Edit Members of *Personal Distribution List Name* dialog box

Show names from the

Specifies the address book that contains the names you want to add to the personal distribution list.

Type name or select from list

Provides a space for you to type or select a name. Then, click **Members, o**r press ENTER to add the name to the personal distribution list.

Members

Adds a name from the **Type name or select from list** box to the personal distribution list, and displays the name in the **Personal distribution list** box.

Personal distribution list

Displays the names of the members of the personal distribution list. To remove a name, click the name in the box, and then press DELETE.

New

Creates a new entry in the active Personal Address Book.

Properties

Displays details about the selected entry.

Find

Specifies search criteria to use when finding names in the active address book.

Address Type - General tab (Personal Address Book properties)

Display name

Displays the name of the selected entry in your Personal Address Book.

E-mail address

Displays the e-mail address for the selected entry in the Personal Address Book.

E-mail type

Displays a description of the type of e-mail address for the selected entry in the Personal Address Book.

Always send to this recipient in Microsoft Exchange Rich Text format

Sends messages in Rich Text Format to a recipient who uses Outlook, Microsoft Exchange Client, or another mail system that can show text formatting. To send messages with plain text, clear this check box.

Distribution List tab

Name

Displays the name of the selected personal distribution list.

Add/Remove Members

Modifies the list of recipients included in the selected personal distribution list.

<< (Previous)

Displays general information for the preceding entry in the Personal Address Book.

>> (Next)

Displays general information for the following entry in the Personal Address Book.

Send Options

Specifies options for sending a message to the selected name. The options vary based on the selected address book.

Find dialog box

Searches the Address Book for information you specify. The fastest search occurs if you provide enough information to limit the scope of the search. If you type information in multiple boxes, items must include all of the information that you specify. If you type more than one entry in a specific box, items must contain one of the entries. Separate multiple entries with a semicolon (;).

Select Names dialog box

Show names from the

Specifies the address book that contains the name you want.

Type name or select from list

Provides a space for you to type or select a name.

To/Cc/Bcc

Adds the selected name to the corresponding box on the right.

New

Creates a new entry for your Personal Address Book or for the active message.

Properties

Displays details about the selected entry.

Find

Specifies advanced criteria to use when searching for names. The search options vary based on the selected address book.

Find dialog box (Personal Address Book)

Find names containing

Provides a space for you to type the name you want to search for. The more letters you type, the more specific your search results will be.

Address Book dialog box

Show names from the

Specifies the address book that contains the names you want.

Type name or select from list

Provides a space for you to type or select a name. Separate multiple names with a semicolon (;).

New

Creates a new entry for your Personal Address Book or for the active message.

Properties

Displays details about the selected entry.

Find

Specifies advanced criteria to use when searching for names. The search options vary based on the selected address book.

Distribution List Membership dialog box

Distribution list

Displays the name of the distribution list.

Members

Displays the names that are included in the distribution list.

Add

Adds additional users to the **Members** box.

Remove

Removes the selected user from the **Members** box.

Properties

Displays additional information about the selected user in the **Members** box.

Choose Recipient dialog box

Show names from the

Specifies the address book that contains the name you want.

Type name or select from list

Provides a space for you to type or select a name. Separate multiple names with a semicolon (;).

To

Adds the selected name to the box on the right.

New

Creates a new entry for your Personal Address Book or only for the message you forward.

Properties

Displays information about the selected entry.

Find

Specifies criteria to use when searching for names.

New Entry dialog box

Select the entry type

Specifies the type of entry you want to create. Types vary based on the gateways or information systems installed by your administratoras well as the type of address book you want to add the entry to.

Other Address

Creates an address for a recipient who uses another mail system. If you cannot find a more specific address entry type, use this type.

Personal Distribution List

Creates a single entry for a group of recipients.

Personal Address Book tab

Name

Specifies the name of the contact. To change the name that appears, type a new name.

Path

Displays the path and file name of the file that stores the information for your Personal Address Book. You can also create or open another Personal Address Book; type a new file name, or specify an existing path and file name.

Browse

Creates or opens another Personal Address Book.

Show names by

Specifies how you want to show names in your Personal Address Book.

> **First name**
> Displays first names followed by last names.
> **Last name**
> Displays last names followed by first names.

Business tab (Personal Address Book properties)

Displays information about the selected business entry listed in your Personal Address Book.

Name

Displays the selected recipient's name as it appears in the Personal Address Book.

> **First**
> Displays the recipient's first name.
> **Last**
> Displays the recipient's last name.

Address

Displays the mailing address for the selected recipient.

City

Displays the city for the mailing address.

State

Displays the state for the mailing address.

Zip Code

Displays the Zip/Postal Code for the mailing address.

Country

Displays the country name for the mailing address.

Title

Displays the title of the selected recipient.

Company

Displays the company name.

Department

Displays the department name.

Office

Displays the office location.

Assistant

Displays the assistant's name.

Phone Number

Displays the phone numbers entered on the **Phone Numbers** tab. Click the number you want to dial.

Dial

Dials the phone number that appears in the **Phone Number** box.

Phone Numbers tab (Personal Address Book properties)

Business

Displays the primary business number for the selected name.

Business 2

Displays the secondary business number for the selected name.

Assistant

Displays the number for the assistant.

Fax

Displays the fax number for the selected name.

Home

Displays the primary home number for the selected name.

Home 2

Displays the secondary home number for the selected name.

Mobile

Displays the cellular number for the selected name.

Pager

Displays the pager number for the selected name.

Dial

Dials the selected telephone number.

<< (Previous)

Displays general information for the preceding entry in the Personal Address Book.

>> (Next)

Displays general information for the following entry in the Personal Address Book.

Notes tab (recipient)

<< (Previous)

Displays general information for the preceding entry in the Personal Address Book.

>> (Next)

Displays general information for the following entry in the Personal Address Book.

Notes tab (Personal Address Book)

Displays the name of the Personal Address Book and provides a space to type or make changes to notes.

Security tab (Properties command Folders)

Security options for this item

Displays the type of security for the active message. These security options are not available for items posted in a public folder.

Encrypted contents and attachments

Specifies that the active message and any of its attachments are sealed so that they can be read only by the recipients specified by the sender.

Digitally signed

Specifies that the active message is signed with a digital signature to verify to recipients that the information they receive was not tampered with after it was sent.

Verify Digital Signature

Specifies that the item was digitally signed.

Message ID tab

Displays the message identification number for the selected message. This number can be used by your administrator to track the message.

Security tab (Properties command for new message)

Specify the security options for this item

Specifies the security options you want to use to send the active message.

Encrypt message contents and attachments
Seals the active message so that it can be read only by the recipients you specified.

Add digital signature to message
Signs the message.

Import Mail Data dialog box (Import .MMF file)

Specifies a password for the Microsoft Mail file you want to import and the type of information you want to import.

Type the password

Provides a space for you to type a password for the Microsoft Mail file, if necessary.

Import Messages

Imports messages from the Microsoft Mail file (.mmf).

Import Personal Address Book Entries

Imports Personal Address Book entries from the Microsoft Mail file.

