If you use Symantec ACT! 2.0 or 3.0

Based on where you are in your transition from ACT! to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in ACT!, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out how to switch from ACT!, and check out printed and online resources about Outlook.

What do you want to know about?

» Basic features of Microsoft Outlook
» Get started with Microsoft Outlook 98

Switch from Symantec ACT! 2.0 or 3.0

To use Microsoft Outlook instead of ACT!, you do not need ACT! set up. To import an ACT! file into Outlook, carry out the following steps:

1 In Outlook, click the **File** menu, and then click **Import and Export.**

2 In the Import and Export Wizard, click **Import from another program or file,** and then click **Next.**

3 In the **Select file type to import from** box, select the appropriate version of ACT!, and then click **Next.**

4 Follow the rest of the instructions in the wizard.

The converters to import or export data from ACT! are automatically set up with Outlook when you run the Full installation during setup. If you did not run the Full installation of Outlook during setup, you will need to manually add these converters. For more information about adding components to Outlook, click .

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile. If you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your Internet connection, or that you don't use e-mail at all and have a personal folder file. To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with the settings your administrator recommends. If you already have a user profile, you might be able to use Outlook without changes to your current settings.
- Switch from Symantec ACT! 2.0 or 3.0. Find out how to import ACT! information into Outlook.
- If you want information about what you can do with Outlook, read the printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* could be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

»	Use Outlook without e-mail
»	Use Outlook in your corporation
»	Switch from Symantec ACT! 2.0 or 3.0
»	Printed and online information about what you can do with Outlook
»	Microsoft Press books about Microsoft Outlook and Office
»	Where to start if you don't like to read manuals
»	E-mail information services provided with Outlook

If you use Lotus cc:Mail

Based on where you are in your transition from Lotus cc:Mail to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Lotus cc:Mail, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Lotus cc:Mail, and check out printed and online resources about Outlook.

What do you want to know about?

» _____ Basic features of Microsoft Outlook
» _____ Get started with Microsoft Outlook 98

Switch from Lotus cc:Mail

You can use Microsoft Outlook as the e-mail client for Lotus cc:Mail Post Offices. If you use Outlook with the Lotus cc:Mail Post Office, not all Outlook advanced features are available.

The Lotus cc:Mail information service that enables Outlook to access a Lotus cc:Mail Post Office is not installed with Outlook. Get this information service from the ValuPack folder on the Outlook 98 compact disc. If you didn't set up Outlook 98 from a compact disc and you have access to the World Wide Web, click the **Help** menu, point to **Microsoft on the Web,** and then click **Free Stuff.** After installing the Lotus cc:Mail information service, create a user profile that includes your cc:Mail information service. For more information about creating a user profile,

click **Office Assistant**   , and then type "How do I create a user profile?" in the text box.

Get started with Microsoft Outlook 98

Based on the tasks you need to do, you may need additional information about how to use Microsoft Outlook. You can use the following resources to get started:

- How to switch from Lotus cc:Mail. Find out how to work with people who still use Lotus cc:Mail, or how to import Lotus cc:Mail information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

» Switch from Lotus cc:Mail
» Printed and online information about what you can do with Outlook
» Microsoft Press books about Microsoft Outlook and Office
» Where to start if you don't read manuals
» E-mail information services provided with Outlook

Basic Features of Microsoft Outlook

Microsoft Outlook is a desktop information management program that helps you organize and share information on your desktop and communicate with other people. Use Outlook to do the following:

- Manage personal and business information, such as your e-mail messages, appointments, contacts, tasks, and files−as well as track activities.
- Share information with a group by using e-mail, group scheduling, and more.
- Share information with other Office programs, and find Office files from within Outlook.
- Connect to and share information across the World Wide Web.
- If you are a developer, use programming options to customize Outlook.
- If you are using Microsoft Exchange Server, take advantage of other Outlook features that are available to you. For more information, click the **Help** menu, click **Contents and Index,** and then click the **Microsoft Exchange Server Features** book on the **Contents** tab.

What do you want to know about?

Use Outlook to manage personal and business information
Use Outlook to share information with a group
Use Outlook with other Office programs
Use Outlook with the Internet
Programming options to customize Outlook

Use Outlook to manage personal and business information

Outlook gives you the following tools to manage all your personal and business information in one program:

- **Inbox.** Send and receive messages from the office, home, or the road. Preview messages before you open them, and use message flags to mark messages with a follow-up action.
- **Calendar.** Keep track of your schedule and plan meetings with others. Use Date Navigator to quickly find and display information in your schedule, and use TaskPad to see the day's tasks so you can schedule time to work on them.
- **Contacts.** Keep your personal and business contact information up-to-date and easy to find. Sort and file contacts any way you want; store several street addresses, phone numbers, and e-mail addresses for each contact; and go directly to any contact's World Wide Web page.
- **Tasks.** Organize your personal and business to-do list in one easy-to-manage place. Quickly prioritize tasks, and assign tasks to others.
- **Journal.** Record interactions with important contacts, record Outlook items (such as e-mail messages) and files that are significant to you, and record activities of all types−and track them all without having to remember where you saved each one.
- **Notes.** Jot down notes to remind yourself of questions, ideas, directions, or anything else. Or copy text into notes that you want to reuse in other places.
- **Files.** Open, view, and share other Office files from within Outlook.
- **General productivity tools.** Use tools throughout Outlook to help you work more efficiently.

What do you want to know about?

- Inbox
- Calendar
- Contacts
- Tasks
- Journal
- Notes
- Files
- General productivity tools

Inbox

For a visual overview of Inbox features in Outlook, click ▶.

Use this feature	To do this
AutoNameCheck	With the Address Book, have Outlook automatically look up names you type in the **To, Cc,** and **Bcc** boxes of a message, and then verify that the names match Address Book entries.
AutoPreview	Read the first few lines of a message without opening the message.
Signature	Automatically add a personal signature or text to e-mail messages you send, and insert a personal signature or text into any item. Create multiple signatures to use for different purposes.
Digital security	Sign a message with a digital signature to make sure the message is not altered by someone else. Seal a message with encryption to make sure the message and its attachments are readable only by the recipients you select.
Drafts folder	Retrieve unfinished messages from the Drafts folder, where all of your unsent messages are stored.
Easy open attachments	Open and view an attachment without opening the e-mail message first, to quickly get to the information you need.
Find all related messages and all messages from sender	Find all messages with the same subject or from a specific person in the current folder.
HTML Mail	Send messages with animated graphics, pictures, multimedia objects, and anything that a Web page can contain.
Hyperlinks	Include a direct link to a file server or Web page in an e-mail message.
Message expiration and deferred delivery	Mark a message to be deleted at a certain time. Send a message now, but have it delivered to recipients at a later time.
Message flag	Mark messages with follow-up actions or responses.
Organize your Inbox	Organize your Inbox by color-coding important e-mail messages, changing the way you view your messages, and filtering out junk e-mail messages.
Preview pane	Read the entire contents of a message without opening the message.
Reply comments	Tag changes you make in the body of replied-to messages with your name to easily identify your comments.
Rules Wizard	Create rules to automatically move, delete, highlight, forward, or flag incoming and outgoing messages.
Stationery	Personalize your messages by adding images and background colors to your outgoing messages.

Calendar

For a visual overview of Calendar features in Outlook, click ▣.

Use this feature	To do this
All-day and multiple-day events	Schedule events, such as birthdays or seminars, and display the time as either free or busy on your schedule.
View by day, week, or month, and compress weekends	View only the amount of time you want to see in Calendar.
Date Navigator	Quickly select one or more days, including nonadjacent days, in Calendar, and quickly move an activity to another day. Bold dates indicate days that contain appointments.
First week of year	Control how Outlook numbers weeks. Indicate the week that starts the new year as the one that contains January 1, the first full week, or the first four-day week.
Free/busy time and out-of-office time	Publish times when you are free, busy, tentatively busy, or out of the office, to notify others who want to schedule meetings with you.
Meeting or appointment overlap warning	Have Outlook notify you when a meeting request or appointment conflicts with, or is adjacent to, a scheduled meeting or appointment.
Meeting Planner	Have Outlook compare the free and busy times of all meeting invitees, so you can find a time when everyone is available.
Meeting request processing	Keep your schedule up-to-date. Outlook automatically displays meeting requests you receive in your Calendar.
Recurring meetings	Schedule a meeting that occurs at regular intervals only once.
Time zone swap	Quickly switch Outlook to another time zone when you travel, and continue to display your home time zone.
Tri-fold print style	Print your daily and weekly Calendar and task list, and use it as your paper day planner.
World holidays	Easily add national and international holidays to your Calendar.

Contacts

For a visual overview of Contacts features in Outlook, click .

Use this feature	To do this
Address booklet	Print contacts in a convenient small- or medium-sized booklet format for use in your paper address book.
AutoAddress	Enter an address for a contact, and have Outlook separate the street, city, state, country, and ZIP/postal code into different fields.
AutoName	Enter the full name for a contact, and have Outlook separate the first, middle, and last names into different fields, so you can sort, group, or filter contacts by any part of the name.
AutoDial, speed dial, and last number redial	Have Outlook dial contact phone numbers if you have a modem. Add numbers you dial frequently to a speed-dial list for quick access, and redial numbers you recently called.
Card view	View and print contacts in a compact format that looks like an address card file.
Contact flag	Mark contacts with follow-up actions or responses.
File As	File a contact under any name that helps you find the contact quickly.
Journal integration	Quickly view activities you recorded for each contact in your contact list.
New Contact from Same Company	Quickly create several contacts from the same company.
New Message to Contact, New Meeting with Contact, New Task for Contact	Have Outlook automatically enter the contact's name and e-mail address when you create a message, meeting, or task directly from a contact.
Outlook Address Book	Use the Outlook contact list as an e-mail address book in the Address Book dialog box.
Phone number entry and formatting	Keep more than a dozen phone numbers for each contact. Have Outlook format phone numbers for you when you type them, so your phone list is more readable, consistent, and accurate.
World Wide Web page access	Keep a Web page address for each contact to quickly go to the contact's home page.

