

## **Connection Tab**

Provides options for specifying how your personal computer is connected to your postoffice.

### **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 (which you have assigned to drive M), type **M:\POST\MAILDATA**. If you don't know the path to your postoffice, see your administrator or click Browse.

### **Choose How This Service Should Connect To The Postoffice**

Click the type of connection to your postoffice.

#### **Local Area Network**

Connects your computer to your postoffice by using a local area network (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 by using a modem. You can compose mail and send it to your Outbox at any time, and then 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 send or receive mail to your postoffice while offline.

## **Delivery Tab**

Provides options for specifying how you transfer mail between your Inbox and your postoffice.

### **Enable Incoming Mail**

Delivers mail from your postoffice to your Inbox.

### **Enable Outgoing Mail**

Sends mail to your postoffice.

### **Enable Delivery To**

Click [Address Types](#) to stop delivery of certain types of mail.

### **Check For New Items Every N 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 if the box is checked. You must have NETBIOS for this feature to work. For more information about NETBIOS, see your administrator.

## **Address Types Dialog Box**

Enables you to specify 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 fax messages by another information service, you would 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**

Provides options for specifying 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 dialog box applies only when you have a LAN connection.

### **Use Remote Preview**

Displays mail headers rather than downloading mail. Use Remote Preview from the Tools menu in mail.

### **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 on your postoffice. Update the local Address Book with Download Address Book on the Tools menu.

## **Remote Configuration Tab**

Provides options for specifying 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 dialog box only applies only when you have a remote access connection through Dial-Up Networking and a modem.

### **Use Remote Preview**

Displays mail headers rather than downloading mail. Use Remote Preview from the Tools menu in Mail.

### **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 on your postoffice.

## **Logon: Postoffice Information Dialog Box**

Provides options for access information. This dialog box appears only when you start Microsoft Exchange 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 Path**

Type the network location of your postoffice. To search for your postoffice, click Browse.

### **Mailbox Name**

Type the name of your mailbox.

### **Mailbox Password**

Type your password.

### **Remember This**

Keeps track of your password so that you don't have to type it each time you start mail.

## **Remote Scheduled Sessions Dialog Box**

Provides options for scheduling sessions for connecting with 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.

### **Add**

Adds a new scheduled session.

### **Change**

Changes the selected session.

### **Delete**

Deletes a session.

## **Add or Change Schedule Sessions**

Provides options for specifying the profile to use for the session, and adding or changing the session.

### **Weekly On**

Schedules a session on a weekly basis at a specific time. Select the check box of each day to be included in the session. Then type the hour and minute when the session starts, including AM or PM. You can also scroll through the list to select a new setting.

### **Once At**

Schedules a session once at a specific time. Type the hour and minute, including AM or PM. Then type the month, day, and year. You can also scroll through the list to select a new setting.

### **Every**

Schedules a session at a specific time interval. Type the hours and/or minutes that make up the interval. You can also scroll through the list to select a new setting.

## **Connect To Server Dialog Box**

Provides options to start sessions as required if you are using a remote access connection. Your preferences for delivering mail to and from your postoffice are defined in your profile. Change the delivery options for a particular session by using this dialog box.

### **Send Messages**

Sends mail from your Outbox to your postoffice.

### **Receive Messages**

Delivers mail from your postoffice. If you initiated this session from the Headers dialog box, you will receive the mail that you selected. Otherwise, you will receive all new mail.

### **Update View Of Message Headers In Inbox**

Copies headers from your postoffice if you initiated this session from the Headers dialog box.

### **Update Address Book lists**

Copies the current Address Book list from your postoffice.

### **Disconnect After All Of The Above**

Ends the session after all the options you selected have been completed. Specify the profile you want to use for this session.

## **Download Address Book Dialog Box**

Lets you specify whether you want to use a local copy of the Address Book in your profile. If you select this option, you need to update your local Address Book as required. This dialog box appears when you click Download Address Book on the Remote Viewer. If you have a LAN connection, the size of each address list is shown; if you have a remote access connection, the time to copy each list is shown.

## **Log Tab**

Enables you to keep a log file (or history) of the events that occur during a remote session.

### **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. Saves the log file as a text file. To search for a log file, click Browse.

