Connection Tab

Specifies how your computer is connected to your postoffice. To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

Enter The Path To Your Postoffice
Type the network location of your postoffice. For example, if the postoffice is located in a shared directory named Maildata on a server named Post, type **\\post\maildata**. If you don't know the path to your postoffice, see your administrator or click **Browse.**

Browse
Opens a dialog box in which you can specify the path to your postoffice.

Select How This Service Should Connect At Startup
Click the type of connection to your postoffice.

Automatically Sense LAN Or Remote
Identifies whether your computer is connected to your postoffice by a local area network (LAN) connection or a modem. If your postoffice cannot detect a connection type, Microsoft Mail prompts you for one. (This option is available only in the Microsoft Exchange Client for Windows 95.)

Local Area Network (LAN)
Connects your computer to your postoffice by using a LAN connection. You can compose mail and deliver it to and from your postoffice.

Remote Using A Modem And Dial-Up Networking
Connects your computer to your postoffice using Dial-Up Networking software and a modem. You can compose mail and send it to your Outbox at any time, and send and receive mail when you connect to your postoffice.

Offline
Creates no connection to your postoffice. You can compose and send mail to your Outbox when your postoffice is not available, such as when you are traveling. You cannot deliver mail to or from your postoffice while offline.

Logon Tab

Specifies access information for your postoffice. If you do not know any of the following information, see your administrator.

Enter The Name Of Your Mailbox
Type the name of your mailbox.

Enter Your Mailbox Password
Type your password. For security, the password is not displayed when you type it.

When Logging On, Automatically Enter Password
Keeps track of your password so that you don't have to type it each time you start the Microsoft Exchange Client.

Change Mailbox Password
Changes your password.

Delivery Tab

Specifies how you transfer mail between your Inbox and your postoffice.

Enable Incoming Mail Delivery

Delivers mail from your postoffice to your Inbox.

Enable Outgoing Mail Delivery

Sends mail to your postoffice.

Enable Delivery To

To stop delivery of certain types of mail, click <u>Address Types</u>.

Check For New Mail Every _ Minutes

Sets the time interval for mail delivery.

Immediate Notification

Notifies you of the arrival of mail and notifies the recipient of your mail's arrival. You must have NetBIOS to use this feature. For more information about NetBIOS, see your administrator.

Display Global Address List Only

Displays the Global Address List only. You usually have access to at least two address lists: the Global Address List and your Personal Address Book. With only the Global Address List displayed, the number of address lists you need to scroll through when addressing messages is reduced.

Address Types Dialog Box

Specifies which types of mail you want sent to the postoffice.

Only Send Mail To These Address Types
Click the types of mail you want to send to the postoffice. For example, if you want to send your faxes by another information service, click all address types except fax. To send a type of message, click the check box for the address type. To prevent a type of message from being sent, clear the check box for the address type.

LAN Configuration Tab

Specifies whether to use mail headers for selecting the mail you want to receive and whether to use a local copy of the Address Book. This tab applies only when you have a LAN connection.

Use Remote Mail

Displays mail headers rather than automatically transferring mail. Use **Remote Mail** from the **Tools** menu in the Microsoft Exchange Client.

Use Local Copy

Uses a local copy of the Address Book (an Address Book that is stored on your computer) rather than the Address Book in your postoffice. To update the Local Address Book, click the **Tools** menu in the Microsoft Exchange Client, click **Microsoft Mail Tools,** and then click **Download Address Lists.**

Use External Delivery Agent

This feature requires that EXTERNAL.EXE is always running on the server. Contact your administrator for details before you click this feature, which delivers mail with minimal overhead.

Log Tab

Keeps a log file (or history) of the session events.

Maintain A Log Of Session Events

Records events, such as logging on and off and error messages, in a log file.

Specify The Location Of The Session Log

Type the name of the log file and the location where you want to store it. The log file is saved as a text file.

