Microsoft Exchange Help Contents

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Platform: NT

Build Date: 05/01/95 12:43 PM

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Accessibility for People with Disabilities

Microsoft is committed to making its products and services easier for everyone to use. This Help file provides information about the following products and services, that make Microsoft Exchange more accessible for people with disabilities:

Microsoft Exchange accessibility

Microsoft services for people who are deaf or hard-of-hearing

Microsoft software documentation on audio cassettes, floppy disks, and CD-ROMs

Products for people who are blind or have low vision

Customizing Microsoft Windows NT

More information about products and services for people with disabilities

Note The information in this section applies only to users who purchased Windows NT Workstation or Windows NT Server in the United States. If you purchased Windows NT Workstation or Windows NT Server outside the United States, your Windows NT package contains a subsidiary information card listing Microsoft support services telephone numbers and addresses. You can contact your subsidiary to find out whether the type of products and services described here are available in your area.

Microsoft Exchange Accessibility

In addition to Microsoft's other accessibility products and services, the following features make Microsoft Exchange more accessible for people with disabilities:

Notification Options You can choose to be notified of incoming messages with a sound, mouse pointer shape, or a popup message box. Whenever Microsoft Exchange is active on your computer, even when you are working in another application, you will be notified that you have received mail.

Fonts and Text Formats When you type a message, the text appears in the font (typeface), font size, and other text formats that are preset for Microsoft Exchange. If you prefer a different look, you can change the default text formats for messages you compose.

You can also change the default font for text you add to an original message you reply to or forward. For example, you can reply to messages in blue text, making your response easily distinguishable from the original message. You can also change other characteristics of text, such as bold and underlining.

Displaying Toolbars Microsoft Exchange provides you with a variety of toolbars to make common tasks -- for example, printing a message -- available with just a click of the mouse. You can choose to display or hide any toolbar using the command on the View menu.

Customizing Toolbars You can add, delete, and move toolbar buttons to suit the way you work. You can add command buttons to the Viewer, Standard Send and Read Forms, and Find Window toolbars so if you find that you rarely use a particular button, you can remove it. You can easily move a toolbar button from one position to another on a toolbar, as well as add buttons.

Working with Forms By default, Microsoft Exchange opens a blank Standard Send Form whenever you compose a message. Your administrator can change the default form to a form that is easier to read or fill in.

Customizing the Keyboard Through Windows NT, Microsoft Exchange supports Dvorak keyboard layouts that make the most frequently typed characters on a keyboard more accessible. For more information on the Dvorak keyboard layout, see the Keyboard Layouts for Users Who Type With Only One Hand or a Wand topic.

Microsoft Services for People Who Are Deaf or Hard-of-Hearing

Through a text telephone (TT/TDD) service, Microsoft provides people who are deaf or hard-of-hearing with complete access to Microsoft product and customer support services.

You can contact Microsoft Sales and Service on a text telephone by dialing (800) 892-5234 between 6:30 A.M. and 5:30 P.M. Pacific time. For technical assistance in the United States, you can contact Microsoft Support Network on a text telephone at (206) 635-4948 between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday, excluding holidays. In Canada, dial (905) 568-9641 between 8:00 A.M. and 8:00 P.M. Eastern time, Monday through Friday, excluding holidays. Microsoft support services are subject to Microsoft prices, terms, and conditions in place at the time the service is used.

Access Pack for Microsoft Windows NT

Microsoft distributes Access Pack for Microsoft Windows NT, which provides people with motion or hearing disabilities better access to computers running Microsoft Windows NT. Access Pack for Microsoft Windows NT contains features that:

- Allow single-finger typing of SHIFT, CTRL, and ALT key combinations.
- Ignore accidental keystrokes.
- Adjust the rate at which a character is repeated when you hold down a key, or turn off character repeating entirely.
- Prevent extra characters if you unintentionally press a key more than once.
- Enable you to control the mouse cursor by using the keyboard.
- Enable you to control the computer keyboard and mouse by using an alternate input device.
- Provide a visual cue when the computer beeps or makes sounds.