## **Dial-Up Networking Tab**

Provides options for defining sessions if you are using remote access services (Dial-Up Networking).

### **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.

#### **Edit Entry**

Edits an existing entry.

### **Confirm The Dial-Up Networking Connection Before Starting A Session**

Verifies 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.

## **Logon Tab**

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

### **Mailbox Name**

Type the name of your mailbox.

### **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 mail.

### **Change Mailbox Password**

Click this to change your password.

## **Change Mailbox Password Dialog Box**

Lets you change your mailbox password.

### **Old Password**

Type your current password.

### **New Password**

Type your new password.

### **Verify New Password**

Type your new password again.

## **Remote Session Tab**

Provides options for specifying when messages are delivered if you have a Dial-up Networking (remote session) connection.

You indicate which default connection to use and whether you want to be prompted for a different connection or use the same connection each session. You can also add entries into the list of connections.

### **Automatically Start A Dial-Up Networking Session**

Starts a Dial-Up Networking session.

#### **When This Provider Is Started**

Starts a session as soon as you start Microsoft Exchange. The session continues until you quit Microsoft Exchange.

#### **When The Provider Checks For New Items**

Starts a session every time you check for new messages. The session ends after you have received the messages from your mailbox.

### **Automatically Terminate A Dial-Up Networking Session**

Specifies how you 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 Preview on the Tools menu in Microsoft Exchange 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 Microsoft Exchange.

### **Schedule Item Delivery**

Schedules a session for connecting with your postoffice.

A remote session is the period of time that you are connected to your postoffice through a modem. Remote sessions can be scheduled or started as required.

## Overview

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

- Microsoft Mail for PC Networks version 3.0 or later
- Microsoft Windows for Workgroups version 3.1 or later
- Microsoft Windows NT version 1.1 or later

When you start Microsoft Exchange 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 your Microsoft Exchange mailbox.

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 a mailbox located on your computer or possibly on a network server. You may also want to store your mailbox on your computer if you have a dockable computer, if you frequently work in locations where the postoffice is unavailable, or if your message delivery is slow.

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

If you share a computer with another person, each person must have his or her own profile.

## To change your Microsoft Mail settings

Select how you want to edit your profile.

- To specify how you are connected to your postoffice, click the Connection tab.
- To set preferences for delivering messages, click the Delivery tab.
- To set preferences for a LAN connection, click the LAN Configuration tab.
- To set preferences for a remote access connection, click the Remote Configuration tab.
- To maintain the security of your postoffice, click the Logon tab.
- To set preferences for starting and ending remote access sessions, click the Remote Session tab.
- To set preferences for a remote connection with Dial-Up Networking and a modem, click the Dial-Up Networking tab.
- To maintain a log of events during a Dial-Up Networking session, click the Log tab.

## **To change your postoffice connection**

- 1 Go to the Microsoft Mail Service dialog box.
- 2 Click the Connection tab.
- 3 In the postoffice path box, type the network location of your postoffice--for example, M:\servername\computername. If you are not sure what the network location is, ask your mail administrator.
- 4 Click the type of connection you have to your postoffice.

### **See Also**

Connection Tab

## To change the time interval for mail delivery

- 1 Go to the [Microsoft Mail Service](#) dialog box.
- 2 Click the Delivery tab.
- 3 In the Check For New Items Every N Minute(s) box, type the time interval for checking incoming items.

### See Also

[Delivery Tab](#)

## **To change logon options**

- 1 Go to the [Microsoft Mail Service](#) dialog box.
- 2 Click the Logon tab.
- 3 In the Name box, type your mailbox name. If you don't know it, see your administrator.
- 4 In the Password box, type your password.
- 5 To bypass having to type your password each time you log on, click 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 Go to the [Microsoft Mail Service](#) dialog box.
- 2 Click the Dial-Up Networking tab.
- 3 In the list, click your Dial-Up Networking connection.
- 4 To add an entry, click Add.
- 5 To change an existing entry, click Edit.

### **See Also**

[Dial-Up Networking Tab](#)

## **To preview headers before downloading mail**

- 1 Go to the [Microsoft Mail Service](#) dialog box.
- 2 On either the LAN Configuration tab or the Remote Configuration tab, click the Use Remote Preview check box.
- 3 On the Tools menu in Microsoft Exchange, click Remote Preview.