Browse

Opens a dialog box allowing you to specify a location for the log file or to search for an existing log file.

Remote Configuration Tab

Specifies whether to use mail headers for selecting the mail you want to receive and whether to use a local copy of the Address Book. This tab applies only when you have a remote connection with Dial-Up Networking and a modem. To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

Use Remote Mail

Displays mail headers rather than automatically transferring mail. Use **Remote Mail** from the **Tools** menu in the Microsoft Exchange Client.

Use Local Copy

Uses a local copy of the Address Book (an Address Book that is stored on your computer) rather than the Address Book in your postoffice.

Use External Delivery Agent

This feature requires that EXTERNAL.EXE is always running on the server. Contact your administrator for details before you click this feature, which delivers mail with minimal overhead.

Remote Session Tab

Specifies when to start and end a Dial-Up Networking session. To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

Automatically Start A Dial-Up Networking Session

When This Service Is Started
Starts a session as soon as you start the Microsoft Exchange Client. The session continues until you quit the client.

Automatically End A Dial-Up Networking Session
Specifies how to end a Dial-Up Networking session.

After Retrieving Mail Headers
Ends a Dial-Up Networking session after you receive the headers from your postoffice. Use **Remote Mail** on the **Tools** menu in the client to view the headers and choose the ones you want to read.

After Sending And Receiving Mail
Ends a Dial-Up Networking session after you receive mail from and send mail to your postoffice.

When You Exit
Ends a Dial-Up Networking session when you quit the client.

Schedule Mail Delivery
Schedules a session for connecting to your postoffice.

Add or Change Scheduled Sessions Dialog Box

Specifies a profile for the session, and adds or changes your scheduled sessions. To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

Use
Specifies the Dial-Up Networking connection to use for the scheduled sessions. Type a connection or click the arrow to select a new connection.

When
Specifies when to schedule a session.

> **Every**
> Schedules a session at a specific time interval. In the box at the lower left, type the hours and/or minutes for the interval, or click the arrows to specify a new setting.

> **Weekly On**
> Schedules a session on a weekly basis at a specific time. Select each day that you want, and then under **At,** type the time or click the arrows to specify the time for the session to start.

> **Once At**
> Schedules a session once at a specific time. Under **At,** specify the time. Under **On,** specify the month, day, and year.

Dial-Up Networking Tab

Defines sessions if you are using a remote connection with Dial-Up Networking. To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

Use The Following Dial-Up Networking Connection
Click the Dial-Up Networking connection you want to use.

Add Entry
Adds more types of connections to the list (available only in the Microsoft Exchange Client for Windows 95).

Edit Entry
Edits an existing entry (available only in the Microsoft Exchange Client for Windows 95).

When Dial-Up Networking Fails to Connect
Attempts to connect for a remote session. Specify the number of attempts and the time interval between attempts before Dial-Up Networking stops trying to connect.

Confirm The Dial-Up Networking Connection Before Starting A Session
Specifies how you confirm the Dial-Up Networking session.

Never Confirm
Does not confirm the Dial-Up Networking connection.

Confirm On First Session And After Errors
Confirms when you first connect and if errors occur.

Always Confirm
Confirms each time you log on.

Connect To Server Dialog Box

Specifies options for a remote connection.

Send Mail
Sends mail from your Outbox to your postoffice.

Receive Marked Items
Delivers mail from your postoffice. If you initiated this session from the Remote Mail window, you will receive the mail that you selected. Otherwise, you will receive all new mail.

Update View Of Mail Headers
Copies headers from your postoffice if you initiated this session from the Remote Mail window.

Download Address Lists
Copies the current Address Book lists from your postoffice.

Disconnect After Actions Are Completed
Ends the session after all the options you selected have been completed. Specify the profile you want to use for this session.

This dialog box may also contain the following options:

Setup
Specifies the Dial-Up Networking connection for this session.

Add
Adds a new connection.