Import Mail Data dialog box (Personal Address Book)

Imports Personal Address Book (PAB) entries. To add the PAB to the active user profile, click **OK.**

Select Personal Address Books to Import dialog box

The following address books have been found in this Mail file

Specifies the Personal Address Book (.pab) file you want to import.

Import Mail Data dialog box (Import.MMF)

Put the messages into existing personal folders

Stores imported messages in an existing set of personal folders. Click the set of personal folders you want to store messages in from the list of personal folder files in the active user profile.

Put the messages into new personal folders

Creates a new set of personal folders for the imported messages.

> **Specify the path name for the new personal folders**
> Provides a space for you to type the path for the new set of personal folders.

Browse

Specifies a location for the new set of personal folders. For more information, click **Help** in the Browse dialog box.

Display new personal folders

Adds the new set of personal folders to your user profile and displays them in the folder list.

Import Mail Data dialog box (Import .MMF)

Import status

Specifies whether you canceled or completed importing mail information.

Number of messages imported

Displays the number of messages you imported.

Number of PAB entries imported

Displays the number of Personal Address Book entries you imported.

Number of errors logged

Displays the number of errors reported while importing. For detailed information about errors, open the *filename*.log file, where *filename* is the name of your previous Microsoft Mail (.mmf) file or Personal Address Book (.pab) file. The .log file is located in the folder where Microsoft Outlook is installed. The file can be viewed with any text editor, such as Notepad.

Elapsed time

Displays the amount of time required to import the information.

Headers tab

Displays information about a message sent from an Internet e-mail address.

Summary tab

Displays information about the active folder.

Folder contacts

Displays a list of individuals who are responsible for the folder.

Properties

Displays information about the folder contact selected in the **Folder contacts** box.

Your permissions

Displays your role and the permissions you have in the folder.

Folder path

Displays the location of the folder in the folder list.

Add folder address to

Adds the folder address as an entry in your Personal Address Book.

Personal Address Book

Adds the folder address as an entry in your Personal Address Book. This button is not available when you work offline.

Recipients tab

From

Displays the address of the sender of the message.

To

Displays the addresses of the recipients of the message.

Cc

Displays the addresses of recipients copied on the message.

Properties

Displays details about the address selected in the **From, To,** or **Cc** box.

Set Library To dialog box

Forms library

Allows you to select the forms library where you want to store the form.

Personal forms are stored in your mailbox. Use this library when you create a form for personal use. Organizational forms are stored on a server and are available to anyone with appropriate permission. Use this library when you want to distribute forms to everyone in your organization.

Folder Forms Library

Allows you to select the folder that contains the forms you want.

Each folder has a Folder Forms Library to which forms can be added for use in the folder. This feature is most commonly used in public folders.

Form Properties dialog box

Display name

Specifies the name of your form as you want it to appear at the top of the form and in forms-related dialog boxes.

Category

Specifies a new category to appear with the form name in forms-related dialog boxes. You can select a category from the list.

Subcategory

Specifies a new subcategory to appear with the form name in forms-related dialog boxes. You can select a subcategory from the list.

Contact

Specifies the name of the contact for the form.

Version

Displays the form version number. This number is specified when the form is created or modified.

Form number

Displays the form identification number. This number is specified when the form is created or modified.

Platforms

Displays the names of the operating systems the form is compatible with. These are specified when the form is created or modified.

Design tool

Displays the name of the tool or program used to create the form.

Message class

Displays the form message class that is used by Microsoft Exchange to identify, locate, and open the form. This is specified by the form designer when the form is created or modified.

Comment

Provides a space for you to type a description of the form and its purpose.

Hidden

Hides the form name in all forms-related dialog boxes except the Forms Manager dialog box.

Select Forms dialog box

Display categories

Displays the forms grouped by category in the box.

To display forms grouped by category, click the plus sign (+) next to the category name.

Add

Adds the selected form to the **Selected forms** box.

Remove

Removes the selected form from the **Selected forms** box.

Selected forms

Displays the forms you added.

Description

Displays the purpose, contact name, version, and form number for the selected form.

Forms tab

Forms associated with this folder

Lists the forms you copied or set up in the folder. These forms are located in the Folder Forms Library.

Manage

Copies a form from a different forms library to the Folder Forms Library, or sets up a new form in the Folder Forms Library.

Description

Displays a description for the selected form. You cannot change this description.

Allow these forms in this folder

Select the group of forms you want to use in the folder. When a user posts a message by using a form that is not included in the option you select, the message is returned to the sender.

These options are not available for personal folders:

Only forms listed above

Specifies that only forms listed under **Forms associated with this folder** can go in the folder.

Forms listed above and the standard forms

Specifies that forms listed under **Forms associated with this folder,** new message forms, new post forms, application forms, contacts, tasks, and files such as documents and spreadsheets can go in the folder.

Any form

Specifies that any form can go in the folder.

Apply

Applies the changes you made while the dialog box is open.

Forms Manager dialog box

Forms library name

Allows you to select the form you want to copy, update, delete, view the properties of, set up, or save as a file. To select a form from a different forms library, click **Set.**

If the forms appear in categories, you can display the forms in a category by clicking the plus sign (+) next to the category name.

Set

Allows you to select a different forms library. For example, you can display the list of forms in a Folder Forms Library.

Display categories

Displays the forms organized by category. Clear the check box to see the forms in alphabetical order.

Copy

Copies the selected forms from the forms library on the left to the forms library on the right.

You must have owner permission in the destination forms library to complete this action. All the properties of a form are copied, including those required to display and use the forms on different operating systems.

Update

Updates the selected forms to reflect changes in the originals. You must have owner permission in the selected forms library to update a form.

Delete

Removes the selected forms. You must have owner permission in the selected forms library to remove a form.

Properties

Allows you to modify the properties for the form, including its display name, category, and contact.

Install

Sets up a new or modified form in the selected forms library. To set up a form, you must provide the file name for either a form setup (.cfg) file or a form message (.fdm) file.

Save as

Saves the selected form as a separate file in the file system. The form is saved as a form message (.fdm) file. You can then send this file to other users or set it up in a different forms library.

Description

Displays the purpose, contact name, version, and form number for the selected form.

New Form dialog box

Forms library

Allows you to select, in the box, the forms library you want to use. The forms in the library appear below.

If the forms are grouped by category, you can display the forms in a category by clicking the PLUS SIGN (+) next to the category name.

Display categories

Displays the forms grouped by category when selected. Clear the check box to see the forms in alphabetical order.

Description

Displays the purpose, contact name, version, and form number for the selected form.

Web Services dialog box

Displays an unrecognized form in HTML format in your Web browser.

Use Outlook Web Access to open messages not understood by Outlook client.

Sets Outlook to automatically open an unrecognized form, start your default browser, and display the form in HTML format.

Web Services Location

Provides a space for you to enter the path to your Web server.

Prompt user before opening each item

Specifies whether you want to be notified before each unrecognized form is opened in HTML format.

Activate Web Forms Link on Actions menu

Adds a command to the **Actions** menu that jumps to a library of HTML forms.