Tasks

For a visual overview of Tasks features in Outlook, click ⏩.

Use this feature	To do this
Recurring tasks	Create a task only once and have it repeat at regular intervals, or have it repeat based on the date you mark the task complete.
Status reports	Have Outlook create an e-mail message that summarizes the status of a task, and then address the message to everyone on the update list for the task.
Task ordering	Drag tasks up or down in the task list to prioritize them.
Task progress	Track the progress of a task by marking the percentage of the task that is complete..
Task requests	Send a task request to another person, and have Outlook track the status of the task for you.
TaskPad	View your task list in Calendar to quickly view tasks that are due on a certain day and to schedule time to work on a task.

Journal

For a visual overview of Journal features in Outlook, click .

Use this feature	To do this
AutoComplete	Have Outlook fill in the company name for a contact when you type the contact name in a journal entry.
AutoJournal	Have Outlook keep track of your activities with the contacts you specify.
Journal tab for contacts	View journal entries for contacts you specify.
Record in Journal	Record any activity, even conversations and paper letters, in the Journal.
Timeline view	Display when you worked on important files and your interactions with specified contacts in chronological order. Find files and Outlook items on a timeline without having to remember where you saved each one.
Timer with pause	Keep track of the duration of a phone call or other activity. Pause the clock to take a break.

Notes

For a visual overview of Notes features in Outlook, click .

Use this feature	To do this
Icon view	Display notes in a familiar bulletin board format, and read the body of notes.
Note color	Color-code notes.
Note list	Quickly scan notes in a table, and group notes by categories.

Files

Use this feature	To do this
Document Explorer	Find Office files from within Outlook.
Document properties	Search for, sort, group, and display portions of Office files from within Outlook.
Drag-and-drop editing	Copy information directly from Outlook items to other Office files, or vice versa.
Find files	Search for Office files from within Outlook based on search criteria you specify. You can sort, group, and filter the search results or open the files to view details.

General productivity tools

For ideas about how to use Outlook features together, click .

Use this feature	To do this
Customizable views	Create a custom view with group, sort, and column settings you need.
AutoArchive	Store or delete out-of-date items to keep old information out of your way.
AutoCreate	Quickly create a new item by dragging an item of one type into a folder for items of another type. For example, drag a contact to Calendar to create a meeting request with information from the contact.
AutoDate	Specify times and dates by using descriptions such as "three weeks ago" or "noon." Outlook converts the phrase for you.
Categories	Apply a keyword to help you keep track of items so you can easily find, sort, filter, or group them. For example, organize tasks into different categories or projects so you only need to maintain one task list. Or group activities on a timeline by category so you can view related activities together.
Filter	Temporarily display or hide items in the view.
Find messages, appointments, files, and more	Quickly find files or Outlook items, or text in an Outlook item.
Folder List and Folder Banner	View all your Outlook folders and file folders in the Folder List. Click the Folder Banner to quickly view a pop-up Folder List.
Grouping	See related items together in a table or timeline.
Info Bar	Get quick visual cues about the status of a message in the message heading, such as whether the message is flagged for follow-up or marked private or confidential.
Multilevel sorting and multilevel grouping	Sort and group items in a table or timeline by fields.
Office Assistant	Get prompt, friendly guidance when you have questions about how to use Outlook. The Office Assistant also gives you Help for wizards and displays tips and messages.
Open modules in separate windows	Open other modules, such as Calendar, Contacts, and Tasks, in a separate window without losing your current view.
Outlook Bar	Use shortcuts to quickly switch to folders you use frequently. Customize the Outlook Bar with your favorite shortcuts.
Outlook and Internet Explorer integration	Start Outlook from the Quick Launch bar and **Go** menu in Microsoft Internet Explorer.
Outlook Today	View how many messages you have in your Inbox, your appointments for the next few days, and your list of tasks— all in one place.
Rich Text Format and attachments in messages	Format text in messages, and store files and items directly within an item.
Shortcuts and hyperlinks	Quickly open an attached file, Outlook item, or Web page directly from an item. For example, open a Web page from a shortcut in an e-mail message.
World Wide Web favorites	With your Web browser, go to your favorite Web pages from the Favorites shortcut on the Outlook Bar.

Advanced features

Custom fields	Create Text, Date/Time, Combination, and Formula fields for custom use.
Outlook Forms	Create unique forms to enter and display any type of information in Outlook.

Use Outlook to share information with a group

If you are part of a workgroup or organization, Outlook can help you communicate with others more efficiently and organize and track public data more effectively.

Use this feature	To do this
Customizable views	Create custom views with the group, sort, and column settings you need, to standardize the way information is viewed in a workgroup.
Attendee list	View a list of attendees for a meeting you're invited to.
AutoDial and phone call tracking	Have Outlook dial contact phone numbers if you have a modem. Track the length of a phone call, and store the notes you write while you talk.
E-mail	Correspond with others, send file attachments, and respond to meeting requests and task requests.
Schedule+ compatibility	Exchange meeting requests and free/busy information with others who use Microsoft Schedule+. Keep Schedule+ 95 as your personal calendar and group scheduling tool while you use Outlook for e-mail and other Outlook features. In this way, you can share a schedule with people in your workgroup who haven't set up Outlook.
Assign a task	Send a task request to a colleague who can accept, decline, or reassign the task. After the task is accepted, Outlook keeps the task status up-to-date on your task list.
Voting	Request and tally responses to a multiple-choice question you send in an e-mail message.
Advanced feature	
Outlook forms	Create unique forms to enter and display any type of information in Outlook.
For developers	
Automation Object Library	Develop add-in programs that can read and write Outlook information. Integrate Outlook functionality with Microsoft Visual Basic Scripting Edition macros and programs.

Use Outlook with other Office programs

If you are familiar with any of the programs in Microsoft Office, or with Microsoft Exchange or Microsoft Schedule+, you are already familiar with many of the commands and tools in Outlook. You can quickly build on what you already know as you move from one program to another.

Use this feature	To do this
Attachments	Include Office files in Outlook e-mail messages, appointments, contacts, tasks, and journal entries.
AutoJournal	Automatically record Office documents you create or open.
Document Explorer	Browse and find Office files from within Outlook.
Document properties	Search for, sort, group, and display portions of Office files from within Outlook.
Drag-and-drop editing	Copy information directly from Outlook items to other Office files, or vice versa.
Import and Export Wizard	Import and export Microsoft Excel, Microsoft Access, and other file formats.
Mail merge with Word	Prepare labels, envelopes, and letters from the Outlook contact list.
Office Assistant	Get prompt, friendly guidance when you have questions about how to use Outlook. The Office Assistant also gives you Help for wizards and displays tips and messages.
Office Shortcut Bar	Quickly send a message, set up an appointment, or create a task, contact, journal entry, or note, even if Outlook is not running. Customize the Office Shortcut Bar to display frequently used files as buttons. In Office 97, the Office Shortcut Bar is not included in Typical installation unless it was part of your installation of Office 95. To install the Office Shortcut Bar, run Office Setup again.
Office templates	Create new documents from Office templates−from within Outlook.
Task links	Create an Outlook task from within an Office program, and later, follow up on the task in Outlook.
Letter Wizard in Word	In Word, prepare a new letter to a person in the Outlook contact list.
WordMail 97	Use Word as the optional text editor for e-mail messages.
Advanced feature	
Office files as Outlook forms	Use Office files as forms in Outlook for custom solutions.

Use Outlook with the Internet

If you use the Internet to communicate with others, you can use Outlook to send e-mail messages across the Internet. Outlook also gives you ways to organize your personal Web addresses and share them with others.

Use this feature	To do this
AutoNameCheck	With the Address Book, have Outlook automatically look up names or Internet e-mail addresses you type in the **To, Cc,** and **Bcc** boxes of a message, and then verify that the names or addresses match Address Book entries.
Contact World Wide Web page access	Keep a Web page address for each contact to quickly go to the contact's home page.
Hyperlinks in e-mail messages	Type or copy a hyperlink address in the text box of a message and have Outlook automatically create the link from the text. The recipient can click the link to go directly to a Web page or file server.
iCalendar - Internet Free/Busy	Use this Internet standard to share Calendar free/busy information over the Internet.
Internet mail and meeting requests	Send and receive e-mail messages and meeting requests through an Internet service provider or, if you are using Microsoft Exchange Server, through the Internet Mail Connector.
NetMeeting	Schedule real-time, online meetings over the Internet with video, audio, and/or chat capabilities.
Outlook Express newsreader	Open the Outlook Express newsreader of Microsoft Internet Explorer from within Outlook and subscribe to your favorite newsgroups.
S/MIME - Internet e-mail security	Send and receive signed and/or encrypted Internet e-mail messages.
vCalendar - Internet Appointments	Use this Internet standard to send and receive meeting request information over the Internet.
vCard - Internet Contacts Format	Use this Internet standard to send and receive contact information as Internet vCards.
World Wide Web favorites	Quickly open your Web browser and go to your favorite Web pages from the Favorites shortcut on the Outlook Bar.

Programming options to customize Outlook

If you are a developer, you can use the following options to customize Outlook:

- Full support of the Microsoft Exchange Client extensions interfaces. Developers can write C-based extensions to Outlook that can perform actions in response to user activities; for example, developers can write extensions to perform actions when users open Outlook items, change a selection, and click a menu command or toolbar button.

