item was saved as part of the journalized session.

Read/write **Boolean**.

Syntax

objJournalItem.**DocSaved**

objJournalItem Required. An expression that returns a **JournalItem** object.

DueDate Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDueDateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDueDateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDueDateA"}

Returns or sets the due date for the task.

Read/write **Date**.

Syntax

objTaskItem.**DueDate**

objTaskItem Required. An expression that returns a **TaskItem** object.

Duration Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproDurationC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproDurationX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproDurationA"}

Returns or sets the duration (in minutes) of the appointment, journal entry, or recurrence pattern. For recurrences, this property is only valid for appointments.

Read/write **Long**.

Syntax

object.**Duration**

object Required. An expression that returns an **AppointmentItem**, **RecurrencePattern**, or **JournalItem** object.

Email1Address Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail1AddressC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail1AddressX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail1AddressA"}

Returns or sets the e-mail address of the first e-mail entry for the contact.

Read/write **String**.

Syntax

objContactItem.**Email1Address**

objContactItem Required. An expression that returns a **ContactItem** object.

Email1Address Property Example

This VBA example sets "Jsmith@msn.com" as the e-mail address for the first e-mail entry of a contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
myItem.Email1Address = "someone@microsoft.com"
```

Email1AddressType Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail1AddressTypeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail1AddressTypeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail1AddressTypeA"}

Returns or sets the address type (such as EX or SMTP) of the first e-mail entry for the contact. This is a free-form text field, but it must match the actual type of an existing mail transport.

Read/write **String**.

Syntax

objContactItem.**Email1AddressType**

objContactItem Required. An expression that returns a **ContactItem** object.

Email1AddressType Property Example

This VBA example sets "SMTP" as the address type for the first e-mail entry of a contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
myItem.Email1AddressType = "SMTP"
```

Email1DisplayName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail1DisplayNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail1DisplayNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail1DisplayNameA"}

Returns the display name of the first e-mail address for the contact. This property is set to the value of the **FullName** property by default.

Read-only **String**.

Syntax

objContactItem.**Email1DisplayName**

objContactItem Required. An expression that returns a **ContactItem** object.

Email1EntryID Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail1EntryIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail1EntryIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail1EntryIDA"}

Returns the entry ID of the first e-mail address for the contact.

Read-only **String**.

Syntax

objContactItem.**Email1EntryID**

objContactItem Required. An expression that returns a **ContactItem** object.

Email2Address Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail2AddressC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail2AddressX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail2AddressA"}

Returns or sets the e-mail address of the second e-mail entry for the contact.

Read/write **String**.

Syntax

objContactItem.**Email2Address**

objContactItem Required. An expression that returns a **ContactItem** object.

Email2Address Property Example

This VBA example sets "Jsmith@msn.com" as the e-mail address for the second e-mail entry of a contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
myItem.Email2Address = "someone@microsoft.com"
```

Email2AddressType Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail2AddressTypeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail2AddressTypeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail2AddressTypeA"}

Returns or sets the address type (such as EX or SMTP) of the second e-mail entry for the contact. This is a free-form text field, but it must match the actual type of an existing mail transport.

Read/write **String**.

Syntax

objContactItem.**Email2AddressType**

objContactItem Required. An expression that returns a **ContactItem** object.

Email2AddressType Property Example

This VBA example sets "SMTP" as the address type for the second e-mail entry of a contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
myItem.Email2AddressType = "SMTP"
```

Email2DisplayName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail2DisplayNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail2DisplayNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail2DisplayNameA"}

Returns the display name of the second e-mail entry for the contact. This property is set to the value of the **FullName** property by default.

Read-only **String**.

Syntax

objContactItem.**Email2DisplayName**

objContactItem Required. An expression that returns a **ContactItem** object.

Email2EntryID Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail2EntryIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail2EntryIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail2EntryIDA"}

Returns the entry ID of the second e-mail entry for the contact.

Read-only **String**.

Syntax

objContactItem.**Email2EntryID**

objContactItem Required. An expression that returns a **ContactItem** object.

Email3Address Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail3AddressC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail3AddressX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail3AddressA"}

Returns or sets the e-mail address of the third e-mail entry for the contact.

Read/write **String**.

Syntax

objContactItem.**Email3Address**

objContactItem Required. An expression that returns a **ContactItem** object.

Email3Address Property Example

This VBA example sets "Jsmith@msn.com" as the e-mail address for the third e-mail entry of a contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
myItem.Email3Address = " someone@microsoft.com "
```

Email3AddressType Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail3AddressTypeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail3AddressTypeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail3AddressTypeA"}

Returns or sets the address type (such as EX or SMTP) of the third e-mail entry for the contact. This is a free-form text field, but it must match the actual type of an existing mail transport.

Read/write **String**.

Syntax

objContactItem.**Email3AddressType**

objContactItem Required. An expression that returns a **ContactItem** object.

Email3AddressType Property Example

This VBA example sets "SMTP" as the address type for the third e-mail entry of a contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
myItem.Email3AddressType = "SMTP"
```

Email3DisplayName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail3DisplayNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail3DisplayNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail3DisplayNameA"}

Returns the display name of the third e-mail entry for the contact. This property is set to the value of the **FullName** property by default.

Read-only **String**.

Syntax

objContactItem.**Email3DisplayName**

objContactItem Required. An expression that returns a **ContactItem** object.

Email3EntryID Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEmail3EntryIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEmail3EntryIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEmail3EntryIDA"}

Returns the entry ID of the third e-mail entry for the contact.

Read-only **String**.

Syntax

objContactItem.**Email3EntryID**

objContactItem Required. An expression that returns a **ContactItem** object.

Enabled Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEnabledC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEnabledX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEnabledA"}

True if the action is enabled in the application.

Read/write **Boolean**.

Syntax

objAction.**Enabled**

objAction Required. An expression that returns an **Action** object.

End Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEndC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEndX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEndA"}

Returns or sets the end date and time of an appointment or journal entry.

Read/write **Date**.

Syntax

object.**End**

object Required. An expression that returns an **AppointmentItem** or a **JournalItem** object.

EndTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEndTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEndTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEndTimeA"}

Returns or sets the end time for a recurrence pattern. This property is only valid for appointments.

Read/write **Date**.

Syntax

objRecurrencePattern.**End**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

EntryID Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproEntryIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproEntryIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproEntryIDA"}

Returns the unique entry ID of the object. This property corresponds to the MAPI property PR_ENTRYID. MAPI systems assign a permanent, unique ID string when an object is created that does not change from one MAPI session to another. The **EntryID** property is not set for an Outlook item until it is saved or sent. Also, the **EntryID** changes when an item is moved into another folder.

Read-only **String**.

Syntax

object.**EntryID**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

EntryID Property Example

This VBA example uses the **EntryID** property to compare the entry ID of one message to the entry ID of a message returned by a search operation to determine whether the objects represent the same message.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myContacts = myNameSpace.GetDefaultFolder (olFolderContacts)
Set myItem1 = myOlApp.CreateItem(olContactItem)
myItem1.FirstName = "Brent"
Set myItem2 = myContacts.Items.Find("[FileAs] = _
    ""Jones"" and [FirstName] = ""Brent""")
If myItem1.EntryID = myItem2.EntryID Then
    MsgBox "These two message objects refer to the same message."
End If
```

Execute Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthExecuteC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthExecuteX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthExecuteA"}

Executes the action for the item. Returns the Outlook item created by the action.

Syntax

objAction.**Execute**

objAction Required. An expression that returns an **Action** object.

Execute Method Example

This VBA example uses the **Execute** method to look through all the actions for the given mail message, and executes the action called "Reply to All."

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
On Error GoTo ErrorHandler
Set myItem = myOlApp.ActiveInspector.CurrentItem
For Each a In myItem.Actions
    If a.Name = "Reply to All" Then
        Set myItem2 = a.Execute
        Exit For
    End If
Next a
Exit Sub
ErrorHandler:
   MsgBox "There is no current item!"
```

ExpiryTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproExpiryTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproExpiryTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproExpiryTimeA"}

Returns or sets the date and time at which the item becomes invalid and can be deleted.

Read/write **Date**.

Syntax

object.**ExpiryTime**

object Required. An expression that returns a **MailItem**, **MeetingItem**, or **PostItem** object.

FileAs Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFileAsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFileAsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFileAsA"}

Returns or sets the default keyword string assigned to the contact when it is filed.

Read/write **String**.

Syntax

objContactItem.**FileAs**

objContactItem Required. An expression that returns a **ContactItem** object.

FindNext Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthFindNextC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthFindNextX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthFindNextA"}

After the **Find** method runs, this method finds and returns the next Outlook item in the collection. The search operation begins from the current position, which matches the expression previously set through **Find**.

Syntax

objItems.**FindNext**

objItems Required. An expression that returns an **Items** collection object.

FindNext Method Example

This VBA example uses the **GetDefaultFolder** method to return the **MAPIFolder** object that represents the default Calendar folder for the current user. It then uses the **Find** and **FindNext** methods to locate all the appointments that occur today and display them in a series of message boxes.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
tdystart = Format(Date, "Short Date") & " 12:00 AM"
tdyend = Format(Date, "Short Date") & " 11:59 PM"
Set myAppointments = myNameSpace.GetDefaultFolder _
    (olFolderCalendar).Items
Set currentAppointment = myAppointments.Find("[Start] >= """ & _
    tdystart & """ and [Start] <= """ & tdyend & """")
While TypeName(currentAppointment) <> "Nothing"
    MsgBox currentAppointment.Subject
    Set currentAppointment = myAppointments.FindNext
Wend
```

FirstName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFirstNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFirstNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFirstNameA"}

Returns or sets the first name for the contact.

Read/write **String**.

Syntax

objContactItem.**FirstName**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **FullName** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes of entries to **FullName**.

FlagDueBy Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFlagDueByC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFlagDueByX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFlagDueByA"}

Returns or sets the date by which this mail message is due. This property is only valid if the **FlagStatus** property is also set for the message. This property corresponds to the MAPI property PR_REPLY_TIME.

Read/write **Date**.

Syntax

objMailItem.**FlagDueBy**

objContactItem Required. An expression that returns a **MailItem** object.

FlagRequest Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFlagRequestC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFlagRequestX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFlagRequestA"}

Returns or sets the requested action for the mail message. This is a free-form text field. This property is only valid if the **FlagStatus** property is also set for the message.

Read/write **String**.

Syntax

objMailItem.**FlagRequest**

objMailItem Required. An expression that returns a **MailItem** object.

FlagStatus Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFlagStatusC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFlagStatusX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFlagStatusA"}

Returns or sets the flag status for the mail message. Can be one of the following **OlFlagStatus** constants: **olFlagComplete**(1), **olFlagMarked**(2), or **olNoFlag**(0).

Read/write **Long**.

Syntax

objMailItem.**FlagStatus**

objMailItem Required. An expression that returns a **MailItem** object.

Folders Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFoldersC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFoldersX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFoldersA"}

Returns the **Folders** collection that represents all the folders contained in the specified folder or name space. The **NameSpace** object is the root of all the folders for the given name space.

Read-only.

Syntax

object.**Folders**

object Required. An expression that returns a **MAPIFolder** object or a **NameSpace** object.

FormDescription Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFormDescriptionC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFormDescriptionX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFormDescriptionA"}

Returns the **FormDescription** object that represents the form description for the Outlook item.

Read-only.

Syntax

object.**FormDescription**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

Formula Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFormulaC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFormulaX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFormulaA"}

Returns or sets the formula for the user property.

Read/write **String**.

Syntax

objUserProperty.**Formula**

objUserProperty Required. An expression that returns a **UserProperty** object.

Forward Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthForwardC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthForwardX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthForwardA"}

Executes the Forward action for the journal entry, mail message, or post. Returns the resulting copy as a new object.

Syntax

object.**Forward**

object Required. An expression that returns a **JournalItem**, **MailItem**, or **PostItem** object.

Forward Method Example

This VBAexample uses the **GetDefaultFolder** method to return the **MAPIFolder** object that represents the default Inbox folder for the current user. It then uses the **Forward** method to retrieve the first message in the default Inbox folder and forward it to Laura Jennings. The **Add** method is used to add Laura Jennings to the **Recipients** collection and the **Send** method sends the item to all recipients. It is assumed that the name will resolve unambiguously in the Address Book.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderInbox)
Set myForward = myFolder.Items(1).Forward
myForward.Recipients.Add "Laura Jennings"
myForward.Send
```

FTPSite Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFTPSiteC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFTPSiteX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFTPSiteA"}

Returns the FTP site entry for the contact.

Read/write **String**.

Syntax

objContactItem.**FTPSite**

objContactItem Required. An expression that returns a **ContactItem** object.

FullName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFullNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFullNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFullNameA"}

Returns or sets the whole, unparsed full name for the contact.

Read/write **String**.

Syntax

objContactItem.**FullName**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed into the **FirstName**, **LastName**, **MiddleName**, and **Suffix** properties, which may be changed or entered independently should they be parsed incorrectly. Note that any such changes or entries to the **FirstName**, **LastName**, **MiddleName** or **Suffix** properties will be overwritten by any subsequent changes or entries to **FullName**.

FullNameAndCompany Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFullNameAndCompanyC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFullNameAndCompanyX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFullNameAndCompanyA"}

Returns the full name and company of the contact by concatenating the values of the **FullName** and **CompanyName** properties.

Read-only **String**.

Syntax

objContactItem.**FullNameAndCompany**

objContactItem Required. An expression that returns a **ContactItem** object.

Gender Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproGenderC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproGenderX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproGenderA"}

Returns or sets the gender of the contact. Can be one of the following **OlGender** constants: **olFemale**, **olMale**, or **olUnspecified**.

Read/write **Long**.

Syntax

objContactItem.**Gender**

objContactItem Required. An expression that returns a **ContactItem** object.

GetAssociatedAppointment Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetAssociatedAppointmentC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetAssociatedAppointmentX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetAssociatedAppointmentA"}

Returns an **AppointmentItem** object that represents the appointment associated with the meeting request.

Syntax

objMeetingItem.**GetAssociatedAppointment(*AddToCalendar*)**

objMeetingItem Required. An expression that returns a **MeetingItem** object.

AddToCalendar Required **Boolean**. **True** to add the meeting to the default Calendar folder.

GetAssociatedAppointment Method Example

This VBA example finds a **MeetingItem** in the default Inbox folder and adds the associated appointment to the Calendar folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = _
    myNameSpace.GetDefaultFolder(olFolderInbox)
Set myMtgReq = myFolder.Items.Find("[MessageClass] = _
    'IPM.Schedule.Meeting.Request'")
If TypeName(myMtgReq) <> "Nothing" Then
   Set myAppt = myMtgReq.GetAssociatedAppointment(True)
End If
```

This example accepts a meeting request, sending the response without displaying the inspector.

```
Set myNewMeeting = myMtgReq.GetAssociatedAppointment(True)
myNewMeeting.Respond olResponseAccepted, True
```

GetAssociatedTask Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetAssociatedTaskC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetAssociatedTaskX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetAssociatedTaskA"}

Returns a **TaskItem** object that represents the requested task.

Note The **GetAssociatedTask** method will not work unless the **TaskItem** is processed before the method is called. There are two options for processing the task.

- You may call the **Display** method before calling **GetAssociatedTask**.

or,

- You may set Outlook's advanced e-mail option to process requests and responses on arrival. This option is located in the **Tools** menu under **Options**. Click **E-mail Options**, then click **Advanced E-Mail Options**, and check **Process requests and responses on arrival**.

Syntax

objTaskRequestItem.**GetAssociatedTask(*AddToTaskList*)**

objTaskRequestItem Required. An expression that returns a **TaskRequestItem** object.

AddToTaskList Required **Boolean**. **True** if the task is added to the default Tasks folder.

GetAssociatedTask Method Example

This example accepts a **TaskRequestItem**, sending the response without displaying the inspector.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myTasks = myNameSpace.GetDefaultFolder(olFolderInbox)
Set myTaskReqItem = myTasks.Items.Find("[Subject] = _
    ""Meeting w/ Jerry Wheeler""")
'The task is displayed.
myTaskReqItem.Display
Set myNewTaskItem = myTaskReqItem.GetAssociatedTask(True)
myNewTaskItem.Respond olTaskAccept, True
```

GetDefaultFolder Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetDefaultFolderC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetDefaultFolderX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetDefaultFolderA"}

Returns a **MAPIFolder** object that represents the default folder of the requested type for the current profile (for example, obtaining the default Calendar folder for the user who is currently logged on).