Directory Page Location.

Provides a space for you to type the path to the server where the Web page library of HTML forms is stored. Your Exchange administrator must have previously created this Web page.

Displays information about the message you are reading.

Displays the full incoming Internet Mail headers as received from the POP3 Internet mail server. For example, some of the headers that can appear are Return-Path, Message-ID, Date, To, and From. You can scroll through the full list of headers.

Specifies the formatting options that you want to use when sending e-mail messages.

Specifies the e-mail sending format you will use for this outgoing message.

Use Multipurpose Internet Mail Extensions (MIME) format to send messages and attachments or to send messages that use a character set other than ASCII. Most new Internet e-mail programs use MIME format.

Use UNIX-to-UNIX encoding (UUENCODE) if you know that the recipient's e-mail program doesn't support MIME (for example, if the recipient uses a text-based e-mail program on a UNIX system).

Encodes messages using the Multipurpose Internet Mail Extensions (MIME) format so messages and attachments can be sent across the Internet to recipients who use an e-mail program that supports MIME. Most popular Internet e-mail programs support MIME.

Allows foreign character sets, high ASCII, or double-byte character sets (DBCS) in the message header without encoding. To encode these characters, clear this check box.

Encodes messages using UNIX-to-UNIX encoding (UUENCODE) format so messages and attachments can be sent to recipients who use a text-based e-mail program on a UNIX system or an e-mail program that doesn't support MIME.

Sets the line length of outgoing messages to the number of characters you specify. Most e-mail programs display properly   when the line length is set to 72 characters, which leaves room to indent the original message text when the message is replied to or forwarded. Some older servers on the Internet cannot properly display messages that have a line length greater than 80 characters.

Automatically checks your Internet e-mail server for new messages and sends messages in the Outbox at the time interval specified when you are connected through a local area network (LAN).

If you clear this check box, you must click **Check for New Mail** on the **Tools** menu to check for and deliver new messages.

Specifies whether to start a dial-up networking connection when checking for new messages. If you already started a session, clear this check box.

Specifies whether to use a dialer application and settings other than dial-up networking to connect with your Internet service provider (ISP) when checking for new messages.

If you have specified the wrong name for your POP3 server, type the correct name. If your POP3 server name is correct, the network or server might be down, which is preventing Outlook from finding it.

If you have specified the wrong name for your SMTP server, type the correct name. If your SMTP server name is correct, the network or server might be down, which is preventing Outlook from finding it.

Type the name and password that you want to use to log on to this account.

Note   You may have forgotten to include logon information when you set up your Internet e-mail account, or you may have mistyped this information.

Provides a space for you to type the name to be used when logging on to this account.

Provides a space for you to type the password to be used when logging on to this account.

Provides a space for you to type your user name. This name is used when you log on to the network.

Provides a space for you to type the password for connecting to the network.

If you don't want to type your password each time you connect, click **Save Password.**

Uses the default telephone number that you specified when you created this connection. To change the number temporarily, modify it here. To change the number permanently, click **Edit Connection.**

Specifies whether the computer stores your password or whether you must type it each time you connect to the network.

The password is saved only for this connection and this user name.

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

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

Enables you to change the way you connect to the network; for example, you can specify a different phone number for the computer you want to connect to.

Enables you to specify the user name and password that you want to use to gain access to the remote network domain.

Provides connection options that you specify when checking for new Internet e-mail messages.

Specifies whether to disconnect from your modem connection after you have finished sending and receiving messages.

When selected, specifies that if you have more than one Dial-up Networking connection, Outlook displays a message enabling you to cancel a connection that isn't working.

Enables you to select the available bit and binary formats for encoding your message.

Synchronization tab

This folder is available

Only when online

Makes the folder available only when online.

If you select this option for a folder that has been available both online and offline, the contents of the offline folder will be removed from your offline folder file. If you added or modified items in the offline folder since you last synchronizedit, those changes will not be transferred to the server folder. To transfer new or modified items in the offline folder to the server folder before you remove the folder's offline availability, click **Cancel,** select the offline folder, and then click **Synchronize** on the **Tools** menu. Then return to this tab.

To remove offline availability for your Inbox, Outbox, Sent Items, or Deleted Items folder, you must disable or delete your offline folder file.

When offline or online

Makes the selected folder available offline. After you select this option, make sure you synchronize the folder.

Statistics for this folder

Displays information about the selected folder.

Offline Folder File Settings dialog box

File

Displays the path and file name, if you created an offline folder file. You cannot change this setting. If you have not created an offline folder file, you can accept the default path and file name, type a new path and file name, or click **Browse** to select from a list.

Browse

Specifies the location for the offline folder file.

Encryption setting

Allows you to encode the information in your offline folder file. You cannot change this setting after you create the offline folder file.

No encryption

Does not encode your offline folder file.

Compressible encryption

Encodes your offline folder file in a format that allows compression. The file is compressed only if you have a compression program set up on your computer.

Best encryption

Encodes your file in a format that offers the greatest degree of protection. If you have a disk-compression program, the file can be compressed, but to a lesser degree than allowed by the **Compressible encryption** option.

Compact Now

Immediately compacts the offline folder file, reducing its size.

The offline folder file is compacted continuously as you work. If you have deleted a large number of items, clicking this button compacts the file immediately.

Disable Offline Use

Disables the use of your offline folder file the next time you start Microsoft Outlook. This makes your offline folders unavailable.

New Offline Folder File dialog box

File name (Windows NT only)

Provides a space to enter an offline folder file name. Offline folder files have the extension .ost. If an offline folder file is in the selected directory, its file name appears in the list box. To create a new offline folder file, first click the directory you want, and then type a file name by using the extension .ost. Use a maximum of eight characters plus the .ost extension.

List files of type

Displays the available file format (.ost files).

Directories

Displays the selected folder and any subfolders. Double-click the folders and subfolders to move through the list to select the folder you want.

Drives

Displays the available drives. Select the drive you want.

Network

Displays the available network file servers. Select the network file server you want to connect to.

Look in (TDX only)

Displays the selected disk drive or the selected folder. The box below shows folders or subfolders. Click the down arrow to select a different disk drive or folder.

File name

Displays the default file name. To change the default file name, select the name, and then type a new name.

Files of type

Displays files that use the .ost extension.

Open

Opens the subfolder selected in the list. If a subfolder is not selected, clicking this button will save the file in the folder that appears in the **Look in** box.

Open Sound dialog box

For Help on an option, click the question mark button, and then click the option.

Administration tab folder properties

To change any of these options in a public folder, you must have owner permission in that folder.

Initial view on folder

Specifies the view you want to appear when a user first opens the folder. The views you defined for the active folder appear in the list.

Drag/Drop posting is a:

Select the format for items moved or copied to the public folder.

Forward

Formats a moved or copied item as a forwarded item. The item appears to be from the user who moved or copied it, and the message text is modified to indicate that the item was forwarded.

Move/Copy

Formats a moved or copied item exactly as it appears in its original location. The person who originally posted the item remains the owner of the item, and the user who moved or copied the item to the folder is not indicated.