Edit
Changes the connection selected in the list.

Location
Specifies information about the location from which you are dialing.

Logon: Microsoft Mail Dialog Box

Provides information about accessing the postoffice. This dialog box appears only when you start the Microsoft Exchange Client and need to specify how to access your postoffice. For example, it appears if you did not include your password in your profile. If you do not know any of the following information, see your administrator.

Postoffice
Type the network location of your postoffice.

Mailbox
Type the name of your mailbox.

Password
Type your password.

Remember Password
Keeps track of your password so that you don't need to type it each time you start the client.

Offline
Starts the client without a connection to your postoffice. You can compose and send mail that will be saved in your Outbox and delivered the next time that you connect to your postoffice.

Note   After Microsoft Mail confirms the connection mode, the **Offline** button does not appear.

Automatically Connect At Logon

The Microsoft Mail service cannot locate the Mail server. Choose one of the following connection types for this Microsoft Mail session only.

Local Area Network
Connects your computer to your postoffice using a local area network (LAN) connection. You can send and receive mail from your postoffice.

Remote
Connects your computer to your postoffice using Dial-Up Networking. You must have Dial-Up Networking software and a modem installed and configured. You can compose mail and send it to your Outbox, and send and receive mail when you connect to your postoffice.

Offline
Creates no connection to your postoffice. When offline, you can compose and send mail to your Outbox but cannot send or receive mail from your postoffice.

Microsoft Mail Tools

Displays the following commands. For more information, choose a command name.

Change Mailbox Password

Opens a dialog box where you can change your mailbox password.

Download Address Lists

Downloads the address lists in the Address Book to the hard disk on your computer.

Schedule Remote Mail Delivery

Opens a dialog box where you can specify options for scheduling remote connections to your postoffice.

Set Dialing Location

Displays a dialog box where you can specify telephone dialing options. (This command is available only in the Microsoft Exchange Client for Windows 95.)

View Session Log

Opens the log, or event history, for your mail sessions.

Change Mailbox Password Dialog Box

Changes your mailbox password.

Old Password
Type your current password.

New Password
Type your new password.

Verify New Password
Type your new password again.

Download Address Lists

Downloads the address lists in the Address Book to the hard disk on your computer.

Scheduled Remote Mail Delivery Dialog Box

Schedules sessions for connecting to your postoffice. You can schedule sessions to start at a specific time interval (such as every 30 minutes), once at a specific time, or on a weekly basis at a specific time. You can schedule up to 16 sessions.

To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

Currently Scheduled Sessions
Lists all sessions that you presently have scheduled.

Add
Adds a new scheduled session.

Change
Changes the selected session.

Delete
Deletes a session.

Set Dialing Location

Specifies telephone dialing options. For help on a dialog box option, select it and press F1. (This command is available only in the Microsoft Exchange Client for Windows 95.)

View Session Log

Opens the log, or event history, for your mail sessions. The session log records events such as logging on and off, the type of connection you specify, errors, and so on. You specify session log options in the Log tab.

Overview

The Microsoft Exchange Client gives you the ability to communicate with a number of electronic mail systems, including Microsoft Mail. You can use the client to gain access to your mailbox if it is in a postoffice created by:

- Microsoft Mail version 3.0 or later
- Microsoft Windows for Workgroups version 3.1 or later
- Microsoft Windows NT version 3.1 or later

When you start the client for the first time, a Wizard helps you create your profile. A profile contains default settings for how messages are delivered to and from your mailbox.

If you have used Microsoft Mail before, you can also use the Wizard to move the messages in your message file to a folder.

How you work with mail will determine whether you need more than one profile. If you use one computer, typically you have one profile that specifies your mailbox located on a Microsoft Exchange Server computer.

If you work on more than one computer and you use different information services on each, you may want to create separate profiles listing the information services.

If you share a computer with another person, each person must have a profile.