Note To return a specific folder, you need to use the **Folders** collection.

Syntax

objNameSpace.**GetDefaultFolder(*FolderTypeEnum*)**

objNameSpace Required. An expression that returns a **NameSpace** object.

FolderTypeEnum Required **Long**. The type of default folder to return. Can be one of the following **OlDefaultFolders** constants: **olFolderCalendar**(9), **olFolderContacts**(10), **olFolderDeletedItems**(3), **olFolderDrafts**(16), **olFolderInbox**(6), **olFolderJournal**(11), **olFolderNotes**(12), **olFolderOutbox**(4), **olFolderSentMail**(5), or **olFolderTasks**(13).

GetDefaultFolder Method Example

This VBA example uses the **GetDefaultFolder** method to obtain the default Calendar folder for the current user.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myCalendar = myNameSpace.GetDefaultFolder(olFolderCalendar)
```

This VBA example returns the first folder in the Tasks Folders collection.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myTasks = myNameSpace.GetDefaultFolder(olFolderTasks)
Set myFolder = myTasks.Folders(1)
```

GetFolderFromID Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetFolderFromIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetFolderFromIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetFolderFromIDA"}

Returns a **MAPIFolder** object identified by the specified entry ID (if valid). This method is used for ease of transition between MAPI and OLE/Messaging applications and Outlook.

Syntax

objNameSpace **.GetFolderFromID(*EntryIDFolder,* [*StoreID*])**

objNameSpace Required. An expression that returns a **NameSpace** object.

EntryIDFolder Required **String**. The **EntryID** of the folder.

StoreID Optional **String**. The **StoreID** for the folder.

GetFolderFromID Method Example

This VBA example obtains the **EntryID** and **StoreID** for a subfolder within the Tasks **Folders** collection and then calls the **GetFolderFromID** method using these values to obtain the same subfolder. The folder is then displayed.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderTasks)
Set myOwnFolder = myFolder.Folders(1)
myEntryID = myOwnFolder.EntryID
myStoreID = myOwnFolder.StoreID
Set myNewFolder = myNameSpace.GetFolderFromID(myEntryID, myStoreID)
myNewFolder.Display
```

GetItemFromID Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetItemFromIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetItemFromIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetItemFromIDA"}

Returns an Outlook item identified by the specified entry ID (if valid). This method is used for ease of transition between MAPI and OLE/Messaging applications and Outlook.

Syntax

objNameSpace.**GetItemFromID(*EntryIDItem,* [*StoreID*])**

objNameSpace Required. An expression that returns a **NameSpace** object.

EntryIDItem Required **String**. The **EntryID** of the item.

StoreID Optional **String**. The **StoreID** for the folder.

GetNameSpace Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetNameSpaceC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetNameSpaceX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetNameSpaceA"}

Returns a **NameSpace** object of the specified type.

Syntax

objApplication.**GetNameSpace(*Type*)**

objApplication Required. An expression that returns an **Application** object.

Type Required **String**. The type of name space to return.

Remarks

The only supported name space type is "MAPI".

GetNameSpace Method Example

This VBA example uses **GetNameSpace** to obtain the MAPI **NameSpace** object.

```
set myOlApp = CreateObject ("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
```

GetRecipientFromID Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetRecipientFromIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetRecipientFromIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetRecipientFromIDA"}

Returns a **Recipient** object identified by the specified entry ID (if valid). This method is used for ease of transition between MAPI and OLE/Messaging applications and Outlook.

Syntax

objNameSpace.**GetRecipientFromID(*EntryID*)**

objNameSpace Required. An expression that returns a **NameSpace** object.

EntryID Required **String**. The **EntryID** of the recipient.

GetRecurrencePattern Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthGetRecurrencePatternC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthGetRecurrencePatternX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthGetRecurrencePatternA"}

Returns a **RecurrencePattern** object that represents the recurrence attributes of an appointment or task. If there is no existing recurrence pattern, a new, empty **RecurrencePattern** object is returned.

Syntax

object.**GetRecurrencePattern**

object Required. An expression that returns an **AppointmentItem** or **TaskItem** object.

GetRecurrencePattern Method Example

This VBA example uses **GetRecurrencePattern** to obtain the **RecurrencePattern** for an appointment.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myAppt = myOlApp.CreateItem(olAppointmentItem)
Set myPattern = myAppt.GetRecurrencePattern
```

GovernmentIDNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproGovernmentIDNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproGovernmentIDNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproGovernmentIDNumberA"}

Returns or sets the government ID number for the contact.

Read/write **String**.

Syntax

objContactItem.**GovernmentIDNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

HasAttachment Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproIsHasAttachmentC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproIsHasAttachmentX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHasAttachment_A;olproIsHasAttachmentA"}

True if the remote item has an attachment associated with it. The default value is **True**.

Read-only **Boolean**.

Syntax

objRemoteItem.**HasAttachment**

objRemoteItem Required. An expression that returns a **RemoteItem** object.

Height Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHeightC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHeightX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHeightA"}

Returns or sets the height (in pixels) of the note.

Read/write **Long**.

Syntax

objNoteItem.**Height**

objNoteItem Required. An expression that returns a **NoteItem** object.

HideFormPage Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthHideFormPageC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthHideFormPageX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthHideFormPageA"}

Hides a form page in the inspector.

Note Using this method and then saving an item will cause the form definition to be saved with the item.

Syntax

objInspector.**HideFormPage(*PageName*)**

objInspector Required. An expression that returns an **Inspector** object.

PageName Required **String**. The display name of the page to be hidden.

Hobby Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHobbyC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHobbyX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHobbyA"}

Returns or sets the hobby for the contact.

Read/write **String**.

Syntax

objContactItem.**Hobby**

objContactItem Required. An expression that returns a **ContactItem** object.

Home2TelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHome2TelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHome2TelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHome2TelephoneNumberA"}

Returns or sets the second home telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**Home2TelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

HomeAddress Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHomeAddressC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHomeAddressX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHomeAddressA"}

Returns or sets the full, unparsed text of the home address for the contact.

Read/write **String**.

Syntax

objContactItem.**HomeAddress**

objContactItem Required. An expression that returns a **ContactItem** object.

HomeAddressCity Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHomeAddressCityC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHomeAddressCityX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHomeAddressCityA"}

Returns or sets the city portion of the home address for the contact.

Read/write **String**.

Syntax

objContactItem.**HomeAddressCity**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressCountry Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHomeAddressCountryC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHomeAddressCountryX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHomeAddressCountryA"}

Returns or sets the country portion of the home address for the contact.

Read/write **String**.

Syntax

objContactItem.**HomeAddressCountry**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressPostalCode Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHomeAddressPostalCodeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHomeAddressPostalCodeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHomeAddressPostalCodeA"}

Returns or sets the postal code portion of the home address for the contact.

Read/write **String**.

Syntax

objContactItem.**HomeAddressPostalCode**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressPostOfficeBox Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHomeAddressPostOfficeBoxC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHomeAddressPostOfficeBoxX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHomeAddressPostOfficeBoxA"}

Returns or sets the post office box number portion of the home address for the contact.

Read/write **String**.

Syntax

objContactItem.**HomeAddressPostOfficeBox**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressState Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHomeAddressStateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHomeAddressStateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHomeAddressStateA"}

Returns or sets the state portion of the home address for the contact.

Read/write **String**.

Syntax

objContactItem.**HomeAddressState**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressStreet Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHomeAddressStreetC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHomeAddressStreetX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHomeAddressStreetA"}

Returns or sets the street portion of the home address for the contact.

Read/write **String**.

Syntax

objContactItem.**HomeAddressStreet**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeFaxNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHomeFaxNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHomeFaxNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHomeFaxNumberA"}

Returns or sets the home fax number for the contact.

Read/write **String**.

Syntax

objContactItem.**HomeFaxNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

HomeTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproHomeTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproHomeTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproHomeTelephoneNumberA"}

Returns or sets the first home telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**HomeTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

Icon Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproIconC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproIconX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproIconA"}

Returns or sets the file name of the icon to be displayed for the form.

Read/write **String**.

Syntax

objFormDescription.**Icon**

objFormDescription Required. An expression that returns a **FormDescription** object.

Importance Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproImportanceC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproImportanceX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproImportanceA"}

Returns or sets the relative importance level for the Outlook item. Can be one of the following **OlImportance** constants: **olImportanceHigh**(2), **olImportanceLow**(0), or **olImportanceNormal**(1). This property corresponds to the MAPI property PR_IMPORTANCE.

Read/write **Long**.

Syntax

object.**Importance**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

Initials Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproInitialsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproInitialsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproInitialsA"}

Returns or sets the initials for the contact.

Read/write **String**.

Syntax

objContactItem.**Initials**

objContactItem Required. An expression that returns a **ContactItem** object.

Interval Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproIntervalC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproIntervalX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproIntervalA"}

Returns or sets the number of units of a given recurrence type between occurrences. For example, setting the **Interval** property to 2 and the **RecurrenceType** property to "Weekly" would cause the pattern to occur every second week.

Note The **Interval** property must be set before setting **PatternEndDate**. Also, the **Interval** property is not valid for yearly recurrence patterns.

Read/write **Long**.

Syntax

objRecurrencePattern.**Interval**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

Interval Property Example

This VBA example uses **GetRecurrencePattern** to obtain the **RecurrencePattern** object for the newly-created **AppointmentItem**. The properties, **RecurrenceType**, **DayOfWeekMask**, **PatternStartDate**, **Interval**, **PatternEndDate**, and **Subject** are set, the appointment is saved and then displayed with the pattern: "Occurs every 3 week(s) on Monday effective 1/21/98 until 10/5/09 from 2:30 PM to 3:00 PM."

```
Set myOlApp = New Outlook.Application
Set myApptItem = myOlApp.CreateItem(olAppointmentItem)
Set myRecurrPatt = myApptItem.GetRecurrencePattern

myRecurrPatt.RecurrenceType = olRecursWeekly
myRecurrPatt.DayOfWeekMask = olMonday
myRecurrPatt.PatternStartDate = #1/21/98 2:00:00 PM#
myRecurrPatt.Interval = 3
myRecurrPatt.PatternEndDate = #12/21/2001 5:00:00 PM#
myApptItem.Subject = "Important Appointment"
myApptItem.Save
myApptItem.Display
```

ISDNNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproISDNNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproISDNNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproISDNNumberA"}

Returns or sets the ISDN number for the contact.

Read/write **String**.

Syntax

objContactItem.**ISDNNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

IsRecurring Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproIsRecurringC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproIsRecurringX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproIsRecurringA"}

True if the appointment or task is a recurring appointment or task. When the **GetRecurrencePattern** method is used with an **AppointmentItem** or **TaskItem** object, this property is set to **True**.

Read-only **Boolean**.

Syntax

object.**IsRecurring**

object Required. An expression that returns a **TaskItem** or an **AppointmentItem** object.

Items Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproItemsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproItemsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproItemsA"}

Returns the collection of Outlook items in the folder.

Read-only.

Syntax

objMAPIFolder.**Items**

objMAPIFolder Required. An expression that returns a **MAPIFolder** object.