- A complete OLE Automation object model. Programmers who use Microsoft Visual Basic or Visual Basic for Applications (VBA) can easily manipulate Outlook data as objects. Programmers can create, modify, and delete Outlook items, folders, attachments, and so on. There are more than 30 objects defined in the OLE Automation object model.

- Microsoft Visual Basic Scripting Edition. Programmers can define and execute Visual Basic Scripting Edition (VBScript) code that responds when users complete actions; for example, developers can write code to open, close, send, or change properties of Outlook items. VBScript is used when designing forms to give the forms additional capabilities. The full Outlook object model is available to the programmer within VBScript.

World Wide Web

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

Internet

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

If you use NetManage ECCO Pro 3.0, 3.01, 3.02, or 4.0

Based on where you are in your transition from NetManage ECCO Pro to Outlook, you may want information about the following:

• Basic features of Microsoft Outlook. Outlook extends and enhances features you know in ECCO Pro, but it also has many new and exciting features.

• How to get started with Microsoft Outlook 98. Find out how to switch from ECCO Pro, and check out printed and online resources about Outlook.

What do you want to know about?

»   Basic features of Microsoft Outlook
»   Get started with Microsoft Outlook 98

Switch from NetManage ECCO Pro 3.0, 3.01, 3.02, or 4.0

To use Microsoft Outlook instead of NetManage ECCO Pro, you do not need ECCO Pro set up. However, to import an ECCO Pro file into Outlook, you must have ECCO Pro set up on your computer and you must carry out the following steps:

1 In Outlook, click the **File** menu, and then click **Import and Export.**

2 In the Import and Export Wizard, click **Import from another program or file,** and then click **Next.**

3 In the **Select file type to import from** box, select ECCO, and then click **Next.**

4 Follow the rest of the instructions in the wizard.

The converters to import or export data from ECCO are automatically set up with Outlook when you run the Full installation during setup. If you did not run the Full installation of Outlook during setup, you will need to manually add these converters. For more information about adding components to Outlook, click .

Get started with Microsoft Outlook 98

When you install Outlook, the Setup program looks for your user profile. If you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your Internet connection, or that you don't use e-mail at all and have a personal folder file. To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you might be able to use Outlook without changes to your current settings.
- Switch from NetManage ECCO Pro 3.0, 3.01, 3.02, or 4.0. Find out how to import ECCO Pro information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

» Use Outlook without e-mail
» Use Outlook in your corporation
» Switch from NetManage ECCO Pro 3.0, 3.01, 3.02, or 4.0
» Printed and online information about what you can do with Outlook
» Microsoft Press books about Microsoft Outlook and Office
» Where to start if you don't read manuals
» E-mail information services provided with Outlook

If you use Qualcomm Eudora Light or Pro

Based on where you are in your transition from Qualcomm Eudora Light or Pro to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Qualcomm Eudora Light or Pro, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Qualcomm Eudora Light or Pro, and check out printed and online resources about Outlook.

What do you want to know about?

»   Basic features of Microsoft Outlook
»   Get started with Microsoft Outlook 98

Switch from Qualcomm Eudora Light or Pro

If Outlook detects Qualcomm Eudora on your computer during setup, you will be given the option to import Qualcomm Eudora e-mail messages, address books, and settings into Outlook. If you have already set up Outlook and did not select this option during setup, perform the following steps:

To import Qualcomm Eudora e-mail account information

1 On the **File** menu, click **Import and Export.**

2 In the Import and Export Wizard, click **Import Internet Mail Account Settings,** and then click **Next.**

3 Follow the rest of the instructions in the wizard.

To import Qualcomm Eudora e-mail messages, address books, and settings

1 On the **File** menu, click **Import and Export.**

2 In the Import and Export Wizard, click **Import Internet Mail and Addresses,** and then click **Next.**

3 Follow the rest of the instructions in the wizard.

Get started with Microsoft Outlook 98

When you install Outlook, the Setup program looks for your user profile−if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your <u>Internet</u> connection, or that you don't use e-mail at all and have a <u>personal folder file.</u> To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- Switch from Qualcomm Eudora Light or Pro. Find out how to import your Qualcomm Eudora Light or Pro information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- Get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

»	Use Outlook without e-mail
»	Use Outlook in your corporation
»	Switch from Qualcomm Eudora Pro
»	Printed and online information about what you can do with Outlook
»	Microsoft Press books about Microsoft Outlook and Office
»	Where to start if you don't read manuals
»	E-mail information services provided with Outlook

If you use Microsoft Exchange Client

Based on where you are in your transition from Microsoft Exchange Client to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Microsoft Exchange Client, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Microsoft Exchange Client, and check out printed and online resources about Outlook.

What do you want to know about?

»   Basic features of Microsoft Outlook

»   Get started with Microsoft Outlook 98

Switch from Microsoft Exchange Client

You can use Outlook as a direct replacement for Microsoft Exchange Client on your computer. You can continue working with e-mail messages in Outlook just as you did with Microsoft Exchange Client. The only differences will be new features and changes to the look of the program. You can also send messages to, and receive them from, people who still use Microsoft Exchange Client. Folders and e-mail messages that you create by using advanced features in Outlook can be opened by Microsoft Exchange Client, but they may appear slightly different than they do in Outlook.

To upgrade, just set up Outlook. You can leave all the Microsoft Exchange files on your computer. Outlook automatically uses the e-mail file you have been using with Microsoft Exchange Client; you do not have to import your e-mail file into Outlook. The following information describes how some Microsoft Exchange features work in Outlook and vice versa:

- Add-ins. Some of the features in Microsoft Exchange are provided as add-ins in Outlook. Most Microsoft Exchange Client add-ins work without modification in Outlook.
- Custom forms. Microsoft Exchange Client does not recognize Outlook forms. A Microsoft Exchange Client user who opens an Outlook form sees only the standard message form properties. If the Outlook form has been completely customized, a user will not be able to open the form.
- Folder views. Outlook supports all the custom view features of Microsoft Exchange, as well as supporting a number of new features. If a Microsoft Exchange Client user opens a folder, Microsoft Exchange displays only the views that have been saved in Microsoft Exchange format.

Get started with Microsoft Outlook 98

Based on the tasks you need to do, you may need additional information about how to use Microsoft Outlook. You can use the following resources to get started:

- Switch from Microsoft Exchange Client. Find out about how to work with people who still use Microsoft Exchange Client.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are very familiar with Microsoft Exchange Client, but new to Office, *Field Guide to Microsoft Outlook 97 for Windows* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

» Switch from Microsoft Exchange Client
» Printed and online information about what you can do with Outlook
» Microsoft Press books about Microsoft Outlook and Office
» Where to start if you don't read manuals
» E-mail information services provided with Outlook

Outlook Bar

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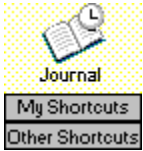
personal folder file

A personal folder file has a .pst extension and is located on your hard disk, not on the server. Personal folder files contain folders, messages, forms, and files. You work with a personal folder file as you would with any other file, and you can save, copy, and move a .pst file to another location on your hard disk, a 3.5" disk, or a server. You can also designate a personal folder file as the delivery location for your incoming messages.

If you use Microsoft Outlook Express

Based on where you are in your transition from Microsoft Outlook Express to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Microsoft Outlook Express, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Microsoft Outlook Express, and check out printed and online resources about Outlook.

What do you want to know about?

» Basic features of Microsoft Outlook

» Get started with Microsoft Outlook 98

Switch from Microsoft Outlook Express

If Outlook detects Microsoft Outlook Express on your computer during setup, you will be given the option to import Outlook Express e-mail messages, address books, and settings into Outlook. If you have already set up Outlook and did not select this option during setup, perform the following steps:

To import Outlook Express e-mail account information

1 On the **File** menu, click **Import and Export.**

2 In the Import and Export Wizard, click **Import Internet Mail Account Settings,** and then click **Next.**

3 Follow the rest of the instructions in the wizard.

To import Outlook Express e-mail messages, address books, and settings

1 On the **File** menu, click **Import and Export.**

2 In the Import and Export Wizard, click **Import Internet Mail and Addresses,** and then click **Next.**

3 Follow the rest of the instructions in the wizard.

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile—if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your Internet connection, or that you don't use e-mail at all and have a personal folder file. To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- Switch from Microsoft Outlook Express. Find out how to import your Microsoft Outlook Express information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you
- Get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

»	Use Outlook without e-mail
»	Use Outlook in your corporation
»	Switch from Microsoft Outlook Express
»	Printed and online information about what you can do with Outlook
»	Microsoft Press books about Microsoft Outlook and Office
»	Where to start if you don't read manuals
»	E-mail information services provided with Outlook

If you use Novell GroupWise 4.1

Based on where you are in your transition from GroupWise 4.1 to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in GroupWise 4.1, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out how to switch from GroupWise 4.1, and check out printed and online resources about Outlook.

What do you want to know about?

»   Basic features of Microsoft Outlook
»   Get started with Microsoft Outlook 98

Switch from Novell GroupWise 4.1

Microsoft Outlook does not support the Novell GroupWise e-mail program, but you can import your Novell GroupWise information into Outlook. To do this, carry out the following steps:

1 In GroupWise 4.1, export the information you want as ASCII text.

2 In Outlook, click the **File** menu, and then click **Import and Export.**

3 In the Import and Export Wizard, click **Import from another program or file,** and then click **Next.**

4 In the **Select file type to import from** box, select **Tab Separated Values (Windows)** or **Comma Separated Values (Windows),** and then click **Next.**

5 Follow the rest of the instructions in the wizard.

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile−if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your <u>Internet</u> connection, or that you don't use e-mail at all and have a <u>personal folder file.</u> To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service for at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- Switch from Novell GroupWise 4.1. Find out how to import GroupWise 4.1 information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

» <u>Use Outlook without e-mail</u>
» <u>Use Outlook in your corporation</u>
» <u>Switch from Novell GroupWise 4.1</u>
» <u>Printed and online information about what you can do with Outlook</u>
» <u>Microsoft Press books about Microsoft Outlook and Office</u>
» <u>Where to start if you don't read manuals</u>
» <u>E-mail information services provided with Outlook</u>

If you use Lotus Notes 4.0 or 4.6

Based on where you are in your transition from Lotus Notes 4.0 or 4.6 to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Lotus Notes, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Lotus Notes, and check out printed and online resources about Outlook.