To change your Microsoft Mail settings

1. From the **Tools** menu, choose **Services.**

2. Select **Microsoft Mail,** and then choose **Properties.**

3. Specify how you want to edit your profile.

- To specify how you are connected to your postoffice, select the <u>Connection</u> tab.
- To maintain the security of your postoffice, select the <u>Logon</u> tab.
- To set preferences for delivering messages, select the <u>Delivery</u> tab.
- To set preferences for a local area network (LAN) connection, select the <u>LAN Configuration</u> tab.
- To maintain a log of events during a networking session, select the <u>Log</u> tab.
- To set preferences for a remote connection, select the <u>Remote Configuration</u> tab.
- To set preferences for starting and ending remote sessions, select the <u>Remote Session</u> tab.
- To set preferences for a remote connection with dial-up networking and a modem, select the <u>Dial-Up Networking</u> tab.

To change your postoffice connection

1. On the **Tools** menu, click **Services.**

2. Click **Microsoft Mail,** and then click **Properties.**

3. Click the **Connection** tab.

4. In the **Enter The Path To Your Postoffice** box, type the network location of your postoffice---for example, \\Servername\Sharename. If you are not sure what the network location is, see your administrator.

5. Click the type of connection you want.

See Also

Connection Tab

To change the time interval for mail delivery

1. On the **Tools** menu, click **Services.**
2. Click **Microsoft Mail,** and then click **Properties.**
3. Click the **Delivery** tab.
4. In the **Check For New Mail Every _ Minute(s)** box, type the time interval for checking incoming mail.

See Also

Delivery Tab

To change logon options

1. On the **Tools** menu, click **Services.**
2. Click **Microsoft Mail,** and then click **Properties.**
3. Click the **Logon** tab.
4. In **Enter The Name Of Your Mailbox,** type your mailbox name. If you don't know it, see your administrator.
5. In the **Enter Your Mailbox Password** box, type your mailbox password.

   To bypass having to type your password each time you log on, select **When Logging On, Automatically Enter Password.**
6. To change your password, click **Change Mailbox Password.**

See Also

Logon Tab

To set up a Dial-Up Networking connection

1. On the **Tools** menu, click **Services.**

2. Click **Microsoft Mail,** and then click **Properties.**

3. Click the **Dial-Up Networking** tab.

4. In the list, click your Dial-Up Networking connection.

5. To add an entry, click **Add Entry** (available only in Microsoft Exchange for Windows 95).

6. To change an existing entry, click **Edit Entry** (available only in Microsoft Exchange for Windows 95).

Note   To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

See Also

Dial-Up Networking Tab

To preview headers before downloading mail

1. On the **Tools** menu, click **Services.**

2. Click **Microsoft Mail,** and then click **Properties.**

3. On either the **LAN Configuration** tab or the **Remote Configuration** tab, select **Use Remote Mail.**

4. On the **Tools** menu in Microsoft Exchange, click **Remote Mail.**

See Also

LAN Configuration Tab
Remote Configuration Tab

To set options for only sending or only receiving mail

1. On the **Tools** menu, click **Services.**

2. Click **Microsoft Mail,** and then click **Properties.**

3. Click the **Delivery** tab.

4. To stop messages from being delivered from your postoffice, clear **Enable Incoming Mail Delivery.** To receive messages, select the check box.

5. To stop messages from being sent to your postoffice, clear **Enable Outgoing Mail Delivery.** To send messages, select the check box.

6. To stop delivery to certain address types, select **Address Types.** Then clear the check box of each address type that you want to disable.