Access Pack for Microsoft Windows NT is included on the Microsoft Windows NT Driver Library in the file ACCPNT.EXE. If you have a modem, you can download Microsoft Windows NT Driver Library components, including the following, from network services:

- CompuServe®
- GEnie™
- Microsoft OnLine
- Microsoft Download Service (MSDL), which you can reach by calling (206) 936-MSDL (936-6735) any time except between 1:00 A.M. and 2:30 A.M. Pacific time. Use the following communications settings:

For this setting	Specify
Baud rate	1200, 2400, or 9600
Parity	None
Data bits	8
Stop bits	1

- Various user-group bulletin boards (such as the bulletin-board services on the Association of PC User Groups network)

People within the United States who do not have a modem can order the Access Pack for Microsoft Windows NT on disks by calling Microsoft Support Network at (206) 637-7098 or (206) 635-4948 (text telephone). In Canada, you can call (905) 568-3503 or (905) 568-9641 (text telephone).

Keyboard Layouts for Users Who Type With Only One Hand or a Wand

Microsoft distributes Dvorak keyboard layouts that make the most frequently typed characters on a keyboard more accessible to people who have difficulty using the standard "QWERTY" layout. There are three Dvorak layouts: one for two-handed users, one for people who type with their left hand only, and one for people who type with their right hand only. The left-handed or right-handed keyboard layouts can also be used by people who type with a single finger or a wand. You do not need to purchase any special equipment in order to use these features.

NOTE: Check with Greg Lowney to see if this was cut from Chicago or not.

Microsoft Windows already supports the two-handed Dvorak layout, which can be useful for coping with or avoiding types of repetitive-motion injuries associated with typing. To get this layout, choose the International option in Control Panel. The two layouts for people who type with one hand are distributed as Microsoft Application Note GA0650. This application note is also contained in file GA0650.ZIP on most network services or GA0650.EXE on the Microsoft Download Service. For instructions on obtaining this application note see the Access Pack for Microsoft Windows NT topic.

Microsoft Software Documentation on Audio Cassettes, Floppy Disks, and CD-ROMS

People who have difficulty reading or handling printed documentation can obtain most Microsoft publications from Recording for the Blind, Inc. Recording for the Blind distributes these documents to registered members of their distribution service either on audio cassettes or on floppy disks. The Recording for the Blind collection contains more than 80,000 titles, including Microsoft product documentation and books from Microsoft Press. You can contact Recording for the Blind at the following address or phone numbers:

Recording for the Blind, Inc.
20 Roszel Road
Princeton, NJ   08540

Phone from within the United States: (800) 221-4792
Phone outside the United States: (609) 452-0606
Fax: (609) 987-8116

Most of the Windows NT version 3.5 documents are also available on a CD-ROM that comes with the package.

Products for People Who Are Blind or Have Low Vision

There are numerous products available to help people who are blind or have low vision use Microsoft Windows NT. For people with low vision there are screen-enlargement utilities, and for people who cannot use visual information there are screen readers that provide alternative output by synthesized voice or refreshable Braille displays. In addition, people with low vision can customize the Microsoft Windows NT display to suit their needs.

For more information on the various products available, see the More Information about Products and Services for People with Disabilities topic. For more information about customizing Microsoft Windows NT for people with low vision, see the Customizing Windows NT topic.

Customizing Microsoft Windows NT

You can adjust the appearance and behavior of Microsoft Windows NT to suit varying vision and motor abilities without requiring any additional software or hardware. These include ways to adjust the appearance as well as the behavior of the mouse and keyboard. You can receive application notes that describe the specific methods available for each version of the Windows NT operating system.

See the appropriate application notes for information related to customizing your operating system for people with disabilities. For information relating to customizing Microsoft Windows NT 3.1 or 3.5, see Application Note WN0789. For information on obtaining application notes, see the Access Pack for Microsoft Windows NT topic.

More Information about Products and Services for People with Disabilities

For more information on Microsoft products and services for people with disabilities, contact Microsoft Sales and Service at (800) 426-9400 (voice) or (800) 892-5234 (text telephone).

The Trace R&D Center at the University of Wisconsin-Madison produces a book and a compact disc that describe products that help people with disabilities use computers. The book, titled *Trace ResourceBook*, provides descriptions and photographs of about 2,000 products. The compact disc, titled *Co-Net CD*, provides a database of more than 17,000 products and other information for people with disabilities. It is issued twice a year.

You can contact the Trace R&D Center at the following address or telephone numbers:

Trace R&D Center
S-151 Waisman Center
1500 Highland Avenue
Madison, WI 53705-2280

Voice telephone: (608) 263-2309
Text telephone: (608) 263-5408
Fax: (608) 262-8848

For general information and recommendations on how computers can help specific people, you should consult a trained evaluator who can best match your needs with the available solutions. An assistive technology program in your area can provide referrals to programs and services that are available to you. To locate the assistive technology program nearest you, you can contact:

National Information System
Center for Developmental Disabilities
Benson Building
University of South Carolina
Columbia, SC 29208

Voice/text telephone outside South Carolina: (800) 922-9234, ext. 301
Voice/text telephone in South Carolina: (800) 922-1107
Voice/text telephone outside the U.S.: (803) 777-6222
Fax: (803) 777-6058

Overview of Addressing a Message

How To

There are two ways to address a Standard Send form: by selecting names from the Address Book dialog box or by typing names directly in the address boxes.