Items Property Example

This VBA example uses the **Items** property to obtain the collection of **MailItem** objects from the default Inbox folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderInbox)
Set myItems = myFolder.Items
```

JobTitle Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproJobTitleC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproJobTitleX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproJobTitleA"}

Returns or sets the job title for the contact.

Read/write **String**.

Syntax

objContactItem.**JobTitle**

objContactItem Required. An expression that returns a **ContactItem** object.

Journal Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproIsJournalC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproIsJournalX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproIsJournalA;olproJournal_A"}

True if the transaction of the contact will be journalized. The default value is **False**.

Read/write **Boolean**.

Syntax

objContactItem.**Journal**
objContactItem Required. An expression that returns a **ContactItem** object.

Language Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproLanguageC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproLanguageX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproLanguageA"}

Returns or sets the language for the contact.

Read/write **String**.

Syntax

objContactItem.**Language**

objContactItem Required. An expression that returns a **ContactItem** object.

LastModificationTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproLastModificationTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproLastModificationTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproLastModificationTimeA"}

Returns the time that the Outlook item was last modified. This property corresponds to the MAPI property PR_LAST_MODIFICATION_TIME.

Read-only **Date**.

Syntax

object.**LastModificationTime**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

LastName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproLastNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproLastNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olprLastNameA;olproLastName_A"}

Returns or sets the last name for the contact.

Read/write **String**.

Syntax

objContactItem.**LastName**
objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **FullName** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes of entries to **FullName**.

LastNameAndFirstName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproLastNameAndFirstNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproLastNameAndFirstNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproLastNameAndFirstNameA"}

Returns the concatenated last name and first name for the contact.

Read-only **String**.

Syntax

objContactItem.**LastNameAndFirstName**
objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **FirstName** and **LastName** properties for the contact, which are themselves parsed from the **FullName** property.

Left Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproLeftC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproLeftX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproLeftA"}

Returns or sets the position (in pixels) of the left vertical edge of the note from the edge of the screen.

Read/write **Long**.

Syntax

objNoteItem.**Left**
objNoteItem Required. An expression that returns a **NoteItem** object.

Locked Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproLockedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproLockedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproLockedA"}

True if the form cannot be modified.

Read/write **Boolean**.

Syntax

objFormDescription.**Locked**

objFormDescription Required. An expression that returns a **FormDescription** object.

Logoff Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthLogoffC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthLogoffX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthLogoffA"}

Logs the user off from the current MAPI session.

Syntax

objNameSpace.**Logoff**

objNameSpace An expression that returns a **NameSpace** object.

Logon Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthLogonC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthLogonX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthLogonA"}

Logs the user on to MAPI, obtaining a MAPI session.

Syntax

objNameSpace.**Logon([*Profile,*] [*Password,*]]*ShowDialog,*] [*NewSession*])**

objNameSpace An expression that returns a **NameSpace** object.

Profile Optional **String**. The profile name to use for the session.

Password Optional **String**. The password (if any) associated with the profile.

ShowDialog Optional **Boolean**. **True** to display the MAPI logon dialog.

NewSession Optional **Boolean**. **True** to create a new session (doesn't use an existing session). Multiple sessions cannot be created in Outlook.

MailingAddress Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMailingAddressC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMailingAddressX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMailingAddressA"}

Returns or sets the full, unparsed selected mailing address for the contact.

Read/write **String**.

Syntax

objContactItem.**MailingAddress**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**, **olHome**, **olNone**, or **olOther**. While it can be changed or entered independently, any such changes or entries to this property will be overwritten by any subsequent changes or entries to the property indicated by **SelectedMailingAddress**.

MailingAddressCity Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMailingAddressCityC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMailingAddressCityX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMailingAddressCityA"}

Returns or sets the city name portion of the selected mailing address of the contact.

Read/write **String**.

Syntax

objContactItem.**MailingAddressCity**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**(2), **olHome**(1), **olNone**(0), or **olOther**(3). While it can be changed or entered independently, any such changes or entries to this property will be overwritten by any subsequent changes or entries to the property indicated by **SelectedMailingAddress**.

MailingAddressCountry Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMailingAddressCountryC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMailingAddressCountryX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMailingAddressCountryA"}

Returns or sets the country code portion of the selected mailing address of the contact.

Read/write **String**.

Syntax

objContactItem.**MailingAddressCountry**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**(2), **olHome**(1), **olNone**(0), or **olOther**(3). While it can be changed or entered independently, any such changes or entries to this property will be overwritten by any subsequent changes or entries to the property indicated by **SelectedMailingAddress**.

MailingAddressPostOfficeBox Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMailingAddressPostOfficeBoxC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMailingAddressPostOfficeBoxX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMailingAddressPostOfficeBoxA"}

Returns or sets the post office box number portion of the selected mailing address of the contact.

Read/write **String**.

Syntax

objContactItem.**MailingAddressPostOfficeBox**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**(2), **olHome**(1), **olNone**(0), or **olOther**(3). While it can be changed or entered independently, any such changes or entries to this property will be overwritten by any subsequent changes or entries to the property indicated by **SelectedMailingAddress**.

MailingAddressPostalCode Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMailingAddressPostalCodeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMailingAddressPostalCodeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMailingAddressPostalCodeA"}

Returns or sets the postal code (zip code) portion of the selected mailing address of the contact.

Read/write **String**.

Syntax

objContactItem.**MailingAddressPostalCode**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**(2), **olHome**(1), **olNone**(0), or **olOther**(3). While it can be changed or entered independently, any such changes or entries to this property will be overwritten by any subsequent changes or entries to the property indicated by **SelectedMailingAddress**.

MailingAddressState Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMailingAddressStateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMailingAddressStateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMailingAddressStateA"}

Returns or sets the state code portion for the selected mailing address of the contact.

Read/write **String**.

Syntax

objContactItem.**MailingAddressState**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**(2), **olHome**(1), **olNone**(0), or **olOther**(3). While it can be changed or entered independently, any such changes or entries to this property will be overwritten by any subsequent changes or entries to the property indicated by **SelectedMailingAddress**.

MailingAddressStreet Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMailingAddressStreetC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMailingAddressStreetX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMailingAddressStreetA"}

Returns or sets the street address portion of the selected mailing address of the contact.

Read/write **String**.

Syntax

objContactItem.**MailingAddressStreet**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**(2), **olHome**(1), **olNone**(0), or **olOther**(3). While it can be changed or entered independently, any such changes or entries to this property will be overwritten by any subsequent changes or entries to the property indicated by **SelectedMailingAddress**.

ManagerName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproManagerNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproManagerNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproManagerNameA"}

Returns or sets the manager name for the contact.

Read/write **String**.

Syntax

objContactItem.**ManagerName**

objContactItem Required. An expression that returns a **ContactItem** object.

MarkComplete Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthMarkCompleteC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthMarkCompleteX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthMarkCompleteA"}

Marks the task as completed. Sets **PercentComplete** to "100%", **Complete** to **True**, and **DateCompleted** to the current date.

Syntax

objTaskItem.**MarkComplete**

objTaskItem Required. An expression that returns a **TaskItem** object.

MeetingStatus Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMeetingStatusC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMeetingStatusX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMeetingStatusA"}

Returns or sets the meeting status of the appointment. Use this property to make a **MeetingItem** object available for the appointment. Can be one of the following **OlMeetingStatus** constants: **olMeeting**(1), **olMeetingCanceled**(5), **olMeetingReceived**(3), or **olNonMeeting**(0).

Read/write **Long**.

Syntax

objAppointmentItem.**MeetingStatus**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

MessageClass Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMessageClassC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMessageClassX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMessageClassA"}

Returns or sets the message class for the Outlook item or **Action**. This property corresponds to the MAPI property PR_MESSAGE_CLASS. The **MessageClass** property links the item to the form on which it is based. When an item is selected, Outlook uses the message class to locate the form and expose its properties, such as Reply commands.

Read/write **String**.

Syntax

object.**MessageClass**

object Required. An expression that returns an **Action** object or an Outlook object that belongs to the **Items** collection.

MiddleName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMiddleNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMiddleNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMiddleNameA"}

Returns or sets the middle name for the contact.

Read/write **String**.

Syntax

objContactItem.**MiddleName**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **FullName** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes of entries to **FullName**.

Mileage Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMileageC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMileageX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMileageA"}

Returns or sets the mileage for the appointment, contact, or task. This is a free-form string field and can be used to store mileage information associated with the item (for example, 100 miles documented for a task) for purposes of reimbursement.

Read/write **String**.

Syntax

object.**Mileage**

object Required. An expression that returns an Outlook object that belongs to the **Items** collection.

MiniIcon Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMiniIconC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMiniIconX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMiniIconA"}

Returns or sets the file name of the mini-icon to be displayed for the form.

Read/write **String**.

Syntax

objFormDescription.**MiniIcon**

objFormDescription Required. An expression that returns a **FormDescription** object.

MobileTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMobileTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMobileTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMobileTelephoneNumberA"}

Returns or sets the mobile telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**MobileTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

ModifiedFormPages Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPagesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproModifiedFormPagesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproModifiedFormPagesA"}

Returns the **Pages** collection that represents all the pages for the item in the inspector. The main page and up to five customizable pages can be obtained using the **Add** method.

Read-only.

Syntax

objInspector.**ModifiedFormPages**

objInspector Required. An expression that returns an **Inspector** object.

MonthOfYear Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMonthOfYearC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMonthOfYearX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMonthOfYearA"}

Returns or sets which month of the year is valid for this recurrence pattern. Can be a number from 1 through 12. For example, setting this property to 5 and the **RecurrenceType** property to **olRecursYearly** would cause this recurrence pattern to occur every May.

Read/write **Long**.

Syntax

objRecurrencePattern.**MonthOfYear**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

Note This property is only valid for recurrence patterns whose **RecurrenceType** property is set to **olRecursYearly** or **olRecursYearNth**.

Move Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthMoveC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthMoveX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthMoveA"}

Moves an Outlook item to a new folder.

Syntax

object.**Move**(***DestFldr***)

object Required. An expression that returns an Outlook object that belongs to the **Items** collection.

DestFldr Required. An expression that returns a **MAPIFolder** object. The destination folder.

MoveTo Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthMoveToC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthMoveToX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthMoveToA"}

Moves the current folder to the specified destination folder.

Syntax

objMAPIFolder.**MoveTo(*DestFldr*)**

objMAPIFolder Required. An expression that returns a **MAPIFolder** object. The current folder.

DestFldr Required. An expression that returns a **MAPIFolder** object. The destination folder for the folder that is being moved.

MoveTo Method Example

This VBA example adds a new folder to the default Contacts folder, and then uses the **MoveTo** method to move it to the default Inbox folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(olFolderContacts)
Set myNewFolder = myFolder.Folders.Add("My Contacts")
myNewFolder.MoveTo myNameSpace.GetDefaultFolder(olFolderInbox)
```

Name Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproNameA"}

Returns or sets the display name for the item. The **Name** property is also the caption for a form.

Read-only **String** for **Recipient** and **UserProperty** objects.

Read/write **String** for **Action**, **AddressEntry**, **FormDescription**, and **MAPIFolder** objects.

Note The **Name** property must be set before you can use the **PublishForm** method. It is also necessary for the **Name** property to be set before calling the **Details** method.

NickName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproNickNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproNickNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproNickNameA"}

Returns or sets the nickname for the contact.

Read/write **String**.

Syntax

objContactItem.**Nickname**

objContactItem Required. An expression that returns a **ContactItem** object.

NoAging Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproNoAgingC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproNoAgingX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproNoAgingA"}

True to not age the Outlook item.

Read/write **Boolean**.

Syntax

object.**NoAging**

object Required. An expression that returns an Outlook object that belongs to the **Items** collection.

NoEndDate Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproNoEndDateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproNoEndDateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproNoEndDateA"}

True if the recurrence pattern has no end date.

Read/write **Boolean**.

Syntax

objRecurrencePattern.**NoEndDate**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

Remarks

This property must be coordinated with other properties when setting up a recurrence pattern. If the **PatternEndDate** property or the **Occurrences** property is set, the pattern is considered to be finite and the **NoEndDate** property is **False**. If neither **PatternEndDate** nor **Occurrences** is set, the pattern is considered infinite and **NoEndDate** is **True**.

Number Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproNumberA"}

Returns or sets the number for the form.

Corresponds to the **Form Number:** box on the **Properties** page of the form in design mode.

Read/write **String**.

Syntax

objFormDescription.**Number**

objFormDescription Required. An expression that returns a **FormDescription** object.

Occurrences Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOccurrencesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOccurrencesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOccurrencesA"}

Returns or sets the number of occurrences of the recurrence pattern. This property allows the definition of a recurrence pattern that is only valid for the specified number of subsequent occurrences. For example, you can set this property to 10 for a formal training course that will be held on the next ten Thursday evenings.

Corresponds to the **End after:** check box and **occurrences** text box on the **Appointment Recurrence** dialog box that appears when you click **Recurrence…** on a meeting request.

Read/write **Long**.

Syntax

objRecurrencePattern.**Occurrences**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

Remarks

This property must be coordinated with other properties when setting up a recurrence pattern. If the **PatternEndDate** property or the **Occurrences** property is set, the pattern is considered to be finite and the **NoEndDate** property is **False**. If neither **PatternEndDate** nor **Occurrences** is set, the pattern is considered infinite and **NoEndDate** is **True**.

OneOff Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOneOffC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOneOffX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOneOffA"}

True if the form will be discarded after using once (one-off). **False** if the form is retained as a custom form.

Read/write **Boolean**.

Syntax

objFormDescription.**OneOff**

objFormDescription Required. An expression that returns a **FormDescription** object.

OptionalAttendees Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOptionalAttendeesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOptionalAttendeesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOptionalAttendeesA"}

Returns the display string of optional attendees names for the appointment. This property corresponds to the MAPI property PR_DISPLAY_CC.

When you click the **Invite Others…** button on the **Attendee Availability** page of a meeting request, the **Select Attendees and Resources** dialog box appears. If you type in or select a name from the list and then click the **Optional** button, this attendee is now an optional attendee.

Read-only **String**.

Syntax

objAppointmentItem.**OptionalAttendees**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

Ordinal Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOrdinalC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOrdinalX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOrdinalA"}

Returns or sets the position in the view (ordinal) for the task.

Read/write **Long**.

Syntax

objTaskItem.**Ordinal**

objTaskItem Required. An expression that returns a **TaskItem** object.

OrganizationalIDNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOrganizationalIDNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOrganizationalIDNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOrganizationalIDNumberA"}

Returns or sets the organizational ID number for the contact.

Read/write **String**.

Syntax

objContactItem.**OrganizationalIDNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

OriginatorDeliveryReportRequested Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOriginatorDeliveryReportRequestedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOriginatorDeliveryReportRequestedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOriginatorDeliveryReportRequestedA"}

Sets a **Boolean** value that determines whether the originator of the meeting item or mail message will receive a delivery report. Each transport provider that handles your message sends you a single delivery notification containing the names and addresses of each recipient to whom it was delivered. Note that delivery does not imply that the message has been read. The **OriginatorDeliveryReceipt** property corresponds to the MAPI property PR_ORIGINATOR_DELIVERY_REPORT_REQUESTED.

True if the originator requested a delivery receipt on the message.

Read/write **Boolean**.

Syntax

object.**OriginatorDeliveryReportRequested**

object Required. An expression that returns a **MailItem** or a **MeetingItem** object.

OtherAddress Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOtherAddressC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOtherAddressX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOtherAddressA"}

Returns or sets the other address for the contact.

Read/write **String**.

Syntax

objContactItem.**OtherAddress**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property contains the full, unparsed other address for the contact.

OtherAddressCity Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOtherAddressCityC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOtherAddressCityX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOtherAddressCityA"}

Returns or sets the city portion of the other address for the contact.

Read/write **String**.

Syntax

objContactItem.**OtherAddressCity**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressCountry Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOtherAddressCountryC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOtherAddressCountryX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOtherAddressCountryA"}

Returns or sets the country portion of the other address for the contact.

Read/write **String**.

Syntax

objContactItem.**OtherAddressCountry**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressPostalCode Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOtherAddressPostalCodeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOtherAddressPostalCodeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOtherAddressPostalCodeA"}

Returns or sets the postal code portion of the other address for the contact.

Read/write **String**.

Syntax

objContactItem.**OtherAddressPostalCode**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressPostOfficeBox Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOtherAddressPostalCodeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOtherAddressPostOffice BoxX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOtherAddressPostOfficeBoxA"}

Returns or sets the post office box portion of the other address for the contact.

Read/write **String**.

Syntax

objContactItem.**OtherAddressPostOfficeBox**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressState Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOtherAddressStateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOtherAddressStateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOtherAddressStateA"}

Returns or sets the state portion of the other address for the contact.

Read/write **String**.

Syntax

objContactItem.**OtherAddressState**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressStreet Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOtherAddressStreetC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOtherAddressStreetX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOtherAddressStreetA"}

Returns or sets the street portion of the other address for the contact.

Read/write String**.**

Syntax

objContactItem.**OtherAddressStreet**

objContactItem Required. An expression that returns a **ContactItem** object.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherFaxNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOtherFaxNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOtherFaxNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOtherFaxNumberA"}

Returns or sets the other fax number for the contact.

Read/write **String**.

Syntax

objContactItem.**OtherFaxNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

OtherTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOtherTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOtherTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOtherTelephoneNumberA"}

Returns or sets the other telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**OtherTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

Owner Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOwnerC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOwnerX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOwnerA"}

Returns or sets the owner for the task. This is a free-form string field. Setting this property to someone other than the current user does not have the effect of delegating the task.

Read/write **String**.

Syntax

objTaskItem.**Owner**

objTaskItem Required. An expression that returns a **TaskItem** object.

Ownership Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOwnershipC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOwnershipX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOwnershipA"}

Returns the ownership state of the task. Can be one of the following **OlTaskOwnership** constants: **olDelegatedTask**(1), **olNewTask**(0), or **olOwnTask**(2).

Read-only **Long**.

Syntax

objTaskItem.**Ownership**

objTaskItem Required. An expression that returns a **TaskItem** object.

PagerNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPagerNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPagerNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPagerNumberA"}

Returns or sets the pager number for the contact.

Read/write **String**.

Syntax

objContactItem.**PagerNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

Parent Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproParentC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproParentX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproParentA"}

Returns the parent object of the specified object.

Read-only.

Syntax

object.**Parent**

object Required. An expression that returns an Outlook object.

Password Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPasswordC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPasswordX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPasswordA"}

Returns or sets the password for modifying the form.

Read/write **String**.

Syntax

objFormDescription.**Password**

objFormDescription Required. An expression that returns a **FormDescription** object.

PathName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPathNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPathNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPathNameA"}

Returns the full path to the linked attached file. This property is only valid for linked files.

Read-only **String**.

Syntax

objAttachment.**PathName**

objAttachment Required. An expression that returns an **Attachment** object.

PatternEndDate Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPatternEndDateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPatternEndDateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPatternEndDateA"}

Returns or sets the end date for the recurrence pattern.

Read/write **Date**.

Syntax

objRecurrencePattern.**PatternEndDate**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

Example:

```
Set myRecPatt = myApptItem.GetRecurrencePattern
myRecPatt.PatternEndDate = #9/13/98#
```

Remarks

This property is optional but must be coordinated with other properties when setting up a recurrence pattern. If this property or the **Occurrences** property is set, the pattern is considered to be finite, and the **NoEndDate** property is **False**. If neither **PatternEndDate** nor **Occurrences** is set, the pattern is considered infinite and **NoEndDate** is **True**. The **Interval** property must be set before setting **PatternEndDate**.

PatternStartDate Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPatternStartDateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPatternStartDateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPatternStartDateA"}

Returns or sets the start date for the recurrence pattern.

Read/write **Date**.

Syntax

objRecurrencePattern.**PatternStartDate**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

Example:

```
Set myRecPatt = myApptItem.GetRecurrencePattern
myRecPatt.PatternStartDate = #7/20/98#
```

PercentComplete Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPercentCompleteC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPercentCompleteX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPercentCompleteA"}

Returns or sets the percentage of the task completed at the current date and time.

Read/write **Long**.

Syntax

objTaskItem.**PercentComplete**

objTaskItem Required. An expression that returns a **TaskItem** object.

PersonalHomePage Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPersonalHomePageC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPersonalHomePageX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPersonalHomePageA"}

Returns or sets the URL of the personal Web page for the contact.

Read/write **String**.

Syntax

objContactItem.**PersonalHomePage**

objContactItem Required. An expression that returns a **ContactItem** object.

Position Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPositionC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPositionX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPositionA"}

Returns or sets the position of the attachment within the body of the item.

Read/write **Long**.

Syntax

objAttachment.**Position**

objAttachment Required. An expression that returns an **Attachment** object.

Prefix Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPrefixC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPrefixX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPrefixA"}

Returns or sets the prefix (for example, "Re") to use with the subject of the item when the action is executed. Note that Outlook automatically adds a colon (:) to the value of the **Prefix** property when setting the subject of the item.

Read/write **String**.

Syntax

objAction.**Prefix**

objAction Required. An expression that returns an **Action** object.

PrimaryTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproPrimaryTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproPrimaryTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproPrimaryTelephoneNumberA"}

Returns or sets the primary telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**PrimaryTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

PrintOut Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthPrintOutC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthPrintOutX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthPrintOutA"}

Prints the Outlook item using all default settings.

Note The **PrintOut** method is the only Outlook method that can be used for printing.

Syntax

object.**PrintOut**

object Required. An expression that returns an Outlook object that belongs to the **Items** collection.