Add folder address to

Click **Personal Address Book** to add the folder address to your Personal Address Book.

Personal Address Book

Adds the folder address to your Personal Address Book so you can send mail directly to the folder.

This folder is available to

Specifies the availability of this folder.

All users with access permission

Provides access to this folder to all users who have the appropriate permission.

Owners only

Limits user access to the folder. You can limit access to a public folder or a mailbox folder that you share.

Use this option when you create or edit the folder design. Messages submitted while the folder is disabled are returned to the sender with a note. The note explains that the folder is available only to folder owners at this time.

Folder Assistant

Changes the rules for processing new items posted in the public folder. This button is not available if you are working offline.

Folder path

Displays the location of the folder.

Folder Assistant dialog box

These rules will be applied to messages as they arrive in the folder

Displays a list of the rules you specified for incoming messages. The information in the list appears in columns.

Status column

Displays the status of each rule. A check mark indicates that the rule is active, blank indicates that the rule is disabled, and a red X indicates that an error occurred when the rule was last processed.

An error occurs when an action cannot be performed. For example, if a rule attempts to copy messages to a folder that has been permanently deleted, an error occurs. Rules that result in an error are not applied to new items until the problem is resolved.

Conditions column

Lists the conditions that identify the items on which you want an action performed. For each rule, you can have multiple conditions. Each condition is separated by a semicolon (;).

Actions column

Lists the actions to be taken when an item meets the conditions listed in the Conditions column. For each rule, you can have multiple actions. Each action is separated by a semicolon.

Move Up

Moves the selected rule up one space in the list.

Move Down

Moves the selected rule down one space in the list.

Note   If you place a rule with a delete action at the beginning of the list, an item meeting the conditions of that rule is deleted, and no other rules are processed for that item. If you want this item to be evaluated against other rules, you must place the rule containing the delete action at the end of the list. This is only true for delete rules. For example, if you have more than one rule that moves messages to specific folders, each of the move actions is applied. A copy of the message   is placed in each folder specified by the rules.

Add Rule

Opens the Edit Rule dialog box, where you define a new rule.

Edit Rule

Opens the Edit Rule dialog box with the selected rule visible. You can then change the conditions or actions for the rule.

Delete Rule

Deletes the selected rule.

Show rules for all profiles

Displays the rules you defined in other profiles that are set up on your computer. In most cases, you only need one profile.

Create Microsoft Personal Folders dialog box

File

Displays the path and file name. You cannot change this setting.

Name

Provides a space to type a name to appear in the information services list.

Encryption setting

Click one of the following options for encoding the information in your personal folder (.pst) file. You cannot change this setting after you create the personal folder file. Encryption encodes the file to make it unreadable by other programs.

No encryption

Does not encode your file.

Compressible encryption

Encodes your file in a format that allows compression. The file is compressed only if you have a compression program set up on your computer.

Best encryption

Encodes your file in a format that offers the greatest degree of protection. If you have a disk-compression program, the file can be compressed but to a lesser degree than allowed by the **Compressible encryption** option.

Password

Password-protecting your personal folder file is optional and provides added security. You will be prompted for the password when you start Outlook or connect to the personal folder file, unless you save the password in the password list.

Password

Provides a space for you to type a password for the personal folder file.

Verify Password

Provides a space for you to type the password again to verify it.

Save this password In your password list

Stores your password in your password list so that you will not be prompted for the password each time you connect to this personal folder file. A password will only be required if you log on with a different name, or if another user attempts to connect to your personal folder file.

Download Offline Address Book (Tools menu)

Specify whether to include details information, such as a person's title, department, and telephone number, when downloading the Address Book to your hard disk for offline or dial-up use.

Microsoft Exchange Server offline address book

To download the complete Address Book, clear the **Download changes since last synchronization** check box.

To download only changes which have occurred since your last synchronization, select the **Download changes since last synchronization** check box.

Information to Download

Specifies how much detail information to download.

Full Details

Downloads all Address Book information. This option is required to send encrypted messages or if you want to set up advanced security when working offline.

No Details

Downloads the offline Address Book without details information. This operation takes less time and is recommended if you don't need details about your message recipients and don't plan to send encrypted messages.

Synchronize All Folders (Tools menu)

Copies new information from the server folders to all offline folders on your computer.

Synchronize This Folder (Tools menu)

Copies new information from the server folder to the selected offline folder.

Add to Public Folder Favorites

Adds the selected folder to the Favorites folder in Public Folders.

Seal Message with Encryption

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

Digitally Sign Message

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

Synchronize Download Address Book (Tools menu)

Copies new information from the Address Book on the server to the Address Book on your computer.

Personal Folders General Tab dialog box

Name

Provides a space to type a name to appear in the information services list.

Path

Displays the path and file name. You cannot change this setting.

Encryption setting

Displays the option chosen for encoding the information in your personal folder (.pst) file. You cannot change this setting after you create the personal folder file.

Change Password

Specifies a new password for the selected personal folder file.

Compact Now

Immediately compacts the personal folder file, reducing its size.

Allow upgrade to large tables

Allows a new folder to be created that can hold more than 16,383 items. To view this folder in a version of Outlook prior to Outlook 8.03, you will need to create two .pst files, each with less than 16,383 items.

Comment

Stores notes or other information about the personal folder file.

Moderated Folders dialog box

Specifies that a public folder is moderated, meaning that all messages sent to this public folder are screened by a moderator before being posted in the public folder.

Set Folder Up As A Moderated Folder

A check indicates that this folder is a moderated folder.

Forward New Items To

To

The name of the moderator(s) who will screen the incoming messages or the name of an alternate public folder where the messages are stored for the moderators to review.

Check Names

Verifies recipient names.

Reply To New Items With

If selected, a reply message is sent when a new message is received by the moderator or alternate public folder.

Standard Response

Sends the standard response message. The standard response reads:

"Thank you for your submission. Please note that submissions to some folders or discussion groups are reviewed to determine whether they should be made publicly available. In these cases, there will be a delay before approved submissions can be viewed by others."

Custom Response

Sends the custom response message specified by the moderator.

Template

Opens a dialog box where you can type the text of your custom response.

Moderators

Names of the people who are moderators for this public folder.

Add

Opens the Address Book so you can choose a moderator.

Remove

Removes the selected moderator from the list.

Properties

Displays the properties for the selected moderator.

General tab (Mail dialog box)

The following profiles are set up on this computer

Displays the user profiles set up on your computer. Profiles contain settings for your information service provider, access to your Inbox, address books, sets of folders, and other features. Typically, you need only one profile.

Add

Opens the Profile Wizard so that you can create a new profile.

Remove

Removes the selected profile.

Properties

Provides a space for you to edit the details of the selected profile. You can add and configure information services and change profile settings, such as delivery and address options.

Copy

Copies the information services and settings in the selected profile to a new profile.

When starting Microsoft Exchange, use this profile

Specifies the user profile that will be used when you start Outlook.

Apply

Applies the changes you have made without closing the dialog box.