The Address Book dialog box contains a list of all user names on the Microsoft Exchange enterprise, and it contains your personal address book, as well as other lists of users that have been added to your system by your administrator.

If you type names directly in the address boxes, you can easily check that the names are valid user names before sending the message by clicking the Check Names button.

Addressing a Message

Overview

See Also

To address an open message

1. From the Tools menu, choose Address Book, or click the To, Cc, or Bcc button.

   If you want to select an entry from an address list other than the default, select the address list in the Show Names From The box.
2. To select a name from the address list, do one of the following in the Type Name Or Select From List boxes:

- Type the name or the first part of the name you are looking for.

  The list automatically scrolls to the entry as you type.
- Scroll through the names.

3. To add a recipient's name to an address box, select the name in the address list, and then choose the To, Cc, or Bcc button.

- If you chose the To, Cc, or Bcc button in a message to open the Address Book, you can insert a name in that address box by double-clicking the entry in the Address Book.
- To remove a recipients name from an address box, select the name and then press the BACKSPACE or DEL key.

4. Choose the OK button.

Note You can also address a message by typing the names of recipients directly in the To, Cc, and Bcc boxes in the Standard Send form. Be sure to separate multiple names with a semicolon (;).

See Also

Creating or Deleting a Personal Distribution List
Getting Information About a User
Finding Names in the Address Book
Addressing a Message to a User of Another System
Checking Names Before Sending a Message

Overview of Adding or Deleting a Name in the Personal Address Book

How To

The personal address book (PAB) contains a list of only the user names that you specify. Its purpose is to provide you with a shortened list of names that you frequently address messages to and to provide you with a place to store personal distribution lists (PDLs).

When Microsoft Exchange is installed, you create a PAB. Your PAB is empty until you specify that you want to add entries to it from other lists or that you want to create new entries.

You can add an individual name or personal distribution list to your PAB from an address list, such as the global address list, or you can create and add a customized entry, such as a name for a fax address or the name of someone on another mail system.

Adding or Deleting a Name in the Personal Address Book

Overview

See Also

To add a name to the default personal address book

1. In the Viewer, choose Address Book from the Tools menu, or click the Address Book button.

Address Book button

2. In the Show Names From The box, select the address list where you want to copy the names from.
3. In the Type Name Or Select From List box, select the names you want to add to your personal address book (PAB).
4. From the File menu, choose Add To Personal Address Book, or click the Add To Personal Address Book button.

New Entry button

5. From the File menu, choose Close.

To delete a name from a personal address book

1. In the Viewer, choose Address Book from the Tools menu, or click the Address Book button.

Address Book button

2. In the Show Names From The box, select Personal Address Book.
3. In the Type Name Or Select From List box, type or select the names you want to delete.
4. From the File menu, choose Delete, or click the Delete button.

Delete button

5. When you are asked to confirm the deletion, choose the Yes button, and then choose Close from the File menu.

Tips

You can also delete a name from your PAB by using a shortcut menu. Select the name you want to delete, click the secondary mouse button, and then choose the Delete command.

To create two email addresses for a recipient, create two separate addresses and identify each one with a distinct display name in your PAB.

See Also

Creating or Deleting a Personal Distribution List
Editing an Entry in the Personal Address Book
Finding Names in the Address Book

Overview of Creating or Deleting a Personal Distribution List

How To

If there is a group of people whom you frequently send messages to, you can create a personal distribution list (PDL) for the group. For example, you could create a PDL for all the members of a committee on which you serve. When you address an item to that group, each individual in the group receives it.

You add PDL names to your personal address book (PAB) for easy reference. There may be distribution lists (DLs) in your Address Book that your administrator created and added to your system. All DL names are displayed in address lists in bold text.