Profession Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproProfessionC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproProfessionX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproProfessionA"}

Returns or sets the profession for the contact.

Read/write **String**.

Syntax

objContactItem.**Profession**

objContactItem Required. An expression that returns a **ContactItem** object.

RadioTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproRadioTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproRadioTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproRadioTelephoneNumberA"}

Returns or sets the radio telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**RadioTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

ReadReceiptRequested Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReadReceiptRequestedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReadReceiptRequestedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReadReceiptRequestedA"}

True if a read receipt has been requested by the sender. This property corresponds to the MAPI property PR_READ_RECEIPT_REQUESTED.

Read/write **Boolean**.

Syntax

objMailItem.**ReadReceiptRequested**

objMailItem Required. An expression that returns a **MailItem** object.

ReceivedByEntryID Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReceivedByEntryIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReceivedByEntryIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReceivedByEntryIDA"}

Returns the **EntryID** for the true recipient as set by the transport provider delivering the mail message. This property corresponds to the MAPI property PR_RECEIVED_BY_ENTRYID.

Read-only **String**.

Syntax

objMailItem.**ReceivedByEntryID**

objMailItem Required. An expression that returns a **MailItem** object.

ReceivedByName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReceivedByNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReceivedByNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReceivedByNameA"}

Returns display name of the true recipient for the mail message. This property corresponds to the MAPI property PR_RECEIVED_BY_NAME.

Read-only **String**.

Syntax

objMailItem.**ReceivedByName**

objMailItem Required. An expression that returns a **MailItem** object.

ReceivedOnBehalfOfEntryID Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReceivedOnBehalfOfEntryIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReceivedOnBehalfOfEntryIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReceivedOnBehalfOfEntryIDA"}

Returns the **EntryID** of the user delegated to represent the recipient for the mail message. This property corresponds to the MAPI property PR_RCVD_REPRESENTING_ENTRYID.

Read-only **String**.

Syntax

objMailItem.**ReceivedOnBehalfOfEntryID**

objMailItem Required. An expression that returns a **MailItem** object.

ReceivedOnBehalfOfName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReceivedOnBehalfOfNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReceivedOnBehalfOfNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReceivedOnBehalfOfNameA"}

Returns the display name of the user delegated to represent the recipient for the mail message. This property corresponds to the MAPI property PR_RCVD_REPRESENTING_NAME.

Read-only **String**.

Syntax

objMailItem.**ReceivedOnBehalfOfName**

objMailItem Required. An expression that returns a **MailItem** object.

ReceivedTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReceivedTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReceivedTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReceivedTimeA"}

Returns or sets the date and time at which the mail message, meeting item, or post was received.

Read/write **Date**.

Syntax

object.**ReceivedTime**

object Required. An expression that returns a **MailItem**, **MeetingItem**, or **PostItem** object.

RecipientReassignmentProhibited Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproRecipientReassignmentProhibitedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproRecipientReassignmentProhibitedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproRecipientReassignmentProhibitedA"}

True if the recipient cannot forward the mail message.

Read/write **Boolean**.

Syntax

objMailItem.**RecipientReassignmentProhibited**

objMailItem Required. An expression that returns a **MailItem** object.

Recipients Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproRecipientsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproRecipientsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproRecipientsA"}

Returns a **Recipients** collection that represents all the recipients for the Outlook item.

Read-only.

Syntax

object.**Recipients**

object Required. An expression that returns an **AppointmentItem**, **MailItem**, **MeetingItem**, **PostItem**, or **TaskItem** object.

RecurrenceType Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproRecurrenceTypeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproRecurrenceTypeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproRecurrenceTypeA"}

Returns or sets the frequency of occurrences for the recurrence pattern. Can be one of the following **OlRecurrenceType** constants: **olRecursDaily**(0), **olRecursWeekly**(1), **olRecursMonthly**(2), **olRecursMonthNth**(3), **olRecursYearly**(5), or **olRecursYearNth**(6). Use the **Interval** property to specify the number of units of a given recurrence type between occurrences in the pattern.

Read/write **Long**.

Syntax

objRecurrencePattern.**RecurrenceType**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

ReferredBy Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReferredByC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReferredByX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReferredByA"}

Returns or sets the referral name entry for the contact.

Read/write **String**.

Syntax

objContactItem.**ReferredBy**

objContactItem Required. An expression that returns a **ContactItem** object.

ReminderMinutesBeforeStart Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReminderMinutesBeforeStartC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReminderMinutesBeforeStartX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReminderMinutesBeforeStartA"}

Returns or sets the number of minutes the reminder should occur prior to the start of the appointment.

Read/write **Long**.

Syntax

objAppointmentItem.**ReminderMinutesBeforeStart**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

ReminderOverrideDefault Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReminderOverrideDefaultC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReminderOverrideDefaultX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReminderOverrideDefaultA"}

True if the reminder overrides the default reminder behavior for the appointment, mail item, or task.

Note You must set the **ReminderOverrideDefault** property to validate the **ReminderPlaySound** and the **ReminderSoundFile** properties.

Read/write **Boolean**.

Syntax

object.**ReminderOverrideDefault**

object Required. An expression that returns an **AppointmentItem**, **MailItem**, or **TaskItem** object.

ReminderPlaySound Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReminderPlaySoundC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReminderPlaySoundX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReminderPlaySoundA"}

True if the reminder should play a sound when it occurs for this appointment or task.

Note This property is only valid if the **ReminderOverrideDefault** property is set to **True**.

The **ReminderPlaySound** property must be set in order to validate the **ReminderSoundFile**property.

Read/write **Boolean**.

Syntax

object.**ReminderPlaySound**

object Required. An expression that returns an **AppointmentItem**, **MailItem**, or **TaskItem** object.

ReminderSet Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReminderSetC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReminderSetX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReminderSetA"}

True if a reminder has been set for this appointment, mail item or task.

Read/write **Boolean**.

Syntax

object.**ReminderSet**

object Required. An expression that returns an **AppointmentItem**, **MailItem**, or **TaskItem** object.

ReminderSoundFile Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReminderSoundFileC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReminderSoundFileX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReminderSoundFileA"}

Returns or sets the path and filename of the sound file to play when the reminder occurs for the appointment, mail message, or task. This property is only valid if the **ReminderOverrideDefault** and **ReminderPlaySound** properties are set to **True**.

Read/write **String.**

Syntax

object.**ReminderSoundFile**

object Required. An expression that returns an **AppointmentItem**, **MailItem**, or **TaskItem** object.

ReminderTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReminderTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReminderTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReminderTimeA"}

Returns or sets the date and time at which the reminder should occur for this item.

Read/write **Date**.

Syntax

object.**ReminderTime**

object Required. An expression that returns a **MailItem**, **MeetingItem** or **TaskItem** object..

RemoteMessageClass Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproRemoteMessageClassC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproRemoteMessageClassX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproRemoteMessageClassA"}

Returns the message class for the remote item.

Read-only **String**.

Syntax

objRemoteItem.**RemoteMessageClass**

objRemoteItem Required. An expression that returns a **RemoteItem** object.

RemoteStatus Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproRemoteStatusC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproRemoteStatusX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproRemoteStatusA"}

Returns or sets the remote status of the mail message. Can be one of the following **OlRemoteStatus** constants: **olMarkedForCopy**(3), **olMarkedForDelete**(4), **olMarkedForDownload**(2), **olRemoteStatusNone**(0), or **olUnMarked**(1).

Read/write **Long**.

Syntax

objMailItem.**RemoteStatus**

objMailItem Required. An expression that returns a **MailItem** object.

Remove Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthRemoveC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthRemoveX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthRemoveA"}

Removes the object from the collection.

Syntax

object.**Remove(*Index*)**

object Required. An expression that returns an object in the Applies To list.

Index Required **Long**. The index of the object within the collection.

Reply Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthReplyC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthReplyX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthReplyA"}

Creates a reply, pre-addressed to the original sender, from the journal entry or mail message. Returns the reply as a **MailItem** object.

Syntax

object.**Reply**

object Required. An expression that returns a **JournalItem** or **MailItem** object.

ReplyAll Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthReplyAllC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthReplyAllX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthReplyAllA"}

Creates a reply to all original recipients from the journal entry or mail message. Returns the reply as a **MailItem** object.

Syntax

object.**ReplyAll**

object Required. An expression that returns a **JournalItem** or **MailItem** object.

ReplyRecipientNames Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReplyRecipientNamesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReplyRecipientNamesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReplyRecipientNamesA"}

Returns the semicolon-delimited list of reply recipients for the mail message. This property only contains the display names for the reply recipients. The reply recipients list should be set by using the **ReplyRecipients** collection.

Read-only **String**.

Syntax

objMailItem.**ReplyRecipientNames**

objMailItem Required. An expression that returns a **MailItem** object.

ReplyRecipients Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReplyRecipientsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReplyRecipientsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReplyRecipientsA"}

Returns a **Recipients** collection that represents all the reply recipient objects for the mail message.

Read-only **Recipients**.

Syntax

objMailItem.**ReplyRecipients**

objMailItem Required. An expression that returns a **MailItem** object.

ReplyStyle Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReplyStyleC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReplyStyleX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReplyStyleA"}

Returns or sets the text formatting reply style for the action. Can be one of the following **OlActionReplyStyle** constants: **olEmbedOriginalItem**(1), **olIncludeOriginalText**(2), **olIndentOriginalText**(3), **olLinkOriginalItem**(4), **olOmitOriginalText**(0), **olReplyTickOriginalText**(1000), or **olUserPreference**(5).

Read/write **Long**.

Syntax

objAction.**ReplyStyle**

objAction Required. An expression that returns an **Action** object.

ReplyTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproReplyTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproReplyTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproReplyTimeA"}

Returns or sets the reply time for the appointment.

Read/write **Date**.

Syntax

objAppointmentItem.**ReplyTime**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

RequiredAttendees Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproRequiredAttendeesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproRequiredAttendeesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproRequiredAttendeesA"}

Returns the semicolon-delimited string of required attendee names for the meeting appointment. This property only contains the display names for the required attendees. The attendee list should be set by using the **Recipients** collection.

Read/write **String**.

Syntax

objAppointmentItem.**RequiredAttendees**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

Resolve Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthResolveC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthResolveX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthResolveA"}

Attempts to resolve a **Recipient** object against the AddressBook. Returns **True** if the object was resolved, **False** if it was not.

Syntax

objRecipient.**Resolve**

objRecipient Required. An expression that returns a **Recipient** object.

ResolveAll Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthResolveAllC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthResolveAllX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthResolveAllA"}

Attempts to resolve all the **Recipient** objects in the **Recipients** collection against the AddressBook. Returns **True** if all of the objects were resolved, **False** if one or more were not.

Syntax

objRecipient.**ResolveAll**

objRecipient Required. An expression that returns a **Recipient** object.

Resolved Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproResolvedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproResolvedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproResolvedA"}

True if the recipient has been validated against the Address Book.

Read-only **Boolean**.

Syntax

objRecipient.**Resolved**

objRecipient Required. An expression that returns a **Recipient** object.

Resources Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproResourcesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproResourcesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproResourcesA"}

Returns the semicolon-delimited string of resource names for the meeting. This property contains the display names only. The **Recipients** collection should be used to modify the resource recipients. Resources are added as **BCC** recipients to the collection.

Read/write **String**.

Syntax

objAppointmentItem.**Resources**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

ResponseRequested Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproResponseRequestedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproResponseRequestedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproResponseRequestedA"}

True if the sender would like a response to the meeting request for the appointment.

Read/write **Boolean**.

Syntax

objAppointmentItem.**ResponseRequested**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

ResponseStatus Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproResponseStatusC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproResponseStatusX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproResponseStatusA"}

Returns or sets the overall status of the meeting for the current user for the appointment. Can be one of the following **OlResponseStatus** constants: **olResponseAccepted**(3), **olResponseDeclined**(4), **olResponseNone**(0), **olResponseNotResponded**(5), **olResponseOrganized**(1), or **olResponseTentative**(2).

Read/write **Long**.

Syntax

objAppointmentItem.**ResponseStatus**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

ResponseStyle Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproResponseStyleC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproResponseStyleX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproResponseStyleA"}

Returns or sets the response style used when the action is executed. Can be one of the following **OlActionResponseStyle** constants: **olOpen**(0), **olPrompt**(2), or **olSend**(1).

Read/write **Long**.

Syntax

objAction.**ResponseStyle**

objAction Required. An expression that returns an **Action** object.

Save Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthSaveC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthSaveX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthSaveA"}

Saves the Outlook item to the current folder or, if this is a new item, to the Outlook default folder for the item type.

Syntax

object.**Save**

object Required. An expression that returns an Outlook object that belongs to the **Items** collection.

SaveAsFile Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthSaveAsFileC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthSaveAsFileX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthSaveAsFileA"}

Saves the attachment to the specified path.

Syntax

objAttachment.**SaveAsFile**(***Path***)

objAttachment Required. An expression that returns an **Attachment** object.

Path Required **String**. The location at which to save the attachment.

Saved Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSavedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSavedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSavedA"}

True if the Outlook item has not been modified since the last save.

Read-only **Boolean**.

Syntax

object.**Saved**

object Required. An expression that returns an Outlook object that belongs to the **Items** collection.

SaveSentMessageFolder Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSaveSentMessageFolderC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSaveSentMessageFolderX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSaveSentMessageFolderA"}

Returns or sets the **MAPIFolder** object that represents the folder in which a copy of the mail message will be saved upon being sent.

Read/write.

Syntax

objMailItem.**SaveSentMessageFolder**

objMailItem Required. An expression that returns a **MailItem** object.

SchedulePlusPriority Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSchedulePlusPriorityC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSchedulePlusPriorityX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSchedulePlusPriorityA"}

Returns or sets the Microsoft Schedule+ priority for the task. Can be 1 through 9, A through Z, or A1 through Z9. Priority 1 is the highest. The default value is 3.

Read/write **String**.

Syntax

objTaskItem.**SchedulePlusPriority**

objTaskItem Required. An expression that returns a **TaskItem** object.

SelectedMailingAddress Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSelectedMailingAddressC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSelectedMailingAddressX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSelectedMailingAddressA"}

Returns or sets the type of the mailing address for the contact. Can be one of the following **OlMailingAddress** constants: **olBusiness**(2), **olHome**(1), **olNone**(0), or **olOther**(3).

Read/write **Long**.

Syntax

objContactItem.**SelectedMailingAddress**

objContactItem Required. An expression that returns a **ContactItem** object.

Send Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthSendC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthSendX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthSendA"}

Sends the appointment, meeting item, mail message, or task.

Syntax

object.**Send**

object Required. An expression that returns an **AppointmentItem**, **MeetingItem**, **MailItem**, or **TaskItem** object.

SenderName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSenderNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSenderNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSenderNameA"}

Returns the display name of the sender for the mail message, meeting item or post. This property corresponds to the MAPI property PR_SENDER_NAME.

Read-only **String**.

Syntax

object.**SenderName**

object Required. An expression that returns a **MailItem**, **MeetingItem** or **PostItem** object.

Sensitivity Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSensitivityC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSensitivityX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSensitivityA"}

Returns or sets the sensitivity for the Outlook item. Can be one of the following **OlSensitivity** constants: **olConfidential**(3), **olNormal**(0), **olPersonal**(1), or **olPrivate**(2). This property corresponds to the MAPI property PR_SENSITIVITY.

Read/write **Long**.

Syntax

object.**Sensitivity**

object Required. An expression that returns an Outlook object that belongs to the **Items** collection.

SentOn Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSentOnC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSentOnX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSentOnA"}

Returns the date and time on which the mail message, meeting item, or post was sent. This property corresponds to the MAPI property PR_CLIENT_SUBMIT_TIME. When you send a meeting request item using the object's **Send** method, the transport provider sets the **ReceivedTime** and **SentOn** properties for you.

Read-only **Date/Time**.

Syntax

object.**SentOn**

object Required. An expression that returns a **MailItem**, **MeetingItem** or **PostItem** object.

SentOnBehalfOfName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSentOnBehalfOfNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSentOnBehalfOfNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSentOnBehalfOfNameA"}

Returns the display name for the intended sender of the mail message. This property corresponds to the MAPI property PR_SENT_REPRESENTING_NAME.

Read/write **String**.