Copy Information Service dialog box (Mail icon, Control Panel)

Copy to profile

Displays the user profiles that are set up on your computer. Select the profile you want to copy the information service to. When you copy an information service, the new copy retains all of the settings of the original.

Services tab

The following information services are set up in this profile

Displays the information services set up in the active user profile. To add, remove, copy, or configure an information service, select it.

Add

Allows you to select an information service to add to the active profile.

Remove

Removes the selected information service from the active profile.

Properties

Allows you to edit the details of the selected information service. Options vary for each information service.

Copy

Allows you to select a profile to copy the selected information service to.

About

Allows you to view details about the selected information service.

Addressing tab

Show this address list first

Specifies the address book you want to use as the default. The default address book is the one you see when you first open the Address Book.

Keep personal addresses in

Specifies the address book you want to use as the default when you add names. Outlook uses the Outlook Address Book to store addresses.

When sending mail, check names using these address lists in the following order

When you send a message or click **Check Names,** Outlook searches your address books in the order they appear in the list.

Up/Down

Moves the selected address book up or down.

Delivery tab

Deliver new mail to the following location

Displays the location where your incoming mail is delivered. To change the delivery location, click a different location.

By default, you receive mail in your server-based mailbox, named Mailbox - *Your Name.* To have your mail delivered to the Inbox in a personal folder file, click the personal folder. You may also have other information services to choose from.

Recipient addresses are processed by these information services in the following order

Displays the information services in your user profile and the order in which these services process the mail you send.

This option is necessary only if you have more than one information service that supports the same address type. For example, you might have Microsoft Exchange Server followed by Internet Mail. Any message you send to an Internet recipient will be processed and sent via Microsoft Exchange Server, because this service also supports Internet addresses. If you want all messages addressed to Internet recipients to be processed by the Internet Mail service, move this service to the top of the list.

Up/Down

Moves the selected information service up or down in the list.

Add Address List dialog box

Address Lists

Specifies the address book you want to add to the search list on the **Addressing** tab.

Add

Adds the selected address book to the search list on the **Addressing** tab.

Properties

Displays details about the selected address book.

General tab (Microsoft Exchange Server Information Service)

Microsoft Exchange Server

Specifies the name of your Microsoft Exchange Server computer. For information, see your administrator.

Mailbox

Specifies the name of the mailbox set up for you by your administrator.

Check name

Verifies that the mailbox name you enter matches your name in the Global Address List. If you plan to use the **Advanced** tab to open other user mailboxes for which you have delegate access, click this button first to confirm your mailbox name.

When starting

Allows you to select the type of connection you want when you start Outlook.

> **Connect with the network**
>
> Always connects your computer to the Microsoft Exchange Server computer. Use this option when you have a direct network connection with your main computer or when you are using a continuous dial-up connection.
>
> **Work offline and use dial-up networking**
>
> Always starts Outlook offline. When offline, you can work with offline folders and with personal folder files stored on your hard disk. If you have set up dial-up networking software and a modem, you can make dial-up connections to synchronize your offline folders.
>
> To use dial-up connections, set the options on the **Dial-up Networking** tab.

Choose the connection type when starting

Displays a dialog box each time you start Outlook, so that you can specify whether to connect to the network or work offline.

If you change your connection type while Outlook is running, the change takes effect the next time you start Outlook.

Check Name dialog box

Microsoft Outlook does not recognize

Displays the text that appears in the **Mailbox** box.

Change to

Provides a space to select the name you want to appear in the **Mailbox** box.

Properties

Displays the name, server, and e-mail address for the name selected in the **Change to** box.

Advanced tab (Microsoft Exchange Server Information Service)

Mailboxes

Open these additional mailboxes

Displays other user mailboxes for which you have delegate access permission. To add mailboxes, click **Add.**

Add

Allows you to specify a mailbox to add to the list. This button is not available if you select the **Work offline and use dial-up networking** check box, or if you did not enter your mailbox name and click **Check name** on the **General** tab.

Remove

Removes the selected mailbox.

Encrypt information

When using the network

Encodes information you send over your organization's network.

When using dial-up networking

Encodes information you send and receive when connected to the server through a dial-up connection. The information is encoded only during transmission.

Logon network security

Specifies a password authentication option. To log on to Microsoft Exchange Server with the same network security password that you established when you logged on to your network, click **NT Password Authentication.** If you select **None,** you will be prompted for your logon password when you start Outlook. Consult your network administrator to determine which option to select.

Enable offline use

Sets up Outlook to work offline and activates automatic offline synchronization.

Offline folder file settings

Allows you to specify options for working with an offline folder file.

Add Mailbox dialog box

Add mailbox

Specifies the name of the user mailbox. You can only open mailboxes for owners who have granted you delegate access.

Dial-Up Networking tab (Microsoft Exchange Server Information Service)

Dial using the following connection

Specifies the dial-up connection options. Click the down arrow to select an entry for which you have already specified connection information.

New

Configures your computer for a dial-up connection.

Properties

Displays the properties for the selected connection.

Location

Specifies the dialing location properties, such as area code and country code.

User name

Specifies the name you use to log on to your network. This can be different from your Microsoft Exchange user name.

Password

Specifies the password you use to log on to your network.

Domain

Specifies the name of your network domain. For information, see your administrator.

Do not dial, use existing connection

Select if you are already connected to the Microsoft Exchange Server computer. If you select this option, Outlook will not attempt to dial your server.

Remote Mail tab (Microsoft Exchange Server Information Service)

Remote Mail connections

Allows you to specify options about how to transfer messages when you connect to the Microsoft Exchange Server computer.

Process marked items

Transfers the items you mark while working with Remote Mail.

Retrieve items that meet the following conditions

Transfers only items that meet the conditions you specify in the Filter dialog box. If you select this option but do not specify conditions in the Filter dialog box, all items are transferred.

Filter

Specifies criteria for the messages you want to transfer. This button is available only if you select the **Retrieve items that meet the following conditions** option.

Disconnect after connection is finished

Disconnects from your server after updating headers and transferring items.

Scheduled connections

Allows you to specify the time interval for scheduled Remote Mail dial-up connections and the actions you want to occur. These options apply only to scheduled connections; to set options for other Remote Mail connections, set the options at the top of the **Remote Mail** tab.

Schedule

Allows you to specify the start time and interval to establish a dial-up connection. If you do not specify a time or a time interval, the two options below are not available.

Process marked items

Transfers the items you marked in the Remote Mail window.

Retrieve items that meet the following conditions

Transfers only items that meet the conditions you specify in the Filter dialog box. If you select this option but do not specify conditions in the Filter dialog box, all items are transferred.

Filter

Specifies conditions for the messages you want to transfer. This button is available only if you select the **Retrieve items that meet the following conditions** check box.

Filter dialog box

Only transfer the items that meet the following conditions

Allows you to specify the conditions you want. Only items that meet all of the conditions you specify are transferred.

From

Provides a space for you to enter names that must appear in the **From** box in the item heading. Items that do not contain the specified names in the **From** box are not transferred. Use semicolons (;) to separate multiple names.