Creating or Deleting a Personal Distribution List

Overview

See Also

To create a personal distribution list

1. In the Viewer, choose Address Book from the Tools menu, or click the Address Book button.

Address Book button

2. From the File menu, choose New Entry, or click the New Entry button.

New Entry button

3. In the Create What Kind Of Entry box, select Personal Distribution List.
4. Under Put This Entry, select Personal Address Book next to In The, and then choose the OK button.
5. In the Name box, type the name of the PDL, and then choose the Members button.
5. In the Type Name Or Select From List box, do one of the following:

- Double-click each name that you want to add to the personal distribution list.
- Type or select each name that you want to add to the personal distribution list, and then choose the Personal DL button.

6. Choose the OK button until all open dialog boxes are closed.
7. From the File menu, choose Close.

To delete a personal distribution list

1. In the Viewer, choose Address Book from the Tools menu, or click the Address Book button.

Address Book button

2. In the Show Names From The box, select Personal Address Book.
3. In the Type Name Or Select From List box, type or select the name of the PDL you want to delete.
4. From the File menu, choose Delete, or click the Delete button.

Delete button

5. When you are asked to confirm the deletion, choose the Yes button, and then choose Close from the File menu.

Tip You can also delete a PDL from your PAB by using a shortcut menu. Select the name of the PDL that you want to remove, click the secondary mouse button, and then choose the Delete command.

See Also

Adding or Deleting a Name In the Personal Address Book
Addressing a Message
Editing an Entry in the Personal Address Book

Overview of Getting Information About a User

How To

When adding a user to the Microsoft Exchange enterprise, the administrator can include information about the user -- such as department, office location, and telephone number. When you display the Address Book, you can view this information in a properties dialog box. In the global address list, you can find entries based on the information you entered, as well as the information included by the administrator.

Getting Information About a User

Overview

See Also

To get information about a user

1. In the Viewer, choose Address Book from the Tools menu, or click the Address Book button.


Address Book button

2. In the Show Names From The box, select the address list where this user name is located.
3. Under Type Name Or Select From List, type or select the name you want information about.
4. From the File menu, choose Properties, or click the Properties button.


Properties button

5. Choose the OK button, and then choose Close from the File menu.

Tip You can also get details about a user by double-clicking any name in the Address Book or in the address boxes in a message you receive, or by clicking the name with the right mouse button, and then selecting Properties.

See Also

Adding or Deleting a Name in the Personal Address Book
Creating or Deleting a Personal Distribution List
Addressing a Message
Finding Names in the Address Book

Overview of Checking Names Before Sending a Message

How To

Before sending a message, Microsoft Exchange automatically compares the names in the address boxes with entries in your Address Book and verifies that they are correct. You can also check names before sending a message by choosing the Check Names command or button on the toolbar. After a name is verified, it is underlined in the address box of the message. You can delete an underlined name but not edit one.

When you type a user name in an address box of a Standard Send form, you only need to type the first few characters of the name -- for example, for Maria Gustafson, you could type Maria Gus. If the characters match a name in your Address Book, Microsoft Exchange fills in the rest of the name when you choose the Send or Check Names button. If there are multiple names with these characters, a list of names to choose from appears.

Checking Names Before Sending a Message

Overview

See Also

To check names in a Standard Send form

1. In the To, Cc, or Bcc box of a Standard Send form, type part or all of the recipients' names.
2. Click the Check Names button.

Check Names button

When Microsoft Exchange finds a match for a name in the Address Book, it verifies the address, and then underlines the recipient's name in the address box of the message. Verified names cannot be edited.

3. If Microsoft Exchange does not find exactly one identical match, do one of the following:

If	Then
Multiple names contain the characters you typed	Select the Change To option button, select the name you want, and then choose the OK button.
Microsoft Exchange does not find a match for the characters you typed	Do one of the following: - Choose the Show More Names button, type or select the name you want in the Type Name Or Select From List box, and then choose the OK button. - Choose the New button, and then create a new entry. For more information on adding an entry to your personal address book, press F1 in the New Entry dialog box.

Note When Microsoft Exchange checks addresses in a message before sending it, the following information is checked:

- Any spaces preceding the name are removed.
- etc.
- etc.

TBD - See Kevin Kaufmann

See Also

Adding or Deleting a Name in the Personal Address Book
Addressing a Message
Finding Names in the Address Book

Overview of Editing an Entry in the Personal Address Book

How To

After you enter names in your personal address book (PAB), you may need to change information stored with the name, such as a phone number or job title.

You may also need to modify a personal distribution list (PDL) from time to time. For example, if you have a PDL for a committee you are on, you may need to modify the names in the PDL as committee members change.