What do you want to know about?

» Basic features of Microsoft Outlook

» Get started with Microsoft Outlook 98

Switch from Lotus Notes 4.0 or 4.6

Microsoft Outlook does not support the Lotus Notes e-mail program, but you can import your Lotus Notes information into Outlook. To do this, carry out the following steps:

1 In Lotus Notes, export the information you want as ASCII text or Tabular text.

2 In Outlook, click the **File** menu, and then click **Import and Export.**

3 In the Import and Export Wizard, click **Import from another program or file,** and then click **Next.**

4 In the **Select file type to import from** box, select **Tab Separated Values (Windows)** or **Comma Separated Values (Windows),** and then click **Next.**

5 Follow the rest of the instructions in the wizard.

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile−if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your Internet connection, or that you don't use e-mail at all and have a personal folder file. To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- Switch from Lotus Notes 4.0 or 4.6. Find out how to import your Lotus Notes information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

»   Use Outlook without e-mail
»   Use Outlook in your corporation
»   Switch from Lotus Notes 4.0 or 4.6
»   Printed and online information about what you can do with Outlook
»   Microsoft Press books about Microsoft Outlook and Office
»   Where to start if you don't read manuals
»   E-mail information services provided with Outlook

If you use Microsoft Mail 3.x for Windows

Based on where you are in your transition from Microsoft Mail to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Microsoft Mail, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Microsoft Mail, and check out printed and online resources about Outlook.
- How to import Microsoft Mail (.mmf) files into Microsoft Outlook 98. Find out how to import your existing Microsoft Mail messages into Outlook.
- How to share information with people who use Microsoft Mail. If people you work with continue to use Microsoft Mail, you can share your Outlook information with them, but there are a few exceptions.

What do you want to know about?

»   Basic features of Microsoft Outlook
»   Get started with Microsoft Outlook 98
»   Import Microsoft Mail 3.x files into Microsoft Outlook 98
»   Share information between Microsoft Outlook and Microsoft Mail 3.x

Switch from Microsoft Mail 3.x

With Outlook, you can exchange messages with people who use Microsoft Mail, and you can import information from Microsoft Mail. For this reason, Outlook can be used as a replacement for Microsoft Mail.

To use Outlook instead of Microsoft Mail, you only need Outlook set up. Outlook Setup includes the Microsoft Mail information service that enables Outlook to gain access to a Microsoft Mail postoffice. This information service is set up by default.

Import Microsoft Mail 3.x files into Microsoft Outlook 98

After Outlook is set up, you need to import the contents of the Microsoft Mail (.mmf) file. The .mmf file stores your e-mail messages, attachments, and the Personal Address Book. If the .mmf file is in the postoffice, you must first connect to the postoffice by using Microsoft Mail, and then move the .mmf file to your hard disk or to an accessible network location before importing the file into Outlook. If the .mmf file is left in the postoffice, and the postoffice is later migrated to a Microsoft Exchange Server computer, the Migration Wizard will move the contents of the .mmf file to the Microsoft Exchange Server computer. The .mmf file is not deleted and can be archived as a backup.

If the .mmf file resides in the correct directory in the postoffice and has the correct name, the Migration Wizard moves it when the user is migrated to Microsoft Exchange Server. If you already imported your messages into a personal folder file, this could lead to duplicate messages.

When migrating an .mmf file, keep the following points in mind:

- If there is a network failure while you import the .mmf file, Outlook retries the network connection four times within a 2-second time period, and then repeats these multiple retries every 10 minutes. An error message appears during the 10-minute retry period.
- Any errors that occur while you import the .mmf file are recorded in a file in the client directory with the same file name as the .mmf file name and with the extension .log. You can view the error log in Notepad or any other text editor.

For information about how to move the .mmf file from the postoffice to your hard disk, click   .

For information about how to import a Microsoft Mail file, click   .

Move the .mmf file from the postoffice to your hard disk

1 In Microsoft Mail, click the **Mail** menu, and then click **Options.**

2 Click **Server.**

3 Click **Local,** and then enter a file name for your .mmf file.

Note If the .mmf file is on your hard disk or is stored on a network server, you can import the contents into personal folders. You can import the .mmf file by clicking **Import and Export** on the **File** menu in Outlook.

Import a Microsoft Mail file

The converters used to import or export data from Microsoft Mail are automatically set up with Outlook when you run the Full installation during setup. If you did not run the Full installation of Outlook during setup, you need to manually add these converters. For more information about adding components to Outlook, click .

1 On the **File** menu, click **Import and Export.**

2 In the Import and Export Wizard, click **Import from another program or file,** and then click **Next.**

3 In the **Select file type to import from** box, select Microsoft Mail File (.mmf), and then click **Next.**

4 Follow the rest of the instructions in the wizard.

Share information between Microsoft Outlook and Microsoft Mail 3.x

When an Outlook user opens an e-mail message created by a Microsoft Mail user, Outlook recognizes all the features of the message. However, when a Microsoft Mail user opens an e-mail message created by an Outlook user, Microsoft Mail might not recognize some of the advanced features the Outlook user can include in the message. The following list includes differences between the Microsoft Mail and the Outlook e-mail systems:

- **Rich Text Format.** In Outlook, you can format text in a message by using font and paragraph Rich Text Format attributes such as bold, italic, indent, and alignment. When a message in Rich Text Format is opened by a Microsoft Mail user, all the rich text attributes are removed from the file, and the Microsoft Mail user sees only plain text.

- **Attachments and Embedded Objects.** Outlook and Microsoft Mail attachments and embedded objects in messages are completely compatible. An Outlook user can open attachments or objects within messages created by a Microsoft Mail user, and vice versa, as long as the appropriate program or OLE server is set up.

- **Hyperlinks.** If a Microsoft Mail user opens a message created by an Outlook user that contains a hyperlink, the hyperlink is broken in Microsoft Mail and appears in the message as plain text only. If an Outlook user clicks a hyperlink in a message created by another Outlook user, Outlook starts the a Web browser to connect to the site, if a browser is installed.

- **Message Properties.** When a Microsoft Mail user opens an Outlook message, properties that are not recognized by Microsoft Mail are ignored. All Microsoft Mail message properties are recognized by Outlook.

- **Custom Forms.** Any custom Outlook forms opened by a Microsoft Mail user appear by using the Microsoft Mail standard message form. Custom Microsoft Mail forms created by an Outlook user and opened by a Microsoft Mail user, or vice versa, appear by using the appropriate custom form handler, provided that the custom form is registered in the recipient's Msmail.ini or Shared.ini file. Any custom forms opened by Microsoft Mail for MS-DOS or Microsoft Mail for the Macintosh appear by using the standard message form.

Get started with Microsoft Outlook 98

Based on the tasks you need to do, you may need additional information about how to use Microsoft Outlook. You can use the following resources to get started:

- Switch from Microsoft Mail 3.x. Find out how to open your new Microsoft Mail 3.x messages in Outlook and what's different in Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are very familiar with Microsoft Mail 3.x, but new to Office, *Field Guide to Microsoft Outlook 97 for Windows* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

»   Switch from Microsoft Mail 3.x
»   Printed and online information about what you can do with Outlook
»   Microsoft Press books about Microsoft Outlook and Office
»   Where to start if you don't read manuals
»   E-mail information services provided with Outlook

If you use Netscape Messenger 4.0

Based on where you are in your transition from Netscape Messenger to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Netscape Messenger, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Netscape Messenger, and check out printed and online resources about Outlook.

What do you want to know about?

» Basic features of Microsoft Outlook

» Get started with Microsoft Outlook 98

Switch from Netscape Messenger 4.0

If Outlook detects Netscape Messenger on your computer during setup, you will be given the option to import Netscape Messenger e-mail messages, address books, and settings into Outlook. If you have already set up Outlook and did not select this option during setup, perform the following steps:

To import Netscape Messenger e-mail account information

1 On the **File** menu, click **Import and Export.**

2 In the Import and Export Wizard, click **Import Internet Mail Account Settings,** and then click **Next.**

3 Follow the rest of the instructions in the wizard.

To import Netscape Messenger e-mail messages, address books, and settings

1 On the **File** menu, click **Import and Export.**

2 In the Import and Export Wizard, click **Import Internet Mail and Addresses,** and then click **Next.**

3 Follow the rest of the instructions in the wizard.

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile—if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your <u>Internet</u> connection, or that you don't use e-mail at all and have a <u>personal folder file.</u> To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- Switch from Netscape Messenger 4.0. Find out how to import your Netscape Messenger information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

»   <u>Use Outlook without e-mail</u>
»   <u>Use Outlook in your corporation</u>
»   <u>Switch from Netscape Messenger 4.0</u>
»   <u>Printed and online information about what you can do with Outlook</u>
»   <u>Microsoft Press books about Microsoft Outlook and Office</u>
»   <u>Where to start if you don't read manuals</u>
»   <u>E-mail information services provided with Outlook</u>

If you use Netscape Mail 2.02, 3.0, or 3.01

Based on where you are in your transition from Netscape Mail to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Netscape Mail, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Netscape Mail, and check out printed and online resources about Outlook.