Sent directly to me

Transfers items that include your name in the **To** box. If a personal distribution list appears in the **To** box, the item is not transferred, even if your name is included in the distribution list.

Copied (Cc) to me

Transfers items with your name, or with a distribution list that includes your name, in the **Cc** box.

Subject

Provides a space for you to type text that must appear in the **Subject** box. Use semicolons to separate multiple entries.

Advanced

Allows you to specify additional criteria for items to be transferred, such as size or date.

Clear all

Removes all text and clears all options in the Filter dialog box.

Advanced dialog box

Size (kilobytes)

Transfers items that are greater than or less than the size you specify or that are within a size range you specify.

At least/At most

In one or both boxes, type the limit, in kilobytes, of the item size you want. You can also use the up and down arrows to adjust the value.

Received

Transfers items last saved or received on a specified date, after or before a specified date, or between two dates.

From/To

Select the **From** or **To** check box, and then enter the date.

Only unread items

Transfers items you have not read.

Only items with attachments

Transfers items that have attachments.

Only items that do not match these conditions

Transfers items that do not match any of the conditions you specified.

Importance

Transfers items assigned a high, normal, or low importance level. Select the check box, and then click an importance level.

Sensitivity

Transfers items assigned a normal, personal, private, or confidential sensitivity level. Select the check box, and then click a sensitivity level.

Schedule Remote Mail Connection dialog box

Connect using the following schedule

At

Specifies the time for your next dial-up connection.

Every

Specifies a time interval between dial-up connections.

Next connection at

Displays the date and time of your next scheduled dial-up connection.

Properties dialog box

Name

Specifies the user name.

Home server

Specifies the user's e-mail server.

E-mail address

Specifies the user's e-mail address.

Microsoft Exchange Server dialog box

Connect

Connects your computer to the Microsoft Exchange Server computer. Use this option when you have a direct network connection with your main computer or when you are using a continuous dial-up connection.

Work offline

Starts Outlook offline. When offline, you can work with offline folders and with personal folder files stored on your computer hard disk. If you set up your dial-up networking software and a modem, you can make dial-up connections to synchronize your offline folders.

To use dial-up connections, set the options on the **Dial-up Networking** tab.

Copy Profile dialog box

New profile name

Provides a space for you to type a name for the new user profile.

Choose Profile dialog box

Profile name

Allows you to select the user profile you want to use.

New

Starts the Profile Wizard so that you can create a new profile.

Options

Allows you to specify advanced options for logging on.

Set as default profile
Sets the selected profile as the default profile.
Show logon screens for all information services
Displays the logon dialog box for each information service in the selected profile.

Microsoft Exchange Server dialog box

You can retry connecting to the server using the network, or work offline and connect using dial-up networking.

Retry

Tries again to connect to the server over the network.

If you set up dial-up networking software and a modem, you can try to establish a continuous dial-up connection to the server instead of connecting over the network. When the dial-up connection is established, return to this dialog box, and then click **Retry.** Or click **Work offline,** quit Outlook, establish the continuous dial-up connection, and then restart Outlook.

Work offline

Starts Outlook offline. This makes it possible to work with items and compose messages to send when you reconnect to the server. To work offline, you must have offline folders or a personal folder file on your hard disk.

If you do not want to work offline, click **Work offline,** and when Outlook opens, click **Exit** on the **File** menu.

If you use a dockable laptop computer, verify that it is docked and correctly configured for use on the network.

Personal Folders Password dialog box

Password

Provides a space for you to enter the password for the personal folder file you want to open.

Save this password in your password list

Stores your password in your password list so you won't be prompted for the password each time you open this personal folder file. A password is required only if you log on with a different name or if another user attempts to connect to the personal folder file.

Use Personal Address Book dialog box

File name

Displays the default file extension (.pab). The box displays all files with this extension in the active folder.

To create a new Personal Address Book, type a file name with the extension .pab. The file name can contain up to eight characters plus the three-letter extension.

To use an existing Personal Address Book, select the file name you want from the list.

Files of type

Displays the available file format (.pab files).

Directories

Displays the selected folder and any subfolders. Double-click the folder and subfolders until you find the folder you want.

Drives

Displays the available drives. Click the drive you want.

Network

Displays the available network file servers. Click the network file server you want.

Look in

Specifies the drive and folder where you want to store a new Personal Address Book (.pab) file or that contains an existing .pab file. Click to find the drive and folder you want.

File name

Specifies a name for the Personal Address Book file.

Files of type

Specifies the file type. Personal Address Book files are saved with a .pab extension.

Open

Selects or opens the file you specify.

Change Password dialog box

Allows you to specify a new password for the selected personal folder file.

Old password

Provides a space for you to type your password.

New password

Provides a space for you to type a new password.

Verify password

Provides a space for you to type the new password again to verify it.

Save this password in your password list

Stores your password in your password list so that you will not be prompted for the password each time you connect to this personal folder file. A password is only required if you log on with a different name or if another user attempts to connect to your personal folder file.

Manage Forms tab

Temporary storage for forms

Specifies a limit for copies of custom forms saved on your hard disk. When the limit is reached, the oldest forms are automatically removed from your hard disk.

Maximum space on hard disk: Value kilobytes

Specifies the maximum amount of space, in kilobytes, that forms can use on your hard disk. The default is 1024 kilobytes, or 1 megabyte.

Manage Forms

Allows you to modify and update any forms library you have permissions for.

Password

Allows you to change the password you use to log on.

Change Windows NT Password dialog box

User name

Provides a space for you to enter the name you use to log on to your network.

Domain

Provides a space for you to enter the name of your network domain.

Old password

Provides a space for you to type your password.

New password

Provides a space for you to type a new password.

Confirm new password

Provides a space for you to type the new password again to confirm it.

Add Users dialog box

Show names from the

Specifies the address book that will be used. Click the address book that contains the names you want.

Type name or select from list

Provides a space for you to enter a name.

Add

Adds the selected names to the **Add users** box.

Add users

Displays the names you add.

Properties

Displays details about the selected entry.

Find

Specifies advanced criteria to search for names. The search options vary based on the selected address book.

Change Security Password dialog box

Old password

Provides a space for you to type your advanced security password.

New password

Provides a space for you to type your new advanced security password. You must type a minimum of six characters.

Confirm password

Provides a space for you to type your new advanced security password again to confirm it.

Microsoft Exchange dialog box

Allows you to set your advanced security password.

Inbox Assistant command (Tools menu)

These Rules Will Be Applied To Messages As They Arrive In Your Inbox

Lists the rules you have specified for incoming messages.

Status Column

Displays the status of each rule. A check mark indicates that the rule is enabled, a blank indicates that the rule is disabled, and a red X indicates an error occurred when the rule was last processed.

An error occurs when an action cannot be performed. For example, if a rule attempts to copy messages to a folder that has been permanently deleted, an error occurs. Rules that result in an error are not applied to new messages until the problem is resolved.

Conditions Column

Displays the conditions that a message must meet to apply the specified action. For each rule, you can have multiple conditions. Each condition is separated by a semicolon (;).