Syntax

objMailItem.**SentOnBehalfOfName**

objMailItem Required. An expression that returns a **MailItem** object.

ShowFormPage Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthShowFormPageC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthShowFormPageX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthShowFormPageA"}

Shows a form page in the inspector.

Note Using this method and then saving an item will cause the form definition to be saved with the item.

Syntax

objInspector.**ShowFormPage(*PageName*)**

objInspector Required. An expression that returns an **Inspector** object.

PageName Required **String**. The display name of the page to be shown.

ShowOn Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproShowOnC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproShowOnX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproShowOnA"}

Returns or sets the location where the action will be shown. Can be one of the following **OlActionShowOn** constants: **olDontShow**, **olMenu**, or **olMenuAndToolbar**.

Read/write **Long**.

Syntax

objAction.**ShowOn**

objAction Required. An expression that returns an **Action** object.

Size Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSizeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSizeX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSizeA"}

Returns the size (in bytes) of the Outlook item.

Read-only **Long**.

Syntax

object.**Size**

object Required. An expression that returns an Outlook object that belongs to the **Items** collection.

Spouse Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSpouseC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSpouseX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSpouseA"}

Returns or sets the spouse name entry for the contact.

Read/write **String**.

Syntax

objContactItem.**Spouse**

objContactItem Required. An expression that returns a **ContactItem** object.

Start Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproStartC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproStartX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproStartA"}

Returns or sets the starting date and time for the appointment or journal entry.

Read/write **Date**.

Syntax

object.**Start**

object Required. An expression that returns an **AppointmentItem** or **JournalItem** object.

StartDate Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproStartDateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproStartDateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproStartDateA"}

Returns or sets the starting date and time for the task.

Read/write **Date**.

Syntax

objTaskItem.**StartDate**

objTaskItem Required. An expression that returns a **TaskItem** object.

StartTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproStartTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproStartTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproStartTimeA"}

Returns or sets the start time for a given occurrence of the recurrence pattern. This property is only valid for appointments.

Read/write **Date**.

Syntax

objRecurrencePattern.**StartTime**

objRecurrencePattern Required. An expression that returns a **RecurrencePattern** object.

Status Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproStatusC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproStatusX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproStatusA"}

Returns or sets the status for the task. Can be one of the following **OlTaskStatus** constants: **olTaskComplete**(2), **olTaskDeferred**(4), **olTaskInProgress**(1), **olTaskNotStarted**(0), or **olTaskWaiting**(3).

Corresponds to the **Status:** field of a **TaskItem**.

Read/write **Long**.

Syntax

objTaskItem.**Status**

objTaskItem Required. An expression that returns a **TaskItem** object.

StatusOnCompletionRecipients Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproStatusOnCompletionRecipientsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproStatusOnCompletionRecipientsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproStatusOnCompletionRecipientsA"}

Returns the semicolon-delimited string of display names for recipients who will receive status upon completion of the task. This property is calculated from the **Recipients** property. Recipients returned by the **StatusOnCompletionRecipients** property correspond to BCC recipients in the **Recipients** collection.

Read-only **String**.

Syntax

objTaskItem.**StatusOnCompletionRecipients**

objTaskItem Required. An expression that returns a **TaskItem** object.

StatusReport Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthStatusReportC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthStatusReportX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthStatusReportA"}

Sends a status report to all CC recipients (recipients returned by the **StatusUpdateRecipients** property) with the current status for the task.

Syntax

objTaskItem.**StatusReport**

objTaskItem Required. An expression that returns a **TaskItem** object.

StatusUpdateRecipients Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproStatusUpdateRecipientsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproStatusUpdateRecipientsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproStatusUpdateRecipientsA"}

Returns the semicolon-delimited string of display names for recipients who receive status updates for the task. This property is calculated from the **Recipients** property. Recipients returned by the **StatusUpdateRecipients** property correspond to CC recipients in the **Recipients** collection.

Read-only **String**.

Syntax

objTaskItem.**StatusUpdateRecipients**

objTaskItem Required. An expression that returns a **TaskItem** object.

StoreID Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproStoreIDC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproStoreIDX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproStoreIDA"}

Returns or sets the store ID for the folder.

Read-only **String**.

Syntax

objMAPIFolder.**StoreID**

objMAPIFolder Required. An expression that returns a **MAPIFolder** object.

Subject Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSubjectC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSubjectX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSubjectA"}

Returns or sets the subject for the Outlook item. This property corresponds to the MAPI property PR_SUBJECT. The **Subject** property is the default property for Outlook items.

Read/write **String**.

Note For a **NoteItem** object, the **Subject** property is a read-only string that is calculated from the body text of the note.

Syntax

object.**Subject**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

Suffix Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproSuffixC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproSuffixX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproSuffixA"}

Returns or sets the name suffix (such as Jr., III, or Ph.D.) for the contact.

Read/write **String**.

Syntax

objContactItem.**Suffix**

objContactItem Required. An expression that returns a **ContactItem** object.

Note: The **LastName**, **FirstName**, **MiddleName**, and **Suffix** properties are parsed from the **FullName** property.

TeamTask Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTeamTaskC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTeamTaskX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTeamTaskA"}

True if the task is a team task.

Read/write **Boolean**.

Syntax

objTaskItem.**TeamTask**

objTaskItem Required. An expression that returns a **TaskItem** object.

TelexNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTelexNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTelexNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTelexNumberA"}

Returns or sets the telex number for the contact.

Read/write **String**.

Syntax

objContactItem.**TelexNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

Template Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTemplateC"} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTemplate_A;olproTemplaterA"}

Returns or sets the name of the template for the form.

Note This property refers to a Microsoft Word .DOT template file, and so is applicable for forms with **UseWordMail** = True.

Read/write **String**.

Syntax

objFormDescription.**Template**

objFormDescription Required. An expression that returns a **FormDescription** object.

Title Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTitleC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTitleX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTitleA"}

Returns or sets the title for the contact.

Read/write **String**.

Syntax

objContactItem.**Title**

objContactItem Required. An expression that returns a **ContactItem** object.

To Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproToC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproToX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproToA"}

Returns the semicolon-delimited list of display names for the To recipients for the Outlook item. This property contains the display names only. The **To** property corresponds to the MAPI property PR_DISPLAY_TO. The **Recipients** collection should be used to modify this property.

Read-only **String**.

Syntax

objMailItem.**To**

objMailItem Required. An expression that returns a **MailItem** object.

Top Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTopC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTopX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTopA"}

Returns or sets the position (in pixels) of the top horizontal edge of the note from the edge of the screen.

Read/write **Long**.

Syntax

objNoteItem.**Top**

objNoteItem Required. An expression that returns a **NoteItem** object.

TotalWork Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTotalWorkC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTotalWorkX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTotalWorkA"}

Returns or sets the total work for the task.

Corresponds to the **Total work:** field on the **Details** page of a **TaskItem**.

Read/write **Long**.

Syntax

objTaskItem.**TotalWork**

objTaskItem Required. An expression that returns a **TaskItem** object.

TrackingStatus Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTrackingStatusC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTrackingStatusX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTrackingStatusA"}

Returns or sets the tracking status for the recipient. Can be one of the following **OlTrackingStatus** constants: **olTrackingDelivered**(1), **olTrackingNone**(0), **olTrackingNotDelivered**(2), **olTrackingNotRead**(3), **olTrackingRead**(6), **olTrackingRecallFailure**(4), **olTrackingRecallSuccess**(5), or **olTrackingReplied**(7).

Read/write **Long**.

Syntax

objRecipient.**TrackingStatus**

objRecipient Required. An expression that returns a **Recipient** object.

TrackingStatusTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTrackingStatusTimeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTrackingStatusTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTrackingStatusTimeA"}

Returns or sets the tracking status date and time for the recipient.

Read/write **Date**.

Syntax

objRecipient.**TrackingStatusTime**

objRecipient Required. An expression that returns a **Recipient** object.

TransferSize Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTransferSizeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTransferSizeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTransferSizeA"}

Returns the transfer size (in bytes) for the remote item.

Read-only **Long**.

Syntax

objRemoteItem.**TransferSize**

objRemoteItem Required. An expression that returns a **RemoteItem** object.

TransferTime Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTransferTime_C;olproTransferTmeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTransferTimeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTransferTimeA"}

Returns the transfer time (in seconds) for the remote item.

Read-only **Long**.

Syntax

objRemoteItem.**TransferTime**

objRemoteItem Required. An expression that returns a **RemoteItem** object.

TTYTDDTelephoneNumber Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTTYTDDTelephoneNumberC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTTYTDDTelephoneNumberX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTTYTDDTelephoneNumberA"}

Returns or sets the TTY/TDD telephone number for the contact.

Read/write **String**.

Syntax

objContactItem.**TTYTDDTelephoneNumber**

objContactItem Required. An expression that returns a **ContactItem** object.

Type Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproTypeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproTypeX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproTypeA"}

Returns or sets the type of the object, as shown in the following table.

Object	Type
AddressEntry	The type of entry for this address such as an Internet Address, MacMail Address, or Microsoft Mail Address. Read/write **String**.
Attachment	Can be one of the following **OlAttachmentType** constants: **olByReference**(4), **olByValue**(1), **olEmbeddedItem**(5), or **olOLE**(6). Read-only **Long**.
JournalItem	A free-form string field, usually containing the display name of the journalizing application (for example, "MSWord"). Read/write **String**.
NameSpace	The only supported type is "MAPI." Read-only **String**.
Recipient (of **JournalItem**)	The **OlJournalRecipientType** constant: **olAssociatedContact**(1). Read/write **Long**.
Recipient (of **MailItem**)	Can be one of the following **OlMailRecipientType** constants: **olBCC**(3), **olCC**(2), **olOriginator**(0), or **olTo**(1). Read/write **Long**.
Recipient (of **MeetingItem**)	Can be one of the following **OlMeetingRecipientType** constants: **olOptional**(2), **olOrganizer**(0), **olRequired**(1), or **olResource**(3). Read/write **Long**.
Recipient (of **TaskItem**)	Can be either of the following **OlTaskRecipientType** constants: **olFinalStatus**(3), or **olUpdate**(2). Read/write **Long**.
UserProperty	Can be one of the following **OlUserPropertyType** constants: **olCombination**(19), **olCurrency**(14), **olDateTime**(5), **olDuration**(7), **olFormula**(18), **olKeywords**(11), **olNumber**(3), **olPercent**(12), **olText**(1), or **olYesNo**(6). Read-only **Long**.

UnRead Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproUnReadC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproUnReadX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproUnReadA"}

True if the Outlook item has not been opened (read).

Read/write **Boolean**.

Syntax

object.**UnRead**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

UnReadItemCount Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproUnReadItemCountC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproUnReadItemCountX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproUnReadItemCountA"}

Returns the number of unread items in the folder.

Read-only **Long**.

Syntax

objMAPIFolder.**UnReadItemCount**

objMAPIFolder Required. An expression that returns a **MAPIFolder** object.

User1 Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproUser1C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproUser1X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproUser1A"}

Returns or sets the first Microsoft Schedule+ user for the contact.

Read/write **String**.

Syntax

objContactItem.**User1**

objContactItem Required. An expression that returns a **ContactItem** object.

User2 Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproUser2C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproUser2X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproUser2A"}

Returns or sets the second Microsoft Schedule+ user for the contact.

Read/write **String**.

Syntax

objContactItem.**User2**

objContactItem Required. An expression that returns a **ContactItem** object.

User3 Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproUser3C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproUser3X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproUser3A"}

Returns or sets the third Microsoft Schedule+ user for the contact.

Read/write **String**.

Syntax

objContactItem.**User3**

objContactItem Required. An expression that returns a **ContactItem** object.

User4 Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproUser4C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproUser4X":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproUser4A"}

Returns or sets the fourth Microsoft Schedule+ user for the contact.

Read/write **String**.

Syntax

objContactItem.**User4**

objContactItem Required. An expression that returns a **ContactItem** object.

UserProperties Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproUserPropertiesC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproUserPropertiesX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproUserPropertiesA"}

Returns the **UserProperties** collection that represents all the user properties for the Outlook item.

Read-only.

Syntax

object.**UserProperties**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

UseWordMail Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproUnReadC;olproUseWordMail_C"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproUseWordMailX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproUseWordMailA"}

True to use Microsoft Word as the default editor for the form.

Read/write **Boolean**.

Syntax

objFormDescription.**UseWordMail**

objFormDescription Required. An expression that returns a **FormDescription** object.

ValidationFormula Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproValidationFormulaC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproValidationFormulaX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproValidationFormulaA"}

Returns or sets the validation formula for the user property. This property is just a descriptive string; it does not have any validation functionality.

Read/write **String**.

Syntax

objUserProperty.**ValidationFormula**

objUserProperty Required. An expression that returns a **UserProperty** object.

ValidationText Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproValidationTextC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproValidationTextX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproValidationTextA"}

Returns or sets the validation text for the user property.

Read/write **String**.

Syntax

objUserProperty.**ValidationText**

objUserProperty Required. An expression that returns a **UserProperty** object.

Value Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproValueC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproValueX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproValueA"}

Returns or sets the value for the user property.

Read/write **Variant**.

Syntax

objUserProperty.**Value**

objUserProperty Required. An expression that returns a **UserProperty** object.

Actions Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproActionsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproActionsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproActionsA"}

Returns an **Actions** collection that represents all the available actions for the Outlook item.

Read-only.

Syntax

object.**Actions**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

Version Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproVersionC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproVersionX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproVersion_A;olproVersionrA"}

Returns or sets the number of the version.

Read/write **String**.

Syntax

objFormDescription.**Version**

objFormDescription Required. An expression that returns a **FormDescription** object.

VotingOptions Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproVotingOptionsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproVotingOptionsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproVotingOptionsA"}

Returns or sets a delimited string containing the voting options for the mail message.

Read/write **String**.

Syntax

objMailItem.**VotingOptions**

objMailItem Required. An expression that returns a **MailItem** object.

VotingResponse Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproVotingResponseC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproVotingResponseX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproVotingResponseA"}

Returns or sets the voting response for the mail message. This property is usually set to one of the delimited values returned by the **VotingOptions** property on a reply to the original message.

Read/write **String**.

Syntax

objMailItem.**VotingResponse**

objMailItem Required. An expression that returns a **MailItem** object.

WebPage Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproWebPageC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproWebPageX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproWebPageA"}

Returns or sets the URL of the Web page for the contact.

Read/write **String**.

Syntax

objContactItem.**WebPage**

objContactItem Required. An expression that returns a **ContactItem** object.

Width Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproWidthC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproWidthX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproWidthA"}

Returns or sets the width (in pixels) for the note.

Read/write **Long**.

Syntax

objNoteItem.**Width**

objNoteItem Required. An expression that returns a **NoteItem** object.

YomiCompanyName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproYomiCompanyNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproYomiCompanyNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproYomiCompanyNameA"}

Returns or sets the Japanese phonetic rendering (yomigana) of the company name for the contact.

Read/write **String**.

Syntax

objContactItem.**YomiCompanyName**

objContactItem Required. An expression that returns a **ContactItem** object.

YomiFirstName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproYomiFirstNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproYomiFirstNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproYomiFirstNameA"}

Returns or sets the Japanese phonetic rendering (yomigana) of the first name for the contact.

Read/write **String**.

Syntax

objContactItem.**YomiFirstName**

objContactItem Required. An expression that returns a **ContactItem** object.

YomiLastName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproYomiLastNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproYomiLastNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproYomiLastNameA"}

Returns or sets the Japanese phonetic rendering (yomigana) of the last name for the contact.

Read/write **String**.

Syntax

objContactItem.**YomiLastName**

objContactItem Required. An expression that returns a **ContactItem** object.

FormDescription Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjFormDescriptionC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjFormDescriptionP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjFormDescriptionM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjFormDescriptionE"}

Contains the general properties of an Outlook form. The properties of an Outlook form are displayed on the **Properties** page of a form in design mode.

To see the **Properties** page in design mode, open the Outlook item, select **Forms** on the **Tools** menu, click **Design This Form**, and then click the **Properties** tab in the item's window.

Using the FormDescription Object

Use the **FormDescription** property to return the **FormDescription** object associated with an Outlook item.

PostItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjMailItemC;olobjPostItem_C"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjPostItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjPostItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjPostItemE"}

Represents a post in a public folder that others may browse. Unlike a **MailItem** object, a **PostItem** object is not sent to a recipient. You use the **Post** method, which is analogous to the **Send** method for the **MailItem** object, to save the **PostItem** to the target public folder instead of mailing it.