What do you want to know about?

»   Basic features of Microsoft Outlook
»   Get started with Microsoft Outlook 98

Switch from Netscape Mail 2.02, 3.0, or 3.01

If Outlook detects Netscape Mail on your computer during setup, you will be given the option to import Netscape Mail e-mail messages, address books, and settings into Outlook. If you have already set up Outlook and did not select this option during setup, perform the following steps:

To import Netscape Mail e-mail account information

1 On the **File** menu, click **Import and Export.**

2 In the Import and Export Wizard, click **Import Internet Mail Account Settings,** and then click **Next.**

3 Follow the rest of the instructions in the wizard.

To import Netscape Mail e-mail messages and address books

1 On the **File** menu, click **Import and Export.**

2 In the Import and Export Wizard, click **Import Internet Mail and Addresses,** and then click **Next.**

3 Follow the rest of the instructions in the wizard.

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile−if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your Internet connection, or that you don't use e-mail at all and have a personal folder file. To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- Switch from Netscape Mail 2.02, 3.0, or 3.01. Find out how to import your Netscape Communicator information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

» Use Outlook without e-mail
» Use Outlook in your corporation
» Switch from Netscape Mail 2.02, 3.0, oe 3.01
» Printed and online information about what you can do with Outlook
» Microsoft Press books about Microsoft Outlook and Office
» Where to start if you don't read manuals
» E-mail information services provided with Outlook

If you are new to this type of program

Based on where you are in your set up of Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook has a variety of exciting features.
- How to get started with Microsoft Outlook 98. You may need to set up Outlook to send and receive e-mail. Also, check out printed and online resources about Outlook.

What do you want to know about?

»   Basic features of Microsoft Outlook
»   Get started with Microsoft Outlook 98

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile−if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your <u>Internet</u> connection, or that you don't use e-mail at all and have a <u>personal folder file.</u> To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press.
- Get started quickly with Outlook, even if you don't read manuals.
- Find out about E-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

»	Use Outlook without e-mail
»	Use Outlook in your corporation
»	Printed and online information about what you can do with Outlook
»	Microsoft Press books about Microsoft Outlook and Office
»	Where to start if you don't read manuals
»	E-mail Information Services Provided with Outlook

Use Outlook without e-mail

1 Click **Start,** point to **Programs,** and then click **Microsoft Outlook.**

2 Outlook opens the Inbox by default. To quickly open a different Outlook folder, click a shortcut on the <u>Outlook Bar.</u>

E-mail information services provided with Outlook

- Internet Mail
- Microsoft Exchange Server
- Microsoft Mail
- Microsoft At Work fax software (If you already have Microsoft At Work fax software set up on your computer, the software is updated when you set up Outlook. If Microsoft At Work fax software is not set up on your computer, set up the Microsoft At Work fax software driver−from your Windows 95 disks−before you set up Outlook.)
- The Microsoft Network online service (For versions of Microsoft Network prior to 2.5, use the Microsoft Network service, which is available after you set up the Microsoft Network online service. For Microsoft Network version 2.5 use the Internet Mail Information Service.)
- Lotus cc:Mail (Get the Lotus cc:Mail driver from the ValuPack folder on the compact disc or on the network you used to set up Outlook. If you didn't set up Outlook from a compact disc and you have access to the World Wide Web, click the **Help** menu, point to **Microsoft on the Web,** and then click **Free Stuff.**)

Use Outlook in your corporation

1 Ask your administrator how you should set up your user profile. Your administrator should tell you the information service to use and the name and location of your e-mail server, or tell you the name and phone number of your e-mail service provider and give you any additional software you need to work with the service provider.

2 Using the information from your administrator, add the information service to your user profile.

If you use Lotus Organizer 1.0, 1.1, 2.1, or 97

Based on where you are in your transition from Lotus Organizer to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Lotus Organizer, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Lotus Organizer and check out printed and online resources about Outlook.

What do you want to know about?

»   Basic features of Microsoft Outlook
»   Get started with Microsoft Outlook 98

Switch from Lotus Organizer 1.0, 1.1, 2.1, or 97

To use Microsoft Outlook instead of Lotus Organizer, you do not need Lotus Organizer set up. However, to import a Lotus Organizer file into Outlook, you must have Lotus Organizer set up on your computer and you must perform the following steps:

1 In Outlook, click the **File** menu, and then click **Import and Export.**

2 In the Import and Export Wizard, click **Import from another program or file,** and then click **Next.**

3 In the **Select file type to import from** box, select the appropriate version of Lotus Organizer, and then click **Next.**

4 Follow the rest of the instructions in the wizard.

The converters used to import or export data from Lotus Organizer are automatically set up with Outlook when you run the Full installation during setup. If you did not run the Full installation, you need to manually add these converters. For more information about adding components to Outlook, click .

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile−if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your <u>Internet</u> connection, or that you don't use e-mail at all and have a <u>personal folder file.</u> To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- Switch from Lotus Organizer 1.0, 1.1, 2.1, or 97. Find out how to import your Lotus Organizer information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

»	<u>Use Outlook without e-mail</u>
»	<u>Use Outlook in your corporation</u>
»	<u>Switch from Lotus Organizer 1.0, 1.1, 2.1, or 97</u>
»	<u>Printed and online information about what you can do with Outlook</u>
»	<u>Microsoft Press books about Microsoft Outlook and Office</u>
»	<u>Where to start if you don't read manuals</u>
»	<u>E-mail information services provided with Outlook</u>

If you use Starfish SideKick 95 Deluxe or for Windows 2.0

Based on where you are in your transition from Starfish SideKick to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Starfish SideKick, but it also has many new and exciting features.
- How to get started with Microsoft Outlook 98. Find out about how to switch from Starfish SideKick, and check out printed and online resources about Outlook.

What do you want to know about?

»   Basic features of Microsoft Outlook
»   Get started with Microsoft Outlook 98

Switch from Starfish SideKick 95 Deluxe or for Windows 2.0

To use Microsoft Outlook instead of Starfish SideKick, you do not need Starfish SideKick set up. To import a Starfish SideKick file into Outlook, carry out the following steps:

1 In Outlook, click the **File** menu, and then click **Import and Export.**

2 In the Import and Export Wizard, click **Import from another program or file,** and then click **Next.**

3 In the **Select file type to import from** box, select the appropriate version of Starfish SideKick, and then click **Next.**

4 Follow the rest of the instructions in the wizard.

The converters used to import or export data from Starfish SideKick are automatically set up with Outlook when you run the Full installation during setup. If you did not run the Full installation of Outlook during setup, you will need to manually add these converters. For more information about adding components to Outlook, click .

Note   When you import card files from Starfish SideKick, the information is imported into business fields in contacts in Outlook, even if the information is personal.

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile−if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile might specify that you send and receive messages with your Internet connection, or that you don't use e-mail at all and have a personal folder file. To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- Switch from Starfish SideKick 95 Deluxe or for Windows 2.0. Find out how to import Starfish SideKick information into Outlook.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press. For example, if you are not familiar with either Microsoft Outlook or Office, *Microsoft Outlook 98 Step by Step* and *Microsoft Office 97 for Windows Integration Step by Step* may be the books for you.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

»   Use Outlook without e-mail
»   Use Outlook in your corporation
»   Switch from Starfish SideKick 95 Deluxe or for Windows 2.0
»   Printed and online information about what you can do with Outlook
»   Microsoft Press books about Microsoft Outlook and Office
»   Where to start if you don't read manuals
»   E-mail information services provided with Outlook

If you use Microsoft Schedule+ 1.0 or 95

Based on where you are in your transition from Schedule+ 1.0 or 95 to Outlook, you may want information about the following:

- Basic features of Microsoft Outlook. Outlook extends and enhances features you know in Schedule+, but it also has a variety of exciting features.
- How to get started with Microsoft Outlook 98. Find out how to set up e-mail features in Outlook and import Schedule+ data into Outlook. Check out printed and online resources about Outlook.
- If people you work with continue to use Schedule+, you can share your Outlook information, but there are a few exceptions.

What do you want to know about?

»   Basic features of Microsoft Outlook
»   Get started with Microsoft Outlook 98
»   Information you can share with people who use Schedule+

Get started with Microsoft Outlook 98

When you set up Outlook, the Setup program looks for your user profile−if you don't have a user profile, the Setup program creates one for you. A user profile is a group of settings that defines how you are set up to work with Outlook. For example, your user profile may specify that you send and receive messages with your Internet connection, or that you don't use e-mail at all and have a personal folder file. To send, store, and receive messages and Outlook items and to specify where to store your Outlook information, you use a group of settings called an information service. The Microsoft Network online service, personal folders, and Microsoft Exchange Server are all examples of information services.

If you plan to use e-mail features in Outlook, you must add the appropriate information service to your user profile. If you don't plan to use e-mail, or if you have an existing user profile with the information service and settings recommended by your administrator, you can get started right away. You can add or remove an information service at any time.

Based on what you want to do, you can use the following options to get started:

- Use Outlook now, without e-mail.
- If you work in a corporation, use Outlook with settings your administrator recommends. If you already have a user profile, you may be able to use Outlook without changes to your current settings.
- Switch from Microsoft Schedule+ 1.0 or 95. You can import data from Schedule+, and you can continue to use Schedule+ as your primary calendar and use Outlook for e-mail messages and other features.
- If you want information about what you can do with Outlook, check out printed and online resources that are available.
- For in-depth information about Microsoft Outlook and Office, you can obtain a variety of books from Microsoft Press.
- You can get started quickly with Outlook, even if you don't read manuals.
- Find out about e-mail information services that are provided with Outlook. Using information services, you can control how Outlook addresses and delivers your messages, and how your messages and folders are stored. You can also set up information services to send faxes or connect to other e-mail systems.