Editing an Entry in the Personal Address book

Overview

See Also

To edit a name in the Personal Address Book

1. In the Viewer, choose Address Book from the Tools menu, or click the Address Book button.

Address Book button

2. In the Show Names From The box, select Personal Address Book.
3. In the Type Name Or Select From List box, double-click the name to display information about the entry.
4. Modify the information as needed, and then choose the OK button.
5. From the File menu, choose Close.

To edit a personal distribution list

1. In the Viewer, choose Address Book from the Tools menu, or click the Address Book button.

Address Book button

2. In the Show Names From The box, select Personal Address Book.
3. In the Type Name Or Select From List box, select the PDL you want to modify.
4. Do one of the following:

- From the File menu, choose Properties, or click the Properties button.

Properties button

- Double-click the PDL.

5. Choose the Members button, and then do one or both of the following:

- To add a name to the PDL, type or select the name in the Type Name Or Select From List box, and then choose the Personal DL button.
- To delete a name from the PDL, select the name in the Members box, and then choose the DEL or BACKSPACE key.

6. Choose the OK button until all open dialog boxes are closed, and then choose Close from the File menu.

Tip You can also edit a PDL by using a shortcut menu. Select the PDL, click the secondary mouse button, and then choose the Properties command.

See Also

Adding or Deleting a Name in the Personal Address Book
Creating or Deleting a Personal Distribution List
Finding Names in the Address Book

Overview of Finding Names in the Address Book

How To

When you are looking for a name in an address list, you can type the name or part of the name and then scroll automatically to the specific entry in the list. In the global address list, you can find an entry by company, email address, or other information that was entered by your administrator when they added names to the Microsoft Exchange enterprise.

If a match is found, Microsoft Exchange displays the name and electronic mail address of the name. If more than one match is found, you can select the one you want. If no matches are found, you will be notified, as well.

Finding Names in the Address Book

- Overview
- See Also

To find names in the Address Book

1. From the Tools menu, choose Address Book or click the Address Book button.


Address Book button

2. In the Show Names From The box, select the address list where the name is listed.
3. Do one of the following:
   - If you are working from the Viewer, choose Find from the Tools menu.
   - If you are working from an open Standard Send form, choose the Find button.
4. Type the information for the names you want to find, and then choose the OK button.

   The Find dialog box may vary depending on the address list.
5. Do one of the following:

If	Then
One matching name is found	Microsoft Exchange lists the name in the Type Name Or Select From List box.
More than one matching name is found	Select the name you want in the Type Name Or Select From List box.
No matching names are found	Microsoft Exchange notifies you with a message.

   The list displays only the names that were found as a result of your search. To display the full address list, choose the address list in the Show Names From The box.
6. From the File menu, choose Close, if necessary.

See Also

Adding or Deleting a Name in the Personal Address Book
Addressing a Message
Getting Information About a User

Overview of Sending a Message to a User of Another Mail System

How To

Using Microsoft Exchange, you can send messages or other items to people on other electronic mail systems by way of gateways.

If your administrator has added names of users of other mail systems to the Address Book, you can select these names from the gateway address list and add them as recipients.

If user names are not in the Address Book, you can create entries for the users and add them to your personal address book (PAB). You can also address items to users of other mail systems by typing addresses in the address boxes of a message.

You can send the same information to both Microsoft Exchange users and gateway recipients at the same time. Some common mail systems that you might communicate with are MCI Mail and the Internet's electronic mail system. You might also send an item via a fax machine, which would convert your information to fax format.

Sending a Message to a User of Another Mail System

Overview

See Also

To create an address for a user of another mail system

1. From the Tools menu, choose Address Book, or click the Address Book button.

Address Book button

2. In the Show Names From The box, select Personal Address Book, and then choose the New button.
3. In the Create What Kind Of Entry box, select Other Address, and then do one of the following under Put This Entry:

- To add the custom address to your personal address book (PAB), select the In The option button, and then select Personal Address Book.
- To add the custom address to the active message only, select the In This Message Only option button.

4. Choose the OK button, and then do the following:

To	Do This
Specify the name of the entry to display in the Address Book	In the Display Name box, type the name of the entry that you want to display in the personal address book.
Provide the email address of the recipient	In the E-mail Address box, type the e-mail name of the recipient.
Specify the type of email system the recipient is using	In the E-mail Type box, type the name of the e-mail system for the recipient (Internet, Compuserve, etc.).
Send messages with rich text formatting to a receipient who is using a mail system that can support this feature.	Select the Always Send Messages In Microsoft Rich Text Format check box.