Using the PostItem Object

Use the **CreateItem** method to create a **PostItem** object that represents a new post. The following example returns a new post.

```
Set myItem = myOlApp.CreateItem(olPostItem)
```

Use **Items**(*index*), where *index* is the index number of a post or a value used to match the default property of a post, to return a single **PostItem** object from a public folder.

RemoteItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjFormDescriptionC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjRemoteItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjRemoteItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjRemoteItemE"}

Represents a remote item in an Inbox (mail) folder. The **RemoteItem** object is similar to the **MailItem** object, but it contains only the Subject, Received Date and Time, Sender, Size and the first 256 characters of the body of the message. It is used to give someone connecting in remote mode enough information to decide whether or not to download the corresponding mail message.

Using the RemoteItem Object

Unlike other Outlook objects, you cannot create this object. Remote items are created by Outlook automatically when you use a Remote Access System (RAS) connection. Each **RemoteItem** created on the local system corresponds to a pre-existing **MailItem** on the remote system.

ReportItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjReportItemC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjReportItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjReportItemM"}

Represents a mail-delivery report in an Inbox (mail) folder. The **ReportItem** object is similar to a **MailItem** object, and it contains a report (usually the non-delivery report) or error message from the mail transport system.

Using the ReportItem Object

Unlike other Outlook objects, you cannot create this object. Report items are created automatically when any report or error in general is received from the mail transport system.

Assign Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthAssignC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthAssignX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthAssignA"}

Assigns a task and returns a **TaskItem** object that represents it. This method allows a task to be assigned (delegated) to another user. You must create a task before you can assign it, and you must assign a task before you can send it. An assigned task is sent as a **TaskRequestItem** object.

Syntax

objTaskItem.**Assign**

objTaskItem Required. An expression that returns a **TaskItem** object.

CancelResponseState Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthCancelResponseStateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthCancelResponseStateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthCancelResponseStateA"}

Resets an unsent response to a task request back to a simple task. After you receive a task request and respond to it, but before sending the response, you can use this method to revert the task to its state before you responded.

Syntax

objTaskItem.**CancelResponseState**

objTaskItem Required. An expression that returns a **TaskItem** object.

ClearConversationIndex Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthClearConversationIndexC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthClearConversationIndexX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthClearConversationIndexA"}

Clears the index of the conversation thread for the mail message or post.

Syntax

object.**ClearConversationIndex**

object Required. An expression that returns a **MailItem** or **PostItem** object.

Close Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthCloseC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthCloseX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthCloseA"}

For the **Explorer** object, the **Close** method closes the explorer. No information is saved.

Syntax 1

objExplorer.**Close**

objExplorer Required. An expression that returns an **Explorer** object.

For an **Inspector** or Outlook item object, the **Close** method closes the inspector or item and optionally saves changes to the displayed Outlook item.

Syntax 2

object.**Close(*SaveMode*)**

object Required. An expression that returns an **Inspector** or Outlook item object.

SaveMode Required **Long**. The close behavior. Can be one of the following **OlInspectorClose** constants: **olDiscard**(1) (discard all changes without prompting), **olPromptForSave**(2) (prompt to save or discard all changes), or **olSave**(0) (save all changes without prompting). If the item displayed within the inspector has not been changed, this argument has no effect.

Post Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthPostC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthPostX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthPostA"}

Sends (posts) the **PostItem** object. The **Post** method, which is analogous to the **Send** method for the **MailItem** object, is used to save the post to the target public folder instead of mailing it.

Syntax

objPostItem.**Post**

objPostItem Required. An expression that returns a **PostItem** object.

PublishForm Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthPublishFormC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthPublishFormX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthPublishFormA"}

Saves the definition of the **FormDescription** object in the specified form registry.

Forms are registered as one of three classes: Folder, Organization, or Personal. The Folder form registry holds a set of forms that are only accessible from that specific folder, whether public or private. The Organization form registry holds forms that are shared across an entire enterprise and thus are accessible to everyone. The Personal form registry holds forms that are accessible only to the current store user.

Note The **Name** property must be set before you can use the **PublishForm** method.

Syntax

objFormDescription.**PublishForm(*Registry,* [*Folder*])**

objFormDescription Required. An expression that returns a **FormDescription** object.

Registry Required **Long**. The form class. Can be one of the following **OlFormRegistry** constants: **olDefaultRegistry**(0), **olFolderRegistry**(3), **olOrganizationRegistry**(4), or **olPersonalRegistry**(2). Use **olDefaultRegistry** to handle items without regard to their form class.

Folder Optional except with **olFolderRegistry**. Expression that returns a **MAPIFolder** object. Used only with Folder form registry. The folder object from which the forms must be accessed.

Quit Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthQuitC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthQuitX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthQuitA"}

Closes all currently open windows. The associated Outlook session is closed completely: the user is logged out of the messaging system and any changes to items not already saved are discarded.

Syntax

objApplication.**Quit**

objApplication Required. An expression that returns an **Application** object.

SaveAs Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthSaveAsC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthSaveAsX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthSaveAsA"}

Saves the Outlook item to the specified path and in the format of the specified file type. If the file type is not specified, the MSG format is used.

Syntax

object.**SaveAs(*Path,* [*Type*])**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

Path Required **String**. The path on which to save the item.

Type Optional **Variant**. The file type to save. Can be one of the following **OlSaveAsType** constants: **olDoc**(4), **olHTML**(5)**, olMSG**(3), **olRTF**(1), **olTemplate**(2), **olTXT**(0), **olVCal**(7), or **VCard**(6).

SetCurrentFormPage Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthSetCurrentFormPageC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthSetCurrentFormPageX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthSetCurrentFormPageA"}

Displays the specified form page in the inspector.

Syntax

objInspector.**SetCurrentFormPage(*PageName*)**

objInspector Required. An expression that returns an **Inspector** object.

PageName Required **String**. The display name of the form page.

SkipRecurrence Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthSkipRecurrenceC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthSkipRecurrenceX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthSkipRecurrenceA"}

Clears the current instance of a recurring task and sets the recurrence to the next instance of that task.

Syntax

objTaskItem.**SkipRecurrence**

objTaskItem Required. An expression that returns a **TaskItem** object.

StartTimer Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthStartTimerC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthStartTimerX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthStartTimerA"}

Starts the timer on the journal entry. This method allows programmatic control of the timer function. The **Duration**, **End** and **Start** properties are automatically updated when the timer is stopped.

Syntax

objJournalItem.**StartTimer**

objJournalItem Required. An expression that returns a **JournalItem** object.

StopTimer Method

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olmthStopTimerC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olmthStopTimerX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olmthStopTimerA"}

Stops the timer on the journal entry. This method allows programmatic control of the timer function. The **Duration**, **End** and **Start** properties are automatically updated when the timer is stopped.

Syntax

objJournalItem.**StopTimer**

objJournalItem Required. An expression that returns a **JournalItem** object.

AutoForwarded Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproAutoForwardedC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproAutoForwardedX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproAutoForwardedA"}

True if the mail message was automatically forwarded.

Read/write **Boolean**.

Syntax

objMailItem.**AutoForwarded**

objMailItem Required. An expression that returns a **MailItem** object.

FileName Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproFileNameC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproFileNameX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproFileNameA"}

Returns the file name of the attachment. Use this property in conjunction with the **PathName** property.

Read-only **String**.

Syntax

objAttachment.**FileName**

objAttachment Required. An expression that returns an **Attachment** object.

Location Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproLocationC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproLocationX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproLocationA"}

Returns or sets the specific office location (for example, Building 1 Room 1 or Suite 123) for the appointment. This property corresponds to the MAPI property PR_OFFICE_LOCATION.

Read/write **String**.

Syntax

objAppointmentItem.**Location**

objAppointmentItem Required. An expression that returns an **AppointmentItem** object.

MeetingResponseStatus Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproMeetingResponseStatusC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproMeetingResponseStatusX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproMeetingResponseStatusA"}

Returns the overall status of the response to the meeting request for the recipient. Can be one of the following **OlResponseStatus** constants: **olResponseAccepted**(3), **olResponseDeclined**(4), **olResponseNone**(0), **olResponseNotResponded**(5), **olResponseOrganized**(1), or **olResponseTentative**(2).

Read-only **Long**.

Syntax

objRecipient.**MeetingResponseStatus**

objRecipient Required. An expression that returns a **Recipient** object.

OfficeLocation Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOfficeLocationC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOfficeLocationX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOfficeLocationA"}

Returns or sets the specific office location (for example, Building 1 Room 1 or Suite 123) for the contact. This property corresponds to the MAPI property PR_OFFICE_LOCATION.

Read/write **String**.

Syntax

objContactItem.**OfficeLocation**

objContactItem Required. An expression that returns a **ContactItem** object.

OutlookInternalVersion Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOutlookVersionC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOutlookInternalVersionX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOutlookInternalVersionA"}

Returns the build number of the Outlook application for an Outlook item.

Read-only **Long**.

Syntax

object.**OutlookInternalVersion**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

OutlookVersion Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproOutlookVersionC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproOutlookVersionX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproOutlookVersionA"}

Returns the major and minor version number of the Outlook application for an Outlook item.

Read-only **String**.

Syntax

object.**OutlookVersion**

object Required. An expression that returns an Outlook object that is listed in the "Applies To" list.

ResponseState Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproResponseStateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproResponseStateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproResponseStateA"}

Returns or sets the overall status of the response to the task request. Can be one of the following **OlTaskResponse** constants: **olTaskAccept**(2), **olTaskAssign**(1), **olTaskDecline**(3), or **olTaskSimple**(0).

Read-only **Long**.

Syntax

objTaskItem.**ResponseState**

objTaskItem Required. An expression that returns a **TaskItem** object.

Role Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproRoleC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproRoleX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproRoleA"}

Returns or sets the free-form text string associating the owner of a task with a role for the task.

Read/write **String**.

Syntax

objTaskItem.**Role**

objTaskItem Required. An expression that returns a **TaskItem** object.

UserCertificate Property

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olproUserCertificateC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olproUserCertificateX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olproUserCertificateA"}

Returns or sets the string containing the user's authentication certificate for the contact.

Read/write **String**.

Syntax

objContactItem.**UserCertificate**

objContactItem Required. An expression that returns a **ContactItem** object.

Close Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtCloseC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtCloseX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtCloseA"}

Occurs when the **Inspector** associated with an Outlook item is being closed. If you set the return value of this function to **False**, the close operation isn't completed and the inspector is left open.

Syntax

Function Item_Close()

Close Event Example

This example tests for the **Close** event and if the item has not been **Saved**, it uses the **Save** method to save the item without prompting the user.

```
Function Item_Close()
    If not Item.Saved Then
        Item.Save
    End If
End Function
```

CustomAction Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtCustomActionC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtCustomActionX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtCustomActionA"}

Occurs when a custom action of an Outlook item executes. The **Action** object and the newly-created item resulting from the custom action are passed to the event.

Note If you set the return value of this function to **False**, the custom action is not completed.

Syntax

Function Item_CustomAction(*Action* **As Object,** *Response* **As Object)**

Action Required. The **Action** object that was executed.

Response Required. The new item created in response to executing the custom action.

CustomAction Event Example

This example uses the **CustomAction** event to set a property on the response item.

```
Function Item_CustomAction(ByVal myAction, ByVal myResponse)
    Select Case myAction.Name
        Case "Action1"
            myResponse.Subject = "Changed by VB Script"
        Case Else
    End Select
End Function
```

CustomPropertyChange Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtCustomPropertyChangeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtCustomPropertyChangeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtCustomPropertyChangeA"}

Occurs when a custom property of an Outlook item is changed. The property name is passed to the procedure so that you can determine which custom property changed.

Syntax

Sub Item_CustomPropertyChange(*Name* **As String)**

Name Required. The name of the custom property that was changed.

CustomPropertyChange Event Example

This VBScript example uses the **CustomPropertyChange** event to enable a control when a Boolean field is set to **True**.

For this example, create two custom fields on the second page of a form. The first, a Boolean field, is named "RespondBy". The second field is named "DateToRespond".

For more information about creating new fields, click here

```
Sub Item_CustomPropertyChange(ByVal myPropName)
    Select Case myPropName
        Case "RespondBy"
            Set myPages = Item.GetInspector.ModifiedFormPages
            Set myCtrl = myPages("P.2").Controls("DateToRespond")
            If Item.UserProperties("RespondBy").Value Then
                myCtrl.Enabled = True
                myCtrl.Backcolor = 1
            Else
                myCtrl.Enabled = False
                myCtrl.Backcolor = 0
            End If
        Case Else
    End Select
End Sub
```

Forward Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtForwardC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtForwardX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtForwardA"}

Occurs when the user selects the **Forward** action for an Outlook item.

Note If you set the return value of this function to **False**, the **Forward** action is not completed and the new item is not displayed.

Syntax

Function Item_Forward(*Response* **As Object)**

Response Required. The item created in response to the event.

Forward Event Example

This example uses the **Forward** event to disable forwarding on an item by setting the return value to **False** and displays a message that the item may not be forwarded.

```
Function Item_Forward(ByVal myForwardItem)
    MsgBox "You may not forward this message!"
    Item_Forward = False
End Function
```

Open Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtOpenC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtOpenX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtOpenA"}

Occurs when an Outlook item is being opened in an **Inspector**. When this event occurs, the **Inspector** object is initialized but not yet displayed. If you set the return value of this function to **False**, the open operation is not completed and the inspector is not displayed. The **Open** event differs from the **Read** event in that **Read** occurs whenever the user selects the item in a view that supports in-cell editing as well as when the item is being opened in an **Inspector**.

Syntax

Function Item_Open()

Open Event Example

This VBScript example uses the **Open** event to display the "All Fields" page every time the item is opened.

```
Function Item_Open()
    Item.GetInspector.SetCurrentFormPage "All Fields"
End Function
```

PropertyChange Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevt PropertyChangeC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtPropertyChangeX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtCustomPropertyChangeA"}

Occurs when a standard property (for example, Subject or To) of an Outlook item is changed. The property name is passed to the event so that you can determine which property was changed.

Syntax

Sub Item_PropertyChange(*Name* **As String)**

Name Required. The name of the property that was changed.

PropertyChange Event Example

This example uses the **PropertyChange** event to disable the setting of a reminder on an item.

```
Sub Item_PropertyChange(ByVal myPropertyName)
    Select Case myPropertyName
        Case "ReminderSet"
            MsgBox "You may not set a reminder on this item!"
            Item.ReminderSet = False
        Case Else
    End Select
End Sub
```

Read Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtReadC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtReadX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtReadA"}

Occurs when an existing Outlook item is opened for editing by the user. The **Read** event differs from the **Open** event in that **Read** occurs whenever the user selects the item in a view that supports in-cell editing as well as when the item is being opened in an **Inspector**.

Syntax

Sub Item_Read()

Read Event Example

This VBScript example uses the **Read** event to increment a counter that tracks how often an item is read.

```
Sub Item_Read()
    Set myProperty = Item.UserProperties("ReadCount")
    myProperty.Value = myProperty.Value + 1
    Item.Save
End Sub
```

Reply Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtReplyC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtReplyX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtReplyA"}

Occurs when the user selects the **Reply** action for an Outlook item.

Note If you set the return value of this function to **False**, the **Reply** action is not completed and the new item is not displayed.

Syntax

Function Item_Reply(*Response* **As Object)**

Response Required. The item created in response to the event.

Reply Event Example

This VBScript example uses the **Reply** event and sets the Sent Items folder for the reply item to the folder in which the original item resides.

```
Function Item_Reply(ByVal myResponse)
    Set myResponse.SaveSentMessageFolder = Item.Parent
End Function
```

ReplyAll Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtReplyAllC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtReplyAllX":1} {ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtReplyAllA"}

Occurs when the user selects the **ReplyAll** action for an Outlook item.

Note If you set the return value of this function to **False**, the **ReplyAll** action is not completed and the new item is not displayed.

Syntax

Function Item_ReplyAll(*Response* **As Object)**

Response Required. The item created in response to the event.

ReplyAll Event Example

This VBScript example uses the **ReplyAll** event and reminds the user that proceeding will reply to all original recipients of an item and, depending on the user's response, either allows the action to continue or stops it.

```
Function Item_ReplyAll(ByVal myResponse)
    myMsg = "Do you really want to reply to all original recipients?"
myResult = MsgBox(myMsg, 289, "Flame Protector")
    If myResult = 1 Then
        Item_ReplyAll = True
    Else
        Item_ReplyAll = False
    End If
End Function
```

Send Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtSendC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtSendX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtSendA"}

Occurs when the user selects the **Send** action for an Outlook item.