What do you want to know about?

» Use Outlook without e-mail
» Use Outlook in your corporation
» Switch from Microsoft Schedule+ 1.0 or 95
» Printed and online information about what you can do with Outlook
» Microsoft Press books about Microsoft Outlook and Office
» Where to start if you don't read manuals
» E-mail information services provided with Outlook

Switch from Microsoft Schedule+ 1.0 or 95

After Outlook is set up, you can import the contents of the Schedule+ data file (.scd if you use Schedule+ 95; .cal if you use Schedule+ 1.0). The Schedule+ file stores your appointments, events, meetings, to-do list, and contacts (Schedule+ 95 only). The .scd or .cal file is not modified or deleted during the import process.

Outlook imports Schedule+ data into the following Outlook folders:

- Appointments and events are imported into the Calendar folder.
- Tasks are imported into the Tasks folder.
- Contacts (Schedule+ 95 only) are imported into the Contacts folder.
- Notes (Schedule+ 1.0 only) must first be imported into Schedule+ 95, where they are converted to events, and then imported from Schedule+95 to Outlook as events in the Calendar Folder.

If people you work with are gradually upgrading to Outlook, and if you have Schedule+ 95 set up on your computer in addition to Outlook, you can continue to use Schedule+ 95 as your primary calendar and use Outlook for e-mail messages and other features. See your administrator before you set up Outlook for use with Schedule+ 95. For information about how to use Schedule+ 95 as your primary calendar, click ⯈.

For information about how to import a Schedule+ file, click ⯈.

Make a copy of your Schedule+ file on your hard disk

1 If Schedule+ 95 (or the Schedule+ 95 support file set) is not set up on your computer, use Setup to install it.

≫_____How?

2 Start Schedule+ 95.

3 On the **Tools** menu, click **Options.**

4 Click the **Synchronize** tab, click **Work primarily from local file,** and then click **OK.**

5 Type a name for the Schedule+ file in the **File name** box.

Import a Schedule+ file

1 If you keep your Schedule+ data only on a server, and do not keep a copy on your hard disk, create a copy of the Schedule+ file on your hard disk.

»   How?

2 On the **File** menu, click **Import and Export.**

3 In the Import and Export Wizard, click **Import from another program or file,** and then click **Next.**

4 In the **Select file type to import from** box, select the appropriate version of Schedule+, and then click **Next.**

5 Follow the rest of the instructions in the wizard.

Information you can share with people who use Schedule+

After you set up Outlook, you can do the following:

- Send and receive meeting requests and responses between Outlook and Schedule+.
- View others' free/busy times and details. With permission, view the subject of appointments (Schedule+ 95 only).
- With permission, open a Schedule+ appointment book from Outlook. If you want to open an appointment book that belongs to someone who uses Schedule+ 1.0, you must have Schedule+ 95 installed. Outlook uses Schedule+ 95 to read and interpret Schedule+ 1.0 data. For information about how to install Schedule+ 95 support files with Outlook if Schedule+ 95 is not set up on your computer, click .

You cannot use Outlook to do the following:

- Send a meeting request as an attachment in an Outlook item such as a contact or message.
- Send file attachments and meeting locations to people who use Schedule+ 1.0.
- Send more than one occurrence of a recurring meeting to people who use Schedule+ 1.0.

Install Schedule+ 95 support files with Outlook

The converters used to import or export data from Schedule+ are automatically installed with Outlook when you run the Full installation during setup. If you did not run the Full installation of Outlook during setup, you will need to manually add these converters. For more information about adding components to Outlook, click .

Note   When you install Schedule+ 95 support files, you do not install the complete Schedule+ 95 program. You will not be able to run Schedule+ 95 as a separate program.

Printed and online information about what you can do with Outlook

For information about what you can do with Outlook, use the following resources:

- **Microsoft Outlook Help.** User assistance in the form of procedures, reference and concept information, tips, and hyperlinks to World Wide Web resources that provide answers to your questions. For information about how to get assistance while you work, click [»].

-     **What is Microsoft Outlook?** A visual overview in Outlook Help that introduces you to basic features of Outlook. To see this overview, click [»].

- **Getting Results.** A book that offers strategies and instructions about how to accomplish everyday tasks and that provides useful tips to help you work more efficiently.

- **Microsoft on the Web.** If you have access to the Web, you can click the **Help** menu, and then point to **Microsoft on the Web,** to view a list of Web pages that provide product information, online support, free add-in component download sites, and more.

- **Updates and information about new Microsoft products.** If you haven't already registered online or mailed the registration card for your software, fill in and mail the registration card now to receive updates and information about new Microsoft products.

Microsoft Press books about Microsoft Outlook and Office

Microsoft Press has the training and support products you need to help you get more from all Microsoft products, including Microsoft Office, Microsoft Windows 95, and Microsoft Windows NT Workstation.

Whether you're a beginning user, an advanced user, a support professional, or a software developer, Microsoft Press has what you're looking for—from quick references and self-paced training guides to desktop references, technical resources, and programming titles.

To locate your nearest source for Microsoft Press products worldwide, visit the Microsoft Press Web site, or contact your local Microsoft office. In the United States, call (800) MS-PRESS. In Canada, call (800) 667-1115. For a quick glance at what's available, review the book summaries below.

Books about Outlook

If you want	Read
A quick, visual reference for using and learning Outlook.	*Microsoft Outlook 98 At a Glance* 224 pages ISBN: 1-57231-719-1 UPC: 790145171917
A procedural training system with basic information about Outlook.	*Microsoft Outlook 98 Step by Step* Author: Catapult, Inc. 336 pages with one 3.5-inch disk ISBN: 1-57231-717-5 UPC: 790145171757
An in-depth guide to learning, using, and maximizing Outlook.	*Running Microsoft Outlook 98* 608 pages with one CD-ROM ISBN 57231-840-6 UPC: 790145184061
A concise, visual, pocket-sized reference with alphabetically listed tasks, terms, and techniques.	*Field Guide to Microsoft Outlook 98 for Windows* Author: Stephen L. Nelson 200 pages ISBN: 1-57231-728-0 UPC: 790145172808
A results-oriented book that offers both the nonprogrammer and the experienced IS professional the information, strategies, and sample applications they need to get started building useful workgroup software and mail-enabled applications almost immediately.	*Building Applications with Microsoft Outlook 98, New Edition* 550 pages ISBN 1-57231-718-3 UPC: 790145171832

Books about Office 97 that include information about Outlook

If you want	Read
A procedural training system with basic information about Office 97.	*Microsoft Office 97 for Windows Integration Step by Step* Author: Catapult, Inc. 352 pages with one 3.5-inch disk ISBN: 1-57231-317-X UPC: 790145131706
Quick solutions to specific software problems in a visual, well-organized reference format.	*Microsoft Office 97 At a Glance, New Edition* Author: Perspection, Inc. 352 pages ISBN: 1-57231-891-0 UPC: 790145189103
In-depth reference information and inside tips from software experts in a comprehensive, example-filled guide.	*Running Microsoft Office 97 for Windows*, Select Edition Authors: Michael Halvorson and Michael Young

1,168 pages with one CD-ROM
ISBN: 1-57231-889-9
UPC: 790145188991

A procedural approach to programming.

Microsoft Office 97/Visual Basic Step by Step
Author: David Boctor
384 pages with one CD-ROM
ISBN: 1-57231-389-7
UPC: 790145138976

A programming guide to build on your knowledge of Visual Basic and learn how to create concise, lean, and efficient code with the powerful programming language used in most of the Microsoft Office 97 programs. This guide helps you become more productive with Visual Basic for Applications. Learn how to create custom commands, menus, dialog boxes, messages, and buttons, as well as display custom online Help for all these items.

Microsoft Office 97/Visual Basic Programmer's Guide
Author: Microsoft Corporation
704 pages
ISBN: 1-57231-340-4
UPC: 790145134042

A definitive guide about how to set up, configure, and support Microsoft Office in your organization. This kit is designed for system administrators, consultants, and power users, and offers complete coverage, whether you run Microsoft Office on Windows 95, Windows NT Workstation, or on the Macintosh.

Microsoft Office 97 Resource Kit
Author: Microsoft Corporation
1,008 pages with one CD-ROM
ISBN: 1-57231-329-3
UPC: 790145132932

Where to start if you don't read manuals

If you prefer to learn new software by exploring it, start Outlook and take a look around. Most of the tools and commands you need are easy to find on the **Standard** toolbar and on the Outlook menus. Click a shortcut on the <u>Outlook Bar</u> to quickly open other Outlook folders. If you need Help or information about how to use features in Outlook, type your question in the Office Assistant, and then click **Search.** (Click **Office Assistant** [»] if the Office Assistant is not open.)

If you are upgrading from Outlook 97

Based on where you are in your upgrade from Outlook 97, you may want information about the following:

- New features in Microsoft Outlook 98. Outlook has a variety of new and exciting features to make your everyday tasks faster and easier.
- Where you can find Outlook 97 menu commands and features in Outlook 98. Some menu commands and features have been moved and are now easier for you to find.

What do you want to know about?

» What's new in Outlook 98
» Find Outlook 97 menu commands in Outlook 98

What's new in Outlook 98

In each topic, you'll find information about new features in Outlook 98, along with ideas about how you might apply them to your work.

What area do you want to read about?

- Managing and prioritizing information
- Organizing your Inbox
- Sending and reading messages
- Exchanging information over the Internet
- Working with other programs
- Using basic features with greater ease
- Discovering improved performance

What's new about managing and prioritizing information?

Outlook 98 provides new features that make it easier for you to manage and prioritize your work.