See Also

Delivery Tab

To change your password

1. On the **Tools** menu, click **Microsoft Mail Tools.**

2. Click **Change Mailbox Password.**

See Also

Logon Tab

To enable immediate notification

1. On the **Tools** menu, click **Services.**
2. Click **Microsoft Mail,** and then click **Properties.**
3. Click the **Delivery** tab.
4. Select **Immediate Notification.**

See Also

Delivery Tab

To record session events in a log file

1. On the **Tools** menu, click **Services.**

2. Click **Microsoft Mail,** and then click **Properties.**

3. Click the **Log** tab.

4. Select **Maintain A Log Of Session Events.**

5. Type the location and name of the log file. To look for a path, click **Browse.**

Tip To view the Session Log file, click **Microsoft Mail Tools** on the **Tools** menu, and then click **View Session Log.**

See Also

Log Tab

To start a remote session

1. On the **Tools** menu in Microsoft Exchange, click **Remote Mail.** If a submenu is displayed, click **Microsoft Mail.**

2. On the **Tools** menu in the Remote Mail window, click **Connect.**

3. Click the connection that you want to use and specify the delivery options you want.

Note   To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

See Also

Connect To Server Dialog Box

To end a remote session

1. On the **Tools** menu in Microsoft Exchange, click **Remote Mail.**

2. On the **Tools** menu in the Remote Mail window, click **Disconnect.**

Note   To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

To schedule when to start and end remote sessions

1. On the **Tools** menu, click **Services.**

2. Click **Microsoft Mail,** and then click **Properties.**

3. Click the **Remote Session** tab.

4. Select or clear the check boxes to specify the way you want to start and end sessions.

5. If you want to add specific days and times to the remote schedule, click **Schedule Mail Delivery.**

6. To view remote sessions, scroll through the list of scheduled sessions.

Tip   For a shortcut to add days and times to the remote schedule, click **Microsoft Mail Tools** on the **Tools** menu in Microsoft Exchange, and then click **Schedule Remote Mail Delivery.**

Note   To use Microsoft Mail remotely, you must first install and configure your Dial-Up Networking software and modem.

See Also

Remote Session Tab

To automate logon

1. On the **Tools** menu, click **Services.**
2. Click **Microsoft Mail,** and then click **Properties.**
3. Click the **Logon** tab.
4. In the **Enter Your Mailbox Password** box, type your password.
5. Select **When Logging On, Automatically Enter Password.**

See Also

Logon Tab

To download a local Address Book

1. On the **Tools** menu, click **Microsoft Mail Tools.**

2. Click **Download Address Lists.**

3. After the address lists have been downloaded, click **Services** on the **Tools** menu.

4. Click **Microsoft Mail,** and then click **Properties.**

5. On the **Remote Configuration** tab or the **LAN Configuration** tab, select **Use Local Copy.**

See Also

Connect To Server Dialog Box
LAN Configuration Tab
Remote Configuration Tab

To work offline

1. On the **Tools** menu, click **Services.**

2. Click **Microsoft Mail,** and then click **Properties.**

3. Click the **Connection** tab.

4. Click **Offline.**

Note   You cannot send or receive messages from your postoffice until you connect to your postoffice again by LAN or Dial-Up Networking.

See Also

Connection Tab

To send a fax using Microsoft Mail

1. On the **Tools** menu, click **Services.**

2. Click **Microsoft Mail,** and then click **Properties.**

3. Click the **Delivery** tab.

4. Select **Enable Outgoing Mail Delivery.**

5. Click **Address Types,** and then select the check box for the fax address type.

Note   Your Microsoft Mail postoffice must have a fax gateway installed to send faxes. For more information, see your administrator.

See Also

Delivery Tab

Profile

A set of information services used to configure the Microsoft Exchange Client and other messaging applications. These services provide a variety of functions, such as access to your mailbox, address lists, sets of folders, and other features. Typically, you need only one profile. If you occasionally work with a different configuration, you may need to create an additional profile.

Message File

A file that contains your mail messages. This file has an .mmf extension (for example, Joem.mmf).

Information Service

A utility that enables messaging applications to do one or a combination of the following:
- Send and receive items, such as messages and files.
- Store items in a set of personal folders.
- Obtain user address and directory information.

A profile contains the set of information services that you use while logged on to messaging applications.