Note If you set the return value of this function to **False**, the **Send** action is not completed and the item's **Inspector** is left open.

Syntax

Function Item_Send()

Send Event Example

This VBScript example uses the **Send** event and sends an item with an automatic expiration date of one week.

```
Function Item_Send()
    Item.ExpiryTime = Date + 7
End Function
```

Write Event

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olevtWriteC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olevtWriteX":1}
{ewc HLP95EN.DLL,DYNALINK,"Applies To":"olevtWriteA"}

Occurs when an Outlook item is saved, either explicitly (for example, using the **Save** or **SaveAs** methods) or implicitly (for example, in response to a prompt when closing the item's inspector).

Note If you set the return value of this function to **False**, the save operation is not completed.

Syntax

Function Item_Write()

Write Event Example

This VBScript example uses the **Write** event and warns the user that the item is about to be saved and will overwrite any existing item and, depending on the user's response, either allows the operation to continue or stops it.

```
Function Item_Write()
    myMsg = "The item is about to be saved. Do you wish to overwrite the
existing item?"
   myResult = MsgBox(myMsg, 289, "Save")
    If myResult = 1 Then
        Item_Write = True
    Else
        Item_Write = False
    End If
End Function
```

Assign Method Example

This VBA example uses **CreateItem** to create a simple task and delegate it as a task request to another user.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olTaskItem)
myItem.Assign
Set myDelegate = myItem.Recipients.Add("April LaMonte")
myItem.Subject = "Prepare Agenda For Meeting"
myItem.DueDate = #9/20/97#
myItem.Send
```

Close Method Example

This VBA example uses **CreateItem** to open a mail message, adds a recipient to it to introduce a change, then uses the **Close** method to close the item and prompt the user to save changes.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
myItem.Recipients.Add "David Goodhand"
myItem.Close olPromptForSave
```

CreateItemFromTemplate Method Example

This VBA example uses **CreateItemFromTemplate** to create a new item from the Outlook Mail template and then displays it.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItemFromTemplate("C:\Program
    Files\Microsoft Office\Templates\Outlook\Mail.oft")
myItem.Display
```

HideFormPage Method Example

This VBA example uses **HideFormPage** to hide the "General" page of a newly-created **ContactItem** and then displays the item.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
Set myPages = myItem.GetInspector.ModifiedFormPages
Set myPage = myPages.Add("General")
Set myInspector = myOlApp.ActiveInspector
myInspector.HideFormPage("General")
myItem.Display
```

IncludeRecurrences Property Example

This VBA example uses **IncludeRecurrences** to demonstrate how to return a specific instance of a recurring appointment. In this example, the fifth occurrence of the series of appointments with the subject "Weekly Meeting" will be returned.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItems = myOlApp.ActiveExplorer.CurrentFolder.Items
Set myItems = myItems.Restrict("[Subject] = 'Weekly Meeting'")
myItems.Sort "[Start]"
myItems.IncludeRecurrences = True
MsgBox "The fifth instance of the recurring appointment _
    occurs on:" & myItems.Item(5).Start
```

Logon Method Example

This VBA example uses the **Logon** method to log on to a new session, displaying the dialog box to verify the profile name and password.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
myNameSpace.Logon "myProfile", "myPassword", True, True
```

MeetingStatus Property Example

This VBA example uses **CreateItem** to create an appointment and uses **MeetingStatus** to set the meeting status to "Meeting" to turn it into a meeting request with both a required and an optional attendee.

```
Set myItem = myOlApp.CreateItem(olAppointmentItem)
Set myItem.MeetingStatus = olMeeting
myItem.Subject = "Strategy Meeting"
myItem.Location = "Conference Room B"
myItem.Start = #9/24/97 1:30:00 PM#
myItem.Duration = 90
Set myRequiredAttendee = myItem.Recipients.Add("Nate _
    Sun")
myRequiredAttendee.Type = olRequired
Set myOptionalAttendee = myItem.Recipients.Add("Kevin _
    Kennedy")
myOptionalAttendee.Type = olOptional
Set myResourceAttendee = _
    myItem.Recipients.Add("Conference Room B")
myResourceAttendee.Type = olResource
myItem.Send
```

Move Method Example

This VBA example uses **GetDefaultFolder** to return the **MAPIFolder** object that represents the default folder. It then uses the **Find** and **FindNext** methods to find all messages sent by Mike Nash and uses the **Move** method to move all mail messages sent by Mike Nash from the default Inbox folder to the Personal Mail folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myInbox = myOlApp.GetDefaultFolder(olFolderInbox)
Set myItems = myInbox.Items
Set myDestFolder = myInbox.Folders("Personal Mail")
Set myItem = myItems.Find("[SenderName] = 'Mike Nash'")
While TypeName(myItem) <> "Nothing"
    myItem.Move myDestFolder
    Set myItem = myItems.FindNext
Wend
```

PublishForm Method Example

This VBA example creates a contact, obtains its **FormDescription** object, and saves it in the Folder form registry of the default Contacts folder.

Note The **PublishForm** method will return an error if the caption (**Name**) for the form is not set first.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = _
    myNameSpace.GetDefaultFolder(olFolderContacts)
Set myItem = myOlApp.CreateItem(olContactItem)
Set myForm = myItem.FormDescription
myForm.Name = "My Contact"
myForm.PublishForm olFolderRegistry, myFolder
```

This VBA example creates an appointment, obtains its **FormDescription** object, and saves it in the user's Personal form registry.

To view the form after you have published it, go to **Choose Form** in the **File**, **New** menu and choose **Personal Forms Library** in the **Look In:** box. You can double-click on your new form, "Interview Scheduler" in the list.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olAppointmentItem)
Set myForm = myItem.FormDescription
myForm.Name = "Interview Scheduler"
myForm.PublishForm olPersonalRegistry
```

Remove Method Example

This VBA example uses the **Remove** method to remove all attachments from a forwarded message before sending it on to John Y. Chen.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.ActiveInspector.CurrentItem.Forward
Set myAttachments = myItem.Attachments
While myAttachments.Count > 0
    myAttachments.Remove 1
Wend
myItem.Recipients.Add "John Y. Chen"
myItem.Send
```

Resolve Method Example

This VBA example uses the **Resolve** method to attempt to resolve a recipient and, if unsuccessful, displays the item so a user can resolve it manually.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add("Tim O'Brien")
If Not myRecipient.Resolve Then myItem.Display
```

ResolveAll Method Example

This VBA example uses the **ResolveAll** method to attempt to resolve all recipients and, if unsuccessful, displays a message box for each unresolved recipient.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipients = myItem.Recipients
myRecipients.Add("Aaron Con")
myRecipients.Add("Viki Parrott")
myRecipients.Add("Jeffrey Weems")
If Not myRecipients.ResolveAll Then
    For Each myRecipient In myRecipients
        If Not myRecipient.Resolved Then
            MsgBox myRecipient.Name
        End If
     Next
End If
```

Restrict Method Example

This VBA example uses the **Restrict** method to get all Inbox items dealing with Project X and moves them to the Project X folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder =  _
    myNameSpace.GetDefaultFolder(olFolderInbox)
Set my Items = myFolder.Items
Set myRestrictItems = myItems.Restrict("[Categories] = _
    'Project X'")
For Each myItem In myRestrictItems
    myItem.Move myFolder.Folders("Project X")
Next
```

This VBA example uses the **Restrict** method to apply a filter to the Contact items based on the item's **LastModificationTime** property.

```
Public Sub ContactDateCheck()
   Set myOlApp = CreateObject("Outlook.Application")
   Set myNameSpace = myOlApp.GetNamespace("MAPI")
   Set myContacts = myNameSpace.GetDefaultFolder(olFolderContacts).Items
   Set myItems = myContacts.Restrict("[LastModificationTime] > '05/15/97'")
   For Each myItem In myItems
       MsgBox myItem.FullName & ": " & MyItem.LastModificationTime
   Next
End Sub
```

The following VBA example is the same as the example above, except that it demonstrates the use of a variable in the filter.

```
Public Sub ContactDateCheck()
   Set myOlApp = CreateObject("Outlook.Application")
   Set myNameSpace = myOlApp.GetNamespace("MAPI")
   Set myContacts = myNameSpace.GetDefaultFolder(olFolderContacts).Items
   DateStart = #6/11/97#
   DateToCheck$ = "[LastModificationTime] >= """ & DateStart & """"
   Set myRestrictItems = myContacts.Restrict(DateToCheck$)
   For Each myItem In myRestrictItems
      MsgBox myItem.FullName & ": " & MyItem.LastModificationTime
   Next
End Sub
```

SaveAs Method Example

This VBA example uses the **SaveAs** method to save the currently open item as a text file in the My Documents folder, using the subject as the file name.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.ActiveInspector.CurrentItem
myItem.SaveAs "C:\My Documents\" & myItem.Subject & _
    ".txt", olTXT
```

SaveAsFile Method Example

This VBA example uses the **SaveAsFile** method to save the first attachment of the currently open item as a file in the My Documents folder, using the attachment's display name as the file name.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.ActiveInspector.CurrentItem
Set myAttachments = myItem.Attachments
myAttachments.Item(1).SaveAsFile "C:\My Documents\" & _
    myAttachments.Item(1).DisplayName
```

ShowFormPage Method Example

This VBA example uses the **ShowFormPage** method to show the All Fields page of the currently open item. If there is no currently open item, a message box will inform the user.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myInspector = myOlApp.ActiveInspector
On Error GoTo ErrorHandler
myInspector.ShowFormPage("All Fields")
Set myItem = myInspector.CurrentItem
myItem.Display
Exit Sub
ErrorHandler:
   MsgBox "No current item to display!"
```

StatusReport Method Example

This VBA example uses the **StatusReport** method to report the status of the currently open task.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myTask = myOlApp.ActiveInspector.CurrentItem
Set myReport = myTask.StatusReport
myReport.Send
```

Application Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjApplicationC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjApplicationP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjApplicationM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjApplicationE"}

Represents the entire Microsoft Outlook application. This is the only object in the hierarchy that can be returned by using the **CreateObject** method or the intrinsic Visual Basic **GetObject** function.

The Outlook **Application** object has several purposes:

- As the root object, it allows access to other objects in the Outlook hierarchy.
- It allows direct access to a new item created by using **CreateItem**, without having to traverse the object hierarchy.
- It allows access to the active interface objects (the explorer and the inspector)

Using the Application Object

When you use Automation to control Microsoft Outlook from another application, you use the **CreateObject** method to create an Outlook **Application** object.

The following VBA example starts Microsoft Outlook (if it's not already running) and opens the default Inbox folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder= _
    myNameSpace.GetDefaultFolder(olFolderInbox)
myFolder.Display
```

The following VBA example uses the **Application** object to create and open a new contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
myItem.Display
```

Action Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjActionC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjActionP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjActionM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjActionE"}

Represents a specialized action (for example, the voting options response) that can be executed on an item. The **Action** object is a member of the **Actions** collection.

Using the Action Object

Use **Actions**(*index*), where *index* is the name of an available action, to return a single **Action** object.

The following VBA example uses the "Reply" action of a particular item to send a reply.

```
Set myOlApp = CreateObject("Outlook.Application")
myItem = CreateItem(olMailItem)
Set myReply = myItem.Actions("Reply").Execute
```

The following VBA example does the same thing, using a different reply style for the reply.

```
Set myOlApp = CreateObject("Outlook.Application")
myItem = CreateItem(olMailItem)
myItem.Actions("Reply").ReplyStyle = _
    olIncludeOriginalText
Set myReply = myItem.Actions("Reply").Execute
```

Actions Collection Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjActionsC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjActionsP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjActionsM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjActionsE"}

A collection of **Action** objects that represent all the specialized actions that can be executed on an Outlook item.

Using the Actions Collection

Use the **Actions** property to return the **Actions** collection for any Outlook item object.

Use **Actions**(*index*), where *index* is the name of an available action, to return a single **Action** object.

The following VBA example uses the "Reply" action of a particular item to send a reply.

```
Set myOlApp = CreateObject("Outlook.Application")
myItem = CreateItem(olMailItem)
Set myReply = myItem.Actions("Reply").Execute
```

AppointmentItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjAppointmentItemC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjAppointmentItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjAppointmentItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjAppointmentItemE"}

Represents an appointment in the Calendar folder. An **AppointmentItem** object can represent a meeting, a one-time appointment, or a recurring appointment or meeting.

Using the AppointmentItem Object

Use the **CreateItem** method to create an **AppointmentItem** object that represents a new appointment.

The following VBA example returns a new appointment.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olAppointmentItem)
```

Use **Items**(*index*), where *index* is the index number of an appointment or a value used to match the default property of an appointment, to return a single **AppointmentItem** object from a Calendar folder.

You can also return an **AppointmentItem** object from a **MeetingItem** object by using the **GetAssociatedAppointment** method.

Attachment Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjAttachmentC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjAttachmentP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjAttachmentM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjAttachmentE"}

Represents a document or link to a document contained in an Outlook item.

Using the Attachment Object

Use **Attachments**(*index*), where *index* is the index number, to return a single **Attachment** object.

Use the **Add** method to add an attachment to an item.

The following VBA example creates a new mail message, attaches a Q496.xls as an attachment (not a link), and gives the attachment a descriptive caption.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAttachments = myItem.Attachments
myAttachments.Add "C:\My Documents\Q496.xls", _
    olByValue, 1, "4th Quarter 1996 Results Chart"
```

Attachments Collection Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjAttachmentsC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjAttachmentsP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjAttachmentsM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjAttachmentsE"}

A collection of **Attachment** objects that represent the attachments in an Outlook item.

Using the Attachments Collection

Use the **Attachments** property to return the **Attachments** collection for any Outlook item (except notes).

Use the **Add** method to add an attachment to an item.

The following VBA example creates a new mail message, attaches a Q496.xls as an attachment (not a link), and gives the attachment a descriptive caption.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAttachments = myItem.Attachments
myAttachments.Add "C:\My Documents\Q496.xls", _
    olByValue, 1, "4th Quarter 1996 Results Chart"
```

Use **Attachments**(*index*), where *index* is the index number, to return a single **Attachment** object.

ContactItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjContactItemC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjContactItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjContactItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjContactItemE"}

Represents a contact in a Contacts folder. A contact can represent any person with whom you have any personal or professional contact.

Using the ContactItem Object

Use the **CreateItem** method to create a **ContactItem** object that represents a new contact.

The following VBA example returns a new contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
```

The following VBScript example returns a new contact.

```
Set myItem = Application.CreateItem(olContactItem)
```

Use **Items**(*index*), where *index* is the index number of a contact or a value used to match the default property of a contact, to return a single **ContactItem** object from a Contacts folder.

Explorer Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjExplorerC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjExplorerP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjExplorerM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjExplorerE"}

Represents the window in which the contents of a folder are displayed.

Using the Explorer Object

Use the **ActiveExplorer** method to return the currently active explorer (if there is one).

Use the **GetExplorer** method to return the **Explorer** object associated with a folder.

Use the **Display** method to display a folder in its associated explorer.

Folders Collection Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjFoldersC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjFoldersP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjFoldersM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjFoldersE"}

A collection of **MAPIFolder** objects that represent all the available Outlook folders in a specific subset at one level of the folder tree.

Using the Folders Collection

Use the **Folders** property to return the **Folders** collection from a **NameSpace** object or another **MAPIFolder** object.

Use **Folders**(*index*), where *index* is the name or index number, to return a single **MAPIFolder** object. Folder names are case-sensitive.

The following VBA example returns the folder named "Old Contacts" from `myFolder`

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = _
    myNameSpace.GetDefaultFolder(olFolderContacts)
Set myNewFolder = myFolder.Folders("Old Contacts")
```

The following VBA example returns the first folder in `myFolder`.

```
Set myNewFolder = myFolder.Folders(1)
```

Inspector Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjInspectorC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjInspectorP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjInspectorM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjInspectorE"}

Represents the window in which an Outlook item is displayed.

Using the Inspector Object

Use the **ActiveExplorer** method to return the currently active **Inspector** (if there is one).

Use the **GetExplorer** method to return the **Inspector** object associated with an item.