Outlook Today

The Outlook Today page (on the Outlook Bar, click **Outlook Today**) provides an at-a-glance view of your day. With Outlook Today, you can see how many messages you have in your Inbox, your appointments over the next few days, and your list of tasks—all in one place. You can also perform some common tasks on the Outlook Today page, such as finding contacts or checking off task items that you have completed. And if you want detailed information about a Calendar item, just click the appointment or meeting. To customize the Outlook Today page for the way you work, click **Options.**

Find items

The Find page (click **Find** on the toolbar) gives you a simplified way to search for messages, appointments, contacts, and tasks. You can search for items by using the Find page in the same way as you would search for items on the Web. You can sort, group, and change the view of your search results to organize your information in different ways. For more advanced searches, click the **Tools** menu, and then click **Advanced Find**.

Flag contact for follow up

You can now flag contacts for follow-up, just as you've been able to flag messages for follow-up. For example, you can flag a contact that you need to call, and specify a date and time for Outlook to send you a reminder. Also, you no longer need to open the item to flag it for follow-up. Just select the contact that you want to flag, click the **Actions** menu, and then click **Flag for Follow Up.**

What's new about ways to organize your Inbox?

Outlook 98 offers new features to help you organize your Inbox so that you can more easily identify important messages and quickly find the information you're looking for.

Organize items

Outlook makes it easy for you to organize your Inbox by using the new Organize page. Just click **Organize** on the toolbar to see how this page enables you to create rules, change views, and manage junk e-mail. The following examples give you some ideas about how this new feature can help you organize your e-mail messages.

- When you click **Using Folders,** you can create a new folder to store messages from your boss and then set up a rule to automatically move all future messages that you receive from your boss into that folder.
- When you click **Using Colors,** you can create rules to color-code messages that meet criteria you specify. For example, you can set up a rule so that all messages you receive from your boss appear in blue text, making it easy for you to identify important messages.
- When you click **Using Views,** you can change the way you view your messages. You may want to view all of your messages by sender, for example, so that all messages from your boss are grouped together in your Inbox. There are many custom views that you can choose from, but you can also create your own views by clicking **Customize Current View.**
- When you click **Junk E-mail,** you can filter out commercial and other unwanted junk e-mail so it doesn't clutter your Inbox. You can move the junk e-mail to another folder to view later, move it to your Deleted Items Folder, or you can color-code the junk e-mail so it's easy to identify.

Drafts folder

Outlook automatically saves unsent messages in the Drafts folder so you know exactly where to find them. You can then easily retrieve your unfinished messages to complete and send at a later date.

Rules wizard

The Rules wizard that was available as an add-on component in Outlook 97 it is now a built-in feature. Click the **Tools** menu, and then click **Rules Wizard** to automatically move, delete, forward, or flag incoming and outgoing messages. For example, you can easily create a rule to have Outlook notify you when messages marked with high importance arrive in your Inbox.

What's new about sending and reading messages?

Here are some exciting ways to personalize your outgoing e-mail messages and read your incoming messages faster and easier.

Stationery

Outlook 98 allows you to personalize your e-mail messages with the use of stationery. You can add images and background colors to your outgoing messages, and change your default fonts. Stationery is only available if you use HTML to format your e-mail messages. To experiment with the different stationery designs available, click the **Tools** menu, click **Options,** and then click the **Mail Format** tab. In the **Send in this message format** box, select **HTML,** and then click **Stationery Picker.**

Multiple signatures

To further personalize your e-mail messages, you can now create more than one e-mail signature and then select the one that you want to use for each message you send. For example, you might have a signature for messages that you send to your business clients, and a different signature for messages that you send to your friends. To create signatures, or to set a default signature to be inserted in all outgoing messages, click the **Tools** menu, click **Options,** click the **Mail Format** tab, and then click **Signature Picker.**

HTML Mail

HTML Mail offers you the ability to send messages with animated graphics, pictures, multimedia objects, and anything else that a Web page can contain. You can also send messages that contain entire Web pages. To use HTML as your new message format, click the **Tools** menu, click **Options,** and then click the **Mail Format** tab. In the **Send in this message format** box, click **HTML.**

Auto Format Reply

When you reply to a message, Outlook automatically uses the message format in which the original message was sent. This ensures that e-mail recipients receive replies they can easily read.

Preview pane

By clicking **Preview Pane** on the **View** menu, you can view the entire contents of any selected message at the bottom of your screen, without opening a separate window. Using the preview pane, you can quickly prioritize which messages to read or delete. You can adjust the amount of message text that you want to see by moving the bar at the top of the preview pane up or down.

What's new about exchanging information over the Internet?

Outlook 98 supports the emerging Internet scheduling and collaboration standards.

These Internet standards supported in Outlook 98	Enable you to do this
vCalendar - Internet Appointments	Exchange meeting request information over the Internet.
iCalendar - Internet Free/Busy	Share calendar free/busy information over the Internet. This provides you with the option to publish your free/busy information to a specified Web site for other Internet mail users to access.
vCard - Internet Contacts Format	Send contact information over the Internet by using Internet vCards. For example, you can attach an electronic business card as a vCard in your outgoing e-mail messages.

Outlook 98 also supports all of the key Internet mail protocols for messaging, directory access, and security.

Internet mail protocols supported in Outlook 98	Description
POP3/SMTP	High-performance Internet e-mail. Full multiple account support.
IMAP4	High-performance Internet e-mail and server-based mail storage. Full multiple-account support. (Available when using Outlook in Internet Mail configuration.)
LDAP	High-performance Internet directory access including search and name-checking capabilities. Full multiple-account support. (Available when using Outlook in Internet Mail configuration.)
NNTP - Newsreader	High-performance Internet newsreader. Shared with Microsoft Internet Explorer 4.0. (Available when using Outlook in Internet Mail configuration or with Microsoft Exchange Server.)
S/MIME	Enables you to send and receive signed and/or encrypted Internet mail. Common Key/Certificate management shared with Internet Explorer 4.0.

What's new about working with other programs?

Outlook 98 provides continuing integration with Microsoft Office products, such as Microsoft Word and Microsoft Excel, but it also offers tight integration with other Microsoft products to help you work more efficiently.

Microsoft Internet Explorer 4.0 integration

Outlook 98 installs some components of Internet Explorer 4.0 during setup, providing you with the following options:

- Start Outlook from the Quick Launch bar and **Go** menu of Internet Explorer.
- Send e-mail messages and create contacts directly from Internet Explorer (on the **File** menu).
- Gain access to the Outlook Express newsreader of Internet Explorer from within Outlook, and subscribe to your favorite newsgroups.
- Share HTML-based information between programs. For example, if you format your e-mail messages in HTML, you can copy a picture from a Web page into an e-mail message.

Microsoft NetMeeting integration

Use NetMeeting to schedule real-time, online conferences with video, audio, and/or chat capabilities. When you use NetMeeting with video, you can see other online conference attendees on your screen. You can also use NetMeeting to collaborate with others by sharing programs and documents over the Internet. For example, you can draw with other people on a shared Whiteboard over the Internet. To start NetMeeting, click the **File** menu, point to **New,** and then click **Meeting Request.** Click the **Online** tab, and then click the **NetMeeting** button. For more information, see Help in NetMeeting.

Windows CE Pocket Outlook integration

Synchronize your mail, contacts, and tasks with Pocket Outlook on Windows CE 2.0 handheld devices.

What's new about basic features?

Outlook 98 provides improved functionality to basic features, making the product easier to use.

Simplified menus and dialog boxes

The Outlook menus and dialog boxes have been simplified so that you can find things more easily. For example, the Options dialog box (click the **Tools** menu, and then click **Options**) has only one row of tabs now, and the **View** menu has been rearranged to display only the most frequently used commands at the top level. There's also a new **Actions** menu that contains commands specific to the view you are in.

Simplified toolbars

Fewer buttons appear on the standard Outlook toolbar, and many buttons are now labeled for easy reference. To display more toolbar buttons, click the **View** menu, point to **Toolbars,** and then click **Advanced.**

Customizable toolbars

In Outlook 98, you can customize the toolbars for the way you work by adding and removing buttons. To add a button to the toolbar, click the **View** menu, point to **Toolbars,** and then click **Customize.** Click the **Commands** tab, and then select a category. Click the button that you want to add, and then drag it to the toolbar. You can remove a button from the toolbar by right-clicking the button and then clicking **Delete** on the shortcut menu.

Enhanced ToolTips

ToolTips have been added to column headers for quick reference. Just rest the pointer on a column heading to find out if you want to sort by the type of information under that column.

Open folders in separate windows

You can now open other folders, such as Calendar, Contacts, and Tasks, in a separate window for quick access, without losing your current view. For example, if you are in your Inbox and want to take a quick look at an item in your Calendar, just right-click **Calendar** on the Outlook Bar, and then click **Open in New Window** on the shortcut menu.

Easy upgrade from other e-mail programs with the Setup wizard

The Outlook Setup wizard detects other e-mail programs on your computer, such as Microsoft Outlook Express, Qualcomm Eudora Pro, and Netscape products, and configures Outlook to automatically import e-mail messages and address book information from them. The Setup wizard also detects existing Internet mail accounts and profiles, and configures Outlook to automatically use those accounts.

What's new about performance?

Outlook has provided many performance enhancements to help you work more productively.

Common tasks are faster

Outlook start and shutdown time is now faster. You'll also find that you can switch between folders more quickly —for example, between Inbox and Calendar. Your meeting requests now open faster. And it takes less time to accept or decline a meeting and to view free/busy information when you're setting up a meeting time with other people.

Downloading e-mail messages from an Internet service provider is faster

Outlook 98 makes downloading e-mail messages from an Internet service provider faster and easier. You can continue working in Outlook 98 while your Internet e-mail messages are being downloaded in the background. You can also configure Outlook to automatically download new Internet e-mail at specified intervals.