### **See Also**

[LAN Configuration Tab](#)

[Remote Configuration Tab](#)

## **To set options for only sending or only receiving mail**

- 1 Go to the [Microsoft Mail Service](#) dialog box.
- 2 Click the Delivery tab.
- 3 To stop messages from being delivered to your postoffice, clear the Enable Incoming Items check box. To receive messages, click the check box.
- 4 To stop messages from being sent from your postoffice, clear the Enable Outgoing Items check box. To send messages, click the check box.
- 5 To suspend delivery to certain address types, click Address Types. Then click the check box of each address type that you want to disable.

### **See Also**

[Delivery Tab](#)

## **To change your password**

- 1 Go to the Microsoft Mail Service dialog box.
- 2 On the Logon tab, click Change Mailbox Password.

## **To receive notification when high-priority messages arrive**

- 1 Go to the [Microsoft Mail Service](#) dialog box.
- 2 On the Delivery tab, click the Immediate Notification check box.

### **See Also**

[Delivery Tab](#)

## **To record session events in a log file**

- 1 Go to the [Microsoft Mail Service](#) dialog box.
- 2 On the Log tab, click the Maintain A Log Of Session Events check box.
- 3 Type the location and name of the log file. To look for a path, click Browse.

### **See Also**

[Log Tab](#)

## **To start a remote session**

- 1 On the Tools menu in Microsoft Exchange, click Remote Previewer.
- 2 Click Connect.
- 3 In Remote Previewer, click Tools, and then Connect.
- 4 If the Connect To Server dialog box appears, click the check box of each option that you want to include in this session, and click the Dial-Link option that you want to use.

### **See Also**

[Connect to Server Dialog Box](#)

## **To end a remote session**

- 1 On the Tools menu in Microsoft Exchange, click Remote Preview.
- 2 Click tools, and then Disconnect.

## **To schedule when to start and end remote sessions**

- 1 Go to the [Microsoft Mail Service](#) dialog box.
- 2 Click the Remote Session tab.
- 3 Click the way you want to start sessions.
- 4 Click the way you want to end sessions.
- 5 If you want to add specific days and times to the remote schedule, click Schedule Mail Delivery.

### **Tip**

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

### **See Also**

[Remote Configuration Tab](#)

## **To automate logon**

- 1 Go to the Microsoft Mail Service dialog box.
- 2 Click the Logon tab.
- 3 In the Mailbox Password box, type your password.
- 4 Click the When Logging On, Automatically Enter Password check box.

## **To update a local Address Book**

- 1 On the Tools menu in Microsoft Exchange, click Download Address Book.
- 2 In the Connect Now dialog box, click the Update Address Lists check box.
- 3 Click the profile to use for this session.
- 4 On the Remote Configuration tab or the LAN Configuration tab, click the Use Local Copy check box.

### **See Also**

[Connect To Server Dialog Box](#)

## **To work offline**

- 1 Go to the Microsoft Mail Service dialog box.
- 2 On the Connection tab, click Offline.

### **Note**

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

## **To send a fax by modem from your computer**

- 1 Go to the Microsoft Mail Service dialog box.
- 2 On the Delivery tab, make sure the Enable Outgoing Mail check box is checked.
- 3 To specify which types of messages to send, click Address Types. Then clear the check box for the fax address type.
- 4 When you want to send a message to a fax address, click the Tools menu in Microsoft Exchange, and then click Address Book. For the name of the gateway, click Fax, and then click OK.

File that contains essential information, called information services, used by messaging applications. This information includes the location of your Inbox, Outbox, and address lists, and the information stores available to you for storing and retrieving messages and files.

Generally, you can use a single profile for messaging applications. There may be times, however, when you require different configurations. For example, working offline with no connection to your network may require a different configuration than when you work online. In this case, you can create additional profiles.

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 an information store.
- Obtain user address and directory information.

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

**To get to the Microsoft Mail Service dialog box from Microsoft Exchange**

- 1 On the Tools menu, click Microsoft Exchange Options.
- 2 On the Services tab, double-click Microsoft Mail Service.

## **Microsoft Mail Service**

Expand



**Overview**



**Working with mail**



**Working with mail remotely**

## **Microsoft Mail Service**

Collapse

### **Overview**

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