Actions Column

Displays the actions that will be applied to a message when it meets the conditions listed in the Conditions column. For each rule, you can have multiple actions. Each action is separated by a semicolon (;).

Move Up

Moves the selected rule up one space in the list.

Move Down

Moves the selected rule down one space in the list.

Note   If you place a rule with a delete action at the beginning of the list, a message that meets the conditions of that rule is deleted, and no other rules are processed for that item. If you want this item to be evaluated against other rules, you must place the rule containing the delete action at the end of the list.

Add Rule

Defines a new rule.

Edit Rule

Changes the conditions or actions for the selected rule.

Delete Rule

Deletes the selected rule.

Show Rules For All Profiles

Displays rules that you have defined in other profiles. In most cases, you will only need one profile.

Out Of Office Assistant dialog box

I am currently in the Office

Turns off your out-of-office reply and the rules you specified.

I am currently Out of the Office

Turns on your out-of-office reply and the rules you specified.

AutoReply only once to each sender with the following text

Provides a space for you to type or modify your reply. This message is sent to each person who sends you mail while you are away from the office.

These Rules Will Be Applied To Messages while you are out of the office

Lists the rules you specified for incoming messages.

Status column

Displays the status of each rule. A check mark indicates the rule is active, a blank indicates the rule is not active, and a red X indicates an error occurred when the rule was last processed.

An error occurs when an action cannot be performed. For example, if a rule attempts to copy messages to a folder that has been permanently deleted, an error occurs. Rules that result in an error are not applied to new messages until the problem is resolved.

Conditions column

Displays the conditions that a message must meet to apply the specified action. For each rule, you can have multiple conditions. Each condition is separated by a semicolon (;).

Actions column

Displays the actions that will be applied to a message when it meets the conditions listed in the Conditions column. For each rule, you can have multiple actions. Each action is separated by a semicolon (;).

Move Up

Moves the selected rule up one space in the list.

Move Down

Moves the selected rule down one space in the list.

Note   If you place a rule with a delete action at the beginning of the list, a message that meets the conditions of that rule is deleted, and no other rules are processed for that item. If you want this item to be evaluated against other rules, you must place the rule that contains the delete action at the end of the list.

Add Rule

Defines a new rule.

Edit Rule

Changes the conditions or actions for the selected rule.

Delete Rule

Deletes the selected rule.

Show rules for all profiles

Displays rules you defined in other profiles. In most cases, you will only need one profile.

Edit Rule dialog box

When a message arrives that meets the following conditions

Specifies conditions that identify messages to process. If you specify multiple conditions, messages must meet each condition for the corresponding action to occur.

You can specify more than one value within a condition by separating each value with a semicolon (;). This creates an "or" condition; each message must meet one of the conditions to be included in the search result. For example, you can search for messages from one person or another by separating the two names with a semicolon (;) in the **From** box.

> **From**
>
> Locates messages from a sender you specify. Click **From** to select names from a list, or type the name of the sender in the **From** box, and then click **Check Names.** To find messages from more than one sender, separate the names with a semicolon (;).
>
> **Sent To**
>
> Locates messages addressed to a recipient you specify. Click **Sent To** to select names from a list, or type the name of the recipient in the **Sent To** box, and then click **Check Names.** To find messages addressed to more than one recipient, separate the names with a semicolon (;).
>
> **Sent directly to me**
>
> Locates messages that have your name in the **To** box. Also locate messages when you add a distribution list that includes your name to the **Sent To** box.
>
> **Copied (Cc) to me**
>
> Locates messages that have your name in the **Cc** box.
>
> **Subject**
>
> Locates messages with the subject you specify. Type the complete or partial text of the subject you want to find. The text you specify must match text in a message **Subject** box. To find messages that contain more than one subject, separate the subjects with a semicolon (;).
>
> **Message body**
>
> Locates messages with the message text you specify. Type the phrase or text string you want to find. For example, type **budget** to find all of the messages that contain the word "budget." To find more than one phrase or text string, separate each phrase or text string with a semicolon (;).

Advanced

Specifies additional search conditions. For example, you can locate messages that have attachments, that are a particular size, or that do not meet the conditions you specify.

Check Names

Verifies names in the **From** and **Sent To** boxes by checking them against the address books in your Address Book. If a matching name is not found, or if there are multiple matches for the same name, the Check Names dialog box appears, and you can select the correct name.

Perform these actions

Select one or more actions you want the rule to carry out when an incoming message meets the conditions you specify.

> **Alert with/Action**
>
> Notifies you when you receive the message. Click **Action** to select a notification message, a sound, or both.
>
> **Delete**
>
> Moves the message to the **Deleted Items** folder.
>
> **Move to/Folder**
>
> Moves the message to the specified folder. Click **Folder** to select a different folder.
>
> **Copy to/Folder**
>
> Copies the message to the specified folder. Click **Folder** to select a different folder.
>
> **Forward/To**
>
> Forwards message that aren't marked private to the recipient you specify. Click **To** to select names from a list.

Multiple names are separated by a semicolon (;).

Reply with/Template

Sends an automatic reply to the sender. Click **Template** to open a new message form. After you type your reply, add any additional recipients, and insert attachments that you want to include, click **Save & Close** on the **File** menu.

Custom

Custom actions are additional features that are not provided by Outlook. Click the custom action you want from the list.

New Items of Interest dialog box

Read

Opens the selected message.

Close

Closes the dialog box.

Alert Actions dialog box

Notify with the text

Lists the messages you received that meet the conditions you specified for the active rule.

You can type text in the box that you want to see when you are notified of a new message. For example, you can type a reminder of what to do with the messages.

Play/Sound

Plays a specified sound when you receive a message that meets the conditions you specified.

Click **Sound** to select the sound file you want to play. Sound files typically have a .wav extension.

Test

Plays the selected sound.

Rules in Error dialog box

Rule

Displays the rule that resulted in an error.

Error

Describes why the error occurred.

Edit Rule

Modifies the selected rule.

Delete Rule

Deletes the selected rule.

Move Message To dialog box

Folders

Specifies the folder you want messages moved to.

New folder

Creates a new folder you can move messages to.

Copy Message To dialog box

Folders

Specifies the folder you want messages copied to.

New folder

Creates a new folder you can copy messages to.

Edit Rule dialog box (public folders)

When a message arrives that meets the following conditions

Specifies one or more conditions for processing items. If you specify multiple conditions, items must meet each condition for the corresponding action to occur.

You can specify more than one condition in any field by separating each condition with a semicolon (;). This creates an "or" condition; each item must meet one of the conditions in the field to be included in the search result. For example, you can search for items from one person or another by separating the two names with a semicolon (;) in the **From** box.

From

Locates items from a sender you specify. Click **From,** to select the name from the Choose Sender dialog box, or type the name of the sender in the **From** box, and then click **Check Names.** To find items from more than one sender, separate the names with a semicolon (;).

Sent To

Locates items addressed to a recipient you specify. Click **Sent To,** to select the name from the Choose Recipient dialog box, or type the name of the recipient in the **Sent To** box, and then click **Check Names.** To find items addressed to more than one recipient, separate the names with a semicolon (;).