Use the **Display** method to display an item in its associated inspector.

Items Collection Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjItemsC"}
{ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjItemsP"}
{ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjItemsM"}
{ewc HLP95EN.DLL,DYNALINK,"Events":"olobjItemsE"}

A collection of Outlook item objects in a folder.

Outlook item objects include the **AppointmentItem**, **ContactItem**, **DocumentItem**, **JournalItem**, **MailItem**, **MeetingItem**, **NoteItem**, **PostItem**, **RemoteItem**, **ReportItem**, **TaskItem**, **TaskRequestAcceptItem**, **TaskRequestDeclineItem**, **TaskRequestUpdateItem**, and **TaskRequestItem** objects.

Using the Items Collection

Use the **Items** property to return the **Items** collection of a **MAPIFolder** object.

Use **Items**(*index*), where *index* is the name or index number, to return a single Outlook item.

The following VBA example returns the first item with the subject "Need your advice" in `myFolder`.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = _
    myNameSpace.GetDefaultFolder(olFolderInbox)
Set myItem = myFolder.Items("Need your advice")
```

The following VBA example returns the first item in `myFolder`.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder = _
    myNameSpace.GetDefaultFolder(olFolderInbox)
Set myItem = myFolder.Items(1)
```

The following VBScript example returns the first item in `myFolder`.

```
Set myNameSpace = Application.GetNameSpace("MAPI")
Set myFolder = myNameSpace.GetDefaultFolder(6)
Set myItem = myFolder.Items(1)
```

Outlook Item Objects

{ewc HLP95EN.DLL,DYNALINK,"See Also":"reobjOutlookItemObjects_C"}

Outlook items include the **AppointmentItem**, **ContactItem**, **DocumentItem**, **JournalItem**, **MailItem**, **MeetingItem**, **NoteItem**, **PostItem**, **RemoteItem**, **ReportItem**, **TaskItem**, **TaskRequestAcceptItem**, **TaskRequestDeclineItem**, **TaskRequestUpdateItem**, and **TaskRequestItem** objects.

JournalItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjJournalItemC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjJournalItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjJournalItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjJournalItemE"}

Represents a journal entry in a Journal folder. A journal entry represents a record of all Outlook-moderated transactions for any given period.

Using the JournalItem Object

Use the **CreateItem** method to create a **JournalItem** object that represents a new journal entry. The following example returns a new journal entry.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olJournalItem)
```

Use **Items**(*index*), where *index* is the index number of a journal entry or a value used to match the default property of a journal entry, to return a single **JournalItem** object from a Journal folder.

MailItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjMailItemC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjMailItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjMailItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjMailItemE"}

Represents a mail message in an Inbox (mail) folder.

Using the MailItem Object

Use the **CreateItem** method to create a **MailItem** object that represents a new mail message. The following example creates and displays a new mail message.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
myItem.Display
```

Use **Items**(*index*), where *index* is the index number of a mail message or a value used to match the default property of a message, to return a single **MailItem** object from an Inbox folder. The following example sets the current folder as the Inbox and displays the second mail message in the folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myNamespace = myOlApp.GetNamespace("MAPI")
Set myFolder =_ myNamespace.GetDefaultFolder(olFolderInbox)
myFolder.Display
Set myItem = myFolder.Items(2)
myItem.Display
```

MAPIFolder Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjMAPIFolderC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjMAPIFolderP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjMAPIFolderM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjMAPIFolderE"}

Represents an Outlook folder. A **MAPIFolder** object can contain other **MAPIFolder** objects, as well as Outlook items. You can navigate nested folders by using a combination of **Folders**(*index*), which returns a folder within a name space or another folder, and the **Parent** property, which returns the containing object.

Using the MAPIFolder Object

Use **Folders**(*index*), where *index* is the name or index number, to return a single **MAPIFolder** object from a **NameSpace** object or another **MAPIFolder** object.

There is a set of folders within an Outlook data store that support the default functionality of Outlook. Use **GetDefaultFolder**(*index*), where *index* is one of the **OlDefaultFolders constants** (**olFolderCalendar**, **olFolderContacts**, **olFolderDeletedItems**, **olFolderDrafts**, **olFolderInbox**, **olFolderJournal**, **olFolderNotes**, **olFolderOutbox**, **olFolderSentMail**, **olFolderTasks**), to return one of the default Outlook folders in the Outlook **NameSpace** object.

Use the **Add** method to add a folder to the **Folders** collection. The **Add** method has an optional argument that can be used to specify the type of items that can be stored in that folder. By default, folders created inside another folder inherit the type of the parent folder.

Remarks

Folders within the Outlook data store can be typed; for example, the Calendar folder will only contain **AppointmentItem** objects and the Contacts folder will only contain **ContactItem** objects.

Note that when items of a specific type are saved, they are saved directly into their corresponding default folder. For example, when the **GetAssociatedAppointment** method is applied to a **MeetingItem** in the Inbox folder, the appointment that is returned will be saved to the default Calendar folder.

MeetingItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjMeetingItemC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjMeetingItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjMeetingItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjMeetingItemE"}

Represents an item in an Inbox (mail) folder. A **MeetingItem** object represents a change to the recipient's Calendar folder initiated by another party or as a result of a group action.

Using the MeetingItem Object

Unlike other Outlook objects, you cannot create this object. It is created automatically when you set the **MeetingStatus** property of an **AppointmentItem** object to **olMeeting** and send it to one or more users. They receive it in their inboxes as a **MeetingItem**.

The following example uses the **CreateItem** method to create an appointment. It becomes a **MeetingItem** with both a required and an optional attendee when it is received in the inbox of each of the recipients.

```
Set myItem = myOlApp.CreateItem(olAppointmentItem)
myItem.MeetingStatus = olMeeting
myItem.Subject = "Strategy Meeting"
myItem.Location = "Conference Room B"
myItem.Start = #9/24/97 1:30:00 PM#
myItem.Duration = 90
Set myRequiredAttendee = myItem.Recipients.Add("Nate _
    Sun")
myRequiredAttendee.Type = olRequired
Set myOptionalAttendee = myItem.Recipients.Add("Kevin _
    Kennedy")
myOptionalAttendee.Type = olOptional
Set myResourceAttendee = _
    myItem.Recipients.Add("Conference Room B")
myResourceAttendee.Type = olResource
myItem.Send
```

Use the **GetAssociatedAppointment** method to return the **AppointmentItem** object associated with a **MeetingItem** object, and work directly with the **AppointmentItem** object to respond to the request.

NameSpace Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjNameSpaceC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjnamespaceP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjnamespaceM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjNameSpaceE"}

Represents an abstract root object for any data source. The object itself provides methods for logging in and out, accessing storage objects directly by ID, accessing certain special default folders directly, and accessing data sources owned by other users.

Using the NameSpace Object

Use **GetNameSpace**("MAPI") to return the Outlook **NameSpace** object from the **Application** object.

Remarks

The only data source supported is "MAPI", which allows access to all Outlook data stored in the user's mail stores.

NoteItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjNoteItemC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjNoteItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjNoteItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjNoteItemE"}

Represents a note in a Notes folder.

A **NoteItem** is not customizable. If you open a new note, you will notice that it is not possible to place it in design mode.

The **Subject** property of a **NoteItem** is read-only because it is calculated from the body text of the note. Also, the **NoteItem Body** can only be rich text, so the properties that correspond to HTML and Word content do not apply. Although the **GetInspector** property will work on notes, because notes can't be customized, some of the **Inspector** properties and methods will not apply to a **NoteItem**.

Using the NoteItem Object

Use the **CreateItem** method to create a **NoteItem** object that represents a new note. The following example returns a new note.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olNoteItem)
```

Use **Items**(*index*), where *index* is the index number of a note or a value used to match the default property of a note, to return a single **NoteItem** object from a Notes folder.

Note The **Subject** property of a **NoteItem** is a read-only string.

Pages Collection Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjPagesC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjPagesP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjPagesM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjPagesE"}

A collection of pages that represent the pages of an inspector. Every **Inspector** object has a **Pages** collection defined, which is empty (count 0) if the Outlook item has never been customized before.

Using the Pages Collection

Use the **ModifiedFormPages** property to return the **Pages** collection from an **Inspector** object. The following example returns the Pages collection for the active inspector.

```
Set myPages = myItem.GetInspector.ModifiedFormPages
```

Use the **Add** method to create a custom page (you can add as many as 5 customizable pages). Use the ***Name*** argument of the **Add** method to set the display name of the returned page. In addition to adding custom pages, you can use the ***Name*** argument to return the main page of an **Inspector** object for modification.

The following example returns a custom page with a default name (such as "Custom1").

```
Set myPage = myPages.Add
```

The following example returns a custom page named "My Page."

```
Set myPage = myPages.Add("My Page")
```

The following example returns the Message page if the inspector contains a mail message.

```
Set myPage = myPages.Add("Message")
```

The following example returns the General (main) page if the inspector contains a contact.

```
Set myPage = myPages.Add("General")
```

Use **ModifiedFormPages**(*index*), where *index* is the name or index number, to return a single page from a **Pages** collection.

Recipient Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjRecipientC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjRecipientP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjRecipientM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjRecipientE"}

Represents a user or resource in Outlook, generally a mail message addressee.

Using the Recipient Object

Use **Recipients**(*index*), where *index* is the name or index number, to return a single **Recipient** object.

Use the **Add** method to create a new **Recipient** object and add it to the **Recipients** collection. The **Type** property of a new **Recipient** object is set to the default for the associated **AppointmentItem**, **JournalItem**, **MailItem** or **TaskItem** object and must be reset to indicate another recipient type.

The following VBA example creates a new **MailItem** object and adds "Jon Grande" as the recipient using the default type ("To").

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add ("Jon Grande")
```

The following VBA example creates the same **MailItem** object as the preceding example, and then changes the type of the **Recipient** object from the default ("To") to "CC."

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add ("Jon Grande")
myRecipient.Type = olCC
```

Recipients Collection Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjRecipientsC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjRecipientsP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjRecipientsM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjRecipientsE"}

The **Recipients** collection is a standard collection of **Recipient** objects.

Using the Recipients Collection

Use the **Recipients** property to return the **Recipients** collection of an **AppointmentItem**, **JournalItem**, **MailItem** or **TaskItem** object.

Use the **Add** method to create a new **Recipient** object and add it to the **Recipients** collection. The **Type** property of a new **Recipient** object is set to the default for the associated **AppointmentItem**, **JournalItem**, **MailItem** or **TaskItem** object and must be reset to indicate another recipient type.

The following example creates a new **MailItem** object and adds "Jon Grande" as the recipient using the default type ("To").

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add ("Jon Grande")
```

The following example creates the same **MailItem** object as the preceding example, and then changes the type of the **Recipient** object from the default ("To") to "CC."

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add ("Jon Grande")
myRecipient.Type = olCC
```

Use **Recipients**(*index*), where *index* is the name or index number, to return a single **Recipient** object.

RecurrencePattern Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjRecurrencePatternC"} {ewc HLP95EN.DLL,DYNALINK,"Example":"olobjRecurrencePattern_X":1} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjRecurrencePatternP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjRecurrencePatternM"}

Represents the pattern of incidence of recurring appointments and tasks for the associated **AppointmentItem** and **TaskItem** object.

Using the RecurrencePattern Object

Use the **GetRecurrencePattern** method to return the **RecurrencePattern** object associated with an **AppointmentItem** or **TaskItem** object.

Remarks

Calling **GetRecurrencePattern** or **ClearRecurrencePattern** has the side effect of setting the **IsRecurring** property of the item accordingly. This property can be used as required for efficient filtering of the **Items** collection.

The type of recurrence pattern is indicated by the **RecurrenceType** property. The **RecurrenceType** property is the first property you should set.

The following properties are valid for all recurrence patterns: **EndTime**, **Occurrences**, **StartDate**, **StartTime**, or **Type**.

The following table shows the properties that are valid for the different recurrence types. The properties listed are not all required for the given type; an error occurs if the item is saved and the property is null or contains an invalid value. Monthly and yearly patterns are only valid for a single day. Weekly patterns are only valid as the **Or** of the **DayOfWeekMask**.

RecurrenceType	Value	Properties	Example
olRecursDaily (one or the other property is required, not both)	**0**	**Interval**	Every N days
		DayOfWeekMask	Every Tuesday, Wednesday, and Thursday
olRecursMonthly	**2**	**Interval**	Every N months
		DayOfMonth	The Nth day of the month
olRecursMonthNth	**3**	**Interval**	Every N months
		Instance	The Nth Tuesday
		DayOfWeekMask	Every Tuesday and Wednesday
olRecursWeekly	**1**	**Interval**	Every N weeks
		DayOfWeekMask	Every Tuesday, Wednesday, and Thursday
olRecursYearly	**5**	**DayOfMonth**	The Nth day of the month
		MonthOfYear	February
olRecursYearNth	**6**	**Instance**	The Nth Tuesday
		DayOfWeekMask	Tuesday, Wednesday, Thursday
		MonthOfYear	February

TaskItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjTaskItemC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjTaskItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjTaskItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjTaskItemE"}

Represents a task (an assigned, delegated, or self-imposed task to be performed within a specified time frame) in a Tasks folder.

Using The TaskItem Object

Use the **CreateItem** method to create a **TaskItem** object that represents a new task.

The following VBA example returns a new task.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olTaskItem)
```

Use **Items**(*index*), where *index* is the index number of a task or a value used to match the default property of a task, to return a single **TaskItem** object from a Tasks folder.

TaskRequestItem Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjTaskRequestItemC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjTaskRequestItemP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjTaskRequestItemM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjTaskRequestItemE"}

Represents an item in an Inbox (mail) folder. A **TaskRequestItem** object represents a change to the recipient's Tasks list initiated by another party or as a result of a group tasking.

Using the TaskRequestItem Object

Unlike other Outlook objects, you cannot create this object. When the sender applies the **Assign** and **Send** methods to a **TaskItem** object to assign (delegate) the associated task to another user, the **TaskRequestItem** object is created when the item is received in the recipient's inbox.

The following VBA example creates a simple task, assigns it to another user, and sends it. When the task request arrives in the recipient's inbox, it is received as a **TaskRequestItem**.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olTaskItem)
myItem.Assign
Set myDelegate = myItem.Recipients.Add("April LaMonte")
myItem.Subject = "Prepare Agenda For Meeting"
myItem.DueDate = #9/20/97#
myItem.Send
```

Use the **GetAssociatedTask** method to return the **TaskRequestItem** object, and work directly with the **TaskItem** object to respond to the request.

UserProperties Collection Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjUserPropertiesC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjUserPropertiesP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjUserPropertiesM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjUserPropertiesE"}

A collection of **UserProperty** objects that represent the custom properties of an Outlook item.

Using The UserProperties Object

Use the **UserProperties** property to return the **UserProperties** collection for an Outlook item.

Use the **Add** method to create a new **UserProperty** for an item and add it to the **UserProperties** collection. The **Add** method allows you to specify a name and type for the new property. The following example adds a custom text property named "MyPropName" to `myItem`.

```
Set myProp = myItem.UserProperties.Add("MyPropName", olText)
```

Use **UserProperties**(*index*), where *index* is a name or index number, to return a single **UserProperty** object.

Remarks

When you create a custom property, a field is added in the folder that contains the item (using the same name as the property). That field can be used as a column in folder views.

UserProperty Object

{ewc HLP95EN.DLL,DYNALINK,"See Also":"olobjUserPropertyC"} {ewc HLP95EN.DLL,DYNALINK,"Properties":"olobjUserPropertyP"} {ewc HLP95EN.DLL,DYNALINK,"Methods":"olobjUserPropertyM"} {ewc HLP95EN.DLL,DYNALINK,"Events":"olobjUserPropertyE"}

Represents a custom property of an Outlook item.

Using The UserProperty Object

Use **UserProperties**(*index*), where *index* is a name or index number, to return a single **UserProperty** object.

Use the **Add** method to create a new **UserProperty** for an item and add it to the **UserProperties** collection. The **Add** method allows you to specify a name and type for the new property. The following example adds a custom text property named "MyPropName" to `myItem`.

```
Set myProp = myItem.UserProperties.Add("MyPropName", olText)
```

Remarks

When you create a custom property, a field is added in the folder that contains the item (using the same name as the property). That field can be used as a column in folder views.