Better synchronization of offline folders

If you use Outlook with Microsoft Exchange Server and you work with offline folders when you are not connected to the server, Outlook 98 provides the following improvements:

- When you are back online, you can continue to work in Outlook while your offline folders are being synchronized with your e-mail information that is stored on the Microsoft Exchange Server.
- You can configure Outlook to automatically synchronize your offline folders with Microsoft Exchange Server at specified intervals.
- You can create a filter so that only the items you are interested in are downloaded.

Find Outlook 97 menu commands in Outlook 98

In each topic, you'll find information about finding Outlook 97 menu commands in Outlook 98. For quick reference, you may want to print out the topic that covers menu command changes for the area of Outlook that you use the most.

What area do you want to read about?

» Where to find Outlook 97 Inbox menu commands in Outlook 98
» Where to find Outlook 97 Calendar menu commands in Outlook 98
» Where to find Outlook 97 Contacts menu commands in Outlook 98
» Where to find Outlook 97 Tasks menu commands in Outlook 98
» Where to find Outlook 97 Journal menu commands in Outlook 98
» Where to find Outlook 97 Notes menu commands in Outlook 98

Where to find Outlook 97 Inbox menu commands in Outlook 98

This Outlook 97 command	Changes to this in Outlook 98
File Menu	
Exchange Server Folder (on the **Open Special Folder** submenu) **Note** This only applies to users running Microsoft Exchange Server.	Renamed **Other User's Folder.** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Personal Folder (on the **Open Special Folder** submenu)	Renamed **Personal Folders File (.pst).** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Create Subfolder (on the **Folder** submenu)	Renamed **New Folder.**
Properties	Moved to the **File** menu for an opened item.
View Menu	
By Message Flag (on the **Current View** submenu)	Renamed **By Follow Up Flag.**
Show Fields	Changed to a **Fields** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Format Columns	Changed to a **Format** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Sort	Changed to a **Sort** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Filter	Changed to a **Filter** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Group By	Changed to a **Group By** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Format View	Changed to an **Other Settings** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Define Views	Moved to the **Current View** submenu. (On the **View** menu, point to **Current View.**)
Tools Menu	
Check for New Mail	Renamed **Send and Receive.** (On the **Tools** menu, point to **Send and Receive,** and then point to your e-mail server or e-mail account.)
Check for New Mail On	Renamed **Send and Receive.** (On the **Tools** menu, point to **Send and Receive,** and then point to your e-mail server or e-mail account.)
AutoSignature	Changed to a **Signature Picker** button. (On the **Tools** menu, click **Options,** and then click the **Mail Format** tab.)
Inbox Assistant	Replaced by the **Rules Wizard.**
Dial	Renamed **Call Contact.** Moved to the **Actions** menu in Contacts.
Record in Journal	Renamed **Journal Entry.** Moved to the **File** menu**.** (On the **File** menu, point to **New.**)
Find Items	Replaced by **Find.**
Find All	Replaced by **Advanced Find.**

Compose Menu	Renamed **Actions** menu.
New Post in This Folder **Note** This only applies to users running Microsoft Exchange Server.	Renamed **Post in This Folder.** Moved to the **File menu.** (On the **File** menu, point to **New,** and then click **Post in This Folder.**)
Plan a Meeting	Moved to the **Actions** menu in Calendar.
Post Reply to This Folder	Moved to the **Actions** menu from an open item.

Where to find Outlook 97 Calendar menu commands in Outlook 98

This Outlook 97 command	Changes to this in Outlook 98
File Menu	
Exchange Server Folder (on the **Open Special Folder** submenu) **Note** This only applies to users running Microsoft Exchange Server.	Renamed **Other User's Folder.** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Personal Folder (on the **Open Special Folder** submenu)	Renamed **Personal Folders File (.pst).** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Create Subfolder (on the **Folder** submenu)	Renamed **New Folder.**
Properties	Moved to the **File** menu for an opened item.
View Menu	
Filter	Changed to a **Filter** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Format View	Changed to an **Other Settings** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Define Views	Moved to the **Current View** submenu. (On the **View** menu, point to **Current View.**)
Week	Renamed **Work Week.**
Show Fields (on the **TaskPad Settings** submenu)	Changed to a **Fields** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Group By (on the **TaskPad Settings** submenu)	Changed to a **Group By** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Sort (on the **TaskPad Settings** submenu)	Changed to a **Sort** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Format View (on the **TaskPad Settings** submenu)	Changed to an **Other Settings** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Tools Menu	
Check for New Mail	Renamed **Send and Receive.** (On the **Tools** menu, point to **Send and Receive,** and then point to your e-mail server or e-mail account.)
Dial	Renamed **Call Contact.** Moved to the **Actions** menu in Contacts.
Record in Journal	Renamed **Journal Entry.** Moved to the **File** menu**.** (On the **File** menu, point to **New.**)
Find Items	Replaced by **Find.**
Calendar Menu	Renamed **Actions** menu.
New Event	Renamed **New All Day Event.**

Where to find Outlook 97 Contacts menu commands in Outlook 98

This Outlook 97 command	Changes to this in Outlook 98
File Menu	
Exchange Server Folder (on the **Open Special Folder** submenu) **Note** This only applies to users running Microsoft Exchange Server.	Renamed **Other User's Folder.** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Personal Folder (on the **Open Special Folder** submenu)	Renamed **Personal Folders File (.pst).** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Create Subfolder (on the **Folder** submenu)	Renamed **New Folder.**
Properties	Moved to the **File** menu for an opened item.
View Menu	
Show Fields	Changed to a **Fields** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Sort	Changed to a **Sort** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Filter	Changed to a **Filter** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Format View	Changed to an **Other Settings** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Define Views	Moved to the **Current View** submenu. (On the **View** menu, point to **Current View.**)
Tools Menu	
Dial	Renamed **Call Contact.** Moved to the **Actions** menu.
Record in Journal	Renamed **Journal Entry.** Moved to the **File** menu**.** (On the **File** menu, point to **New.**)
Find Items	Replaced by **Find.**
Contacts Menu	Renamed **Actions** menu.

Where to find Outlook 97 Tasks menu commands in Outlook 98

This Outlook 97 command	Changes to this in Outlook 98
File Menu	
Exchange Server Folder (on the **Open Special Folder** submenu) **Note** This only applies to users running Microsoft Exchange Server.	Renamed **Other User's Folder.** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Personal Folder (on the **Open Special Folder** submenu)	Renamed **Personal Folders File (.pst).** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Create Subfolder (on the **Folder** submenu)	Renamed **New Folder.**
Properties	Moved to the **File** menu for an opened item.
View Menu	
Show Fields	Changed to a **Fields** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Format Columns	Changed to a **Format** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Sort	Changed to a **Sort** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Filter	Changed to a **Filter** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Group By	Changed to a **Group By** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Format View	Changed to an **Other Settings** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Define Views	Moved to the **Current View** submenu. (On the **View** menu, point to **Current View.**)
Tools Menu	
Place a NetMeeting Call	Renamed **Call Using NetMeeting.** Moved to the **Actions** menu in Contacts.
Dial	Renamed **Call Contact.** Moved to the **Actions** menu in Contacts.
Record in Journal	Renamed **Journal Entry.** Moved to the **File** menu**.** (On the **File** menu, point to **New.**)
Find Items	Replaced by **Find.**
Tasks Menu	Renamed **Actions** menu.

Where to find Outlook 97 Journal menu commands in Outlook 98

This Outlook 97 command	Changes to this in Outlook 98
File Menu	
Exchange Server Folder (on the **Open Special Folder** submenu) **Note** This only applies to users running Microsoft Exchange Server.	Renamed **Other User's Folder.** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Personal Folder (on the **Open Special Folder** submenu)	Renamed **Personal Folders File (.pst).** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Create Subfolder (on the **Folder** submenu)	Renamed **New Folder.**
Properties	Moved to the **File** menu for an opened item.
View Menu	
Show Fields	Changed to a **Fields** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Filter	Changed to a **Filter** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Group By	Changed to a **Group By** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Format View	Changed to an **Other Settings** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Define Views	Moved to the **Current View** submenu. (On the **View** menu, point to **Current View.**)
Tools Menu	
Dial	Renamed **Call Contact.** Moved to the **Actions** menu in Contacts.
Find Items	Replaced by **Find.**
Journal Menu	Renamed **Actions** menu.

Where to find Outlook 97 Notes menu commands in Outlook 98

Find Outlook 97 Notes menu commands in Outlook 98

This Outlook 97 command	Changes to this in Outlook 98
File Menu	
Exchange Server Folder (on the **Open Special Folder** submenu) **Note** This only applies to users running Microsoft Exchange Server.	Renamed **Other User's Folder.** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Personal Folder (on the **Open Special Folder** submenu)	Renamed **Personal Folders File (.pst).** Moved to the **Open** submenu. (On the **File** menu, point to **Open.**)
Create Subfolder (on the **Folder** submenu)	Renamed **New Folder.**
View Menu	
Sort	Changed to a **Sort** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Filter	Changed to a **Filter** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Format View	Changed to an **Other Settings** button. (On the **View** menu, point to **Current View,** and then click **Customize Current View.**)
Define Views	Moved to the **Current View** submenu. (On the **View** menu, point to **Current View.**)
Tools Menu	
Dial	Renamed **Call Contact.** Moved to the **Actions** menu in Contacts.
Record in Journal	Renamed **Journal Entry.** Moved to the **File** menu**.** (On the **File** menu, point to **New.**)
Find Items	Replaced by **Find.**
Note Menu	Renamed **Actions** menu.