Sent directly to

Locates items in which the public folder name appears in the **To** box.

Copied (Cc) to

Locates items in which the public folder name appears in the **Cc** box.

Subject

Locates items with the subject you specify. Type the complete or partial text of the subject you want to find. The text you specify must match text in an item **Subject** box. To find items that contain more than one subject, separate the subjects with a semicolon (;).

Message body

Locates items with the message text you specify. Type the phrase or text string you want to find. For example, type **budget** to find all items that contain the word "budget." To find more than one phrase or text string, separate the strings with a semicolon (;).

Advanced

Specifies additional search conditions. For example, you can locate items that have attachments, that are of a particular size, or that do not meet the conditions you specify.

Check Names

Verifies names in the **From** and **Sent To** boxes by checking them against the address books in your Address Book. If a matching name is not found, or if there are multiple matches for the same name, the Check Names dialog box appears, and you can select the correct name.

Perform these actions

Select one or more actions you want the rule to carry out when an item is delivered that meets the conditions you specified.

Return to sender

Returns the item to the sender.

Delete

Moves the item to the Deleted Items folder.

Reply with/Template

Sends an automatic reply to the sender. Click **Template** to open a new message form. After you type your reply, add any additional recipients, and insert attachments that you want to include. Click **Save & Close** on the **File** menu.

Forward/To

Forwards the item (unless it is marked private) to the recipient you specify. Click the **To** button to select the name from the Choose Recipient dialog box. The box displays the recipients to whom the item will be forwarded. Multiple names are separated by a semicolon (;).

Permissions tab (folder designer)

Name/Role

Displays user names and their permissions for the folder. The default permission is the role granted to all general users.

Folder users can view only their own permissions. If the folder owner sets up a permission for you that is different from the default permission, your name appears; if the folder owner sets up a permission for a distribution list that you are a member of, the distribution list name appears; if the folder owner has not set up a specific permission for you, you are a general user and the default permission appears.

Add

Selects user, distribution list, and public folder names to add to the **Name/Role** box.

Remove

Removes the selected name from the **Name/Role** box.

Properties

Displays details about the selected name.

Permissions

Specifies a role for the selected name. When you select a role, the permissions associated with that role are automatically selected. When you select individual permissions, the matching role name appears in the **Roles** box. If there is no matching role, **Custom** appears. You cannot select **Custom;** it appears automatically.

Roles

Specifies a role for the selected name in the **Name/Role** box.

Owner

Grants all permissions in the folder. Create, read, modify, and delete all items and files and create subfolders. The owner can also change permission levels that others have for the folder.

Publishing Editor

Grants permission to create, read, modify and delete all items and files, and create subfolders.

Editor

Grants permission to create, read, modify, and delete all items and files.

Publishing Author

Grants permission to create and read items and files, modify and delete items and files you create, and create subfolders.

Author

Grants permission to create and read items and files, and modify and delete items and files you create.

Reviewer

Grants permission to read items and files only.

Contributor

Grants permission to create items and files only. The contents of the folder do not appear.

None

Grants no permission in the folder. Use this as the default permission when you want to limit the folder audience to only users you specifically add to the **Name/Role** box.

Create Items

Grants permission to post items in the folder.

Read Items

Grants permission to open any item in the folder.

Create Subfolder

Grants permission to create subfolders in the folder.

Folder Owner

Grants all permissions in the folder.

Folder Contact

Grants folder contact status. Folder contacts receive automated notifications from the folder, such as replication conflict messages, as well as requests from users for additional permissions or other changes in the folder.

Edit Items

Select one of the following options.

None

Does not allow changes to any item.

Own

Allows you to modify items you create.

All

Allows you to modify any item.

Delete Items

Select one of the following options.

None

Does not allow you to delete any item.

Own

Allows you to delete items you create.

All

Allows you to delete any item.

Apply

Applies the changes you make while the dialog box is still open.

Copy Folder Design command (File menu, Folder Copy Folder Design)

Copy design from this folder

Specifies the folder that contains the design you want to copy to the selected folder.

Copy design of

Select one or more of the following design properties to copy.

Permissions

Copies the permissions. You must have owner permission in the selected folder to copy permissions.

Rules

Copies the rules defined for processing new items posted to the folder.

Description

Copies the folder instructions to the folder.

Forms & Views

Copies forms in the folder forms library and folder views.

Description

Displays a description of the selected folder that cannot be modified.

Verify Digital Signature dialog box

Signed by

Displays the digital signature of the person who sent the item.

Verification results

Each item in this field displays a "Yes" or "No," based on whether verification was successful.

Contents altered after item was signed

Indicates whether any message text or attachment has been altered since the message was signed.

Signature suspended

Indicates the sender's signature is on the list of users whose privileges have been revoked. This means either the sender is not trusted by the organization or the digital signature of the sender has been compromised. See your administrator to verify the content of the message by other means.

Signature issued by unknown security authority

Indicates the signature of the message was generated by a different management security database, possibly a fraudulent one.

Signature expired

Indicates the sender's signature has expired. Signatures automatically expire on a yearly basis. If the sender's signature has expired, you should ask the sender to sign the message again and resend it. Messages from senders outside your organization will have expired signatures because this feature is only supported within your organization.

Personal Folders Password dialog box (server location)

Provides a password to gain access to a personal folder file stored on a server.

User name

Specifies your user name for network access.

Password

Specifies the password for the personal folder file.

Microsoft Exchange Security dialog box

Remove these recipients

Removes the listed recipients from your message.

Don't encrypt message

Sends the message unencrypted to all recipients.

Cancel send

Cancels the message.

Nonsecure Recipients dialog box

Don't encrypt message

Sends the message unencrypted to all recipients.

Cancel send

Cancels the message.

Add Service to Profile dialog box

Available information services

Specifies the information service you want to add to the active user profile, remove from your computer, or get more information about. You can select only one service at a time. For example, to create another set of personal folders, click **Personal Folders,** and then click **OK.**

Have Disk

Specifies the location of an information service you want to set up on your computer.

Remove

Removes the selected information service from your computer.

About

Displays details about the selected information service, such as the program files it uses and its manufacturer, creation date, and size.

Install Other Information Service dialog box

Insert the information service disk in the specified drive

Displays the drive and folder name where the information service you want to set up is located.

Browse

Allows you to select the drive and folder that contain the information service you want to set up.

Install Information Service dialog box (Windows NT)

Directories

Displays the selected folder and any subfolders. Double-click the folders and subfolders until you find the folder you want.

Drives

Displays the available drives. Select the drive you want.

Network

Allows you to select a network file server to connect to.

Security Log on dialog box

Security password

Provides a space for you to type your advanced security password.

Don't prompt for password again until next Exchange log on

Specifies that Outlook retain your password for the next time you log on.

Security File

Displays the name and location of the file that contains your advanced security information. Specify this name and location when you set up advanced security. This information is stored in your profile. To select a different advanced security file, click **Browse.**

Browse

Allows you to select the file that contains your advanced security information. If you already set up advanced security, click this option only if you log on to Outlook with a different profile.