5. Choose the OK button until all dialog boxes are closed.

To type an address for a user of another system

1. Choose New Message from the Compose menu, or click the New Message button in the Viewer.

New Message button

2. In the address boxes, type the name of each recipient in the following format:

   display name[email address type:email address]

   Example:

   Jane Smith[Internet:jsmith@yourcompany.com]

3. Type the remainder of the information, and then choose Send from the File menu or click the Send button.

Send button

See Also

Adding or Deleting a Name in the Personal Address Book
Addressing a Message

Overview of Setting Default Address Lists

How To

You can determine how you want to work with the Address Book in Microsoft Exchange. For example, you can specify which address lists will be searched when you are looking for entries or specify the order in which the address lists will be searched. This allows you to find entries more rapidly.

Microsoft Exchange allows you to specify which address list will be displayed each time you open the Address Book and which personal address book (PAB) you want to store entries in by default. For example, if the global address list is displayed by default, you might want to change the setting to display the shortened list of names in your PAB instead.

NOTE: Check to see if we should discuss having more than one profile.

If you have more than one profile, you can set different Address Book options for each. Only one personal address book may be added to each profile.

Setting Default Address Lists

Overview

See Also

To set your default address lists from the Viewer

1. In the Address Book, choose Options from the Tools menu.
2. Do one or more of the following:

To modify the	Do this
Address list that is displayed whenever you open the Address Book	In the Show this Address Book First box, select the address list you want.
Address book in which you want to record names and personal distribution lists by default.	In the Keep Personal Addresses In box, select Personal Address Book.
Add an address list to the search order	Choose the Add button, and then select an address list in the Address Books box. Choose the Add button, and then the Close button or OK button until all dialog boxes are closed.

For more information about setting addressing options, choose the Help button in the Options dialog box.

3. Choose the OK button.

See Also

Addressing a Message
Checking Names Before Sending a Message
Finding Names in the Address Book
Setting Default Address Lists

Overview of Addressing Messages

How To

Microsoft Exchange includes an Address Book that you can use to select recipient names when composing a message or to view information about users of Microsoft Exchange.

When addressing messages, you can enter recipient names in one of two ways: by clicking the Address Book button to select names from the Address Book or by typing names directly into the address boxes. If you type names, Microsoft Exchange verifies the names in the Address Book before sending the message. If the name cannot be found or if more than one name contains the letters you typed, you will be asked to select the name from a list or create a new address.

When you choose the Address Book command or button from the Viewer, the Address Book provides detailed information about users of Microsoft Exchange. You can look here when you need to find user information, such as office location or telephone number. The Find feature enables you to search for names or other types of information listed.

The Address Book includes a list of names of all possible recipients on the Microsoft Exchange Server enterprise. This list is called the global address list. Depending on how your organization is structured, the Address Book may contain additional lists of users created by your administrator. For example, if you have access to another mail system via a gateway, your Address Book may contain a gateway address list.

The Address Book also contains your personal address book (PAB). The PAB is a list of names that you create and maintain. You can include names of recipients you frequently send mail to and personal distribution lists that you define. If you send mail to users who aren't listed in the Address Book, you can create custom addresses for those users and store them in your PAB.

If you have multiple address lists in your Address Book, you can decide which address list is checked first when sending a message and the order in which the additional lists are checked.

NOTE TO EDITOR: You can only add one personal address book to each profile.

How To

- Adding or Deleting a Name in the Personal Address Book
- Sending a Message to a User of Another Mail System
- Addressing a Message
- Checking Names Before Sending a Message
- Creating or Deleting a Personal Distribution List
- Editing an Entry in the Personal Address Book
- Getting Information About a User
- Finding Names in the Address Book
- Setting Default Address Lists

Overview of Formatting Text

How To

You can use different text formats to emphasize text and create different looks. You can change your font, the point size of your font, and other characteristics of the text, such as bold, italic, underlining, strikethrough, and color.

When you want to change the appearance of text, you select the text and then apply the formats you want. You can apply multiple formats to the same characters -- for example, characters can be both bold and underlined.

If you change the format without selecting text, any new text you type from that point on will be affected.

You need a color monitor and color printer to see and print characters in color.

Formatting Text

Overview

See Also

To apply or remove text formats

1. Select the text that you want to change, or position the insertion point where you want to begin typing text with new formats.

   Only the text in the message area can be formatted in a message. You may be able to format text in some custom forms.

2. Do any of the following:

To	Do this
Change the font or font size	Select a font name in the Font box, a font size in the Font Size box, or type a font name or font size, and then and press ENTER.
Add or remove bold, italic, or underlining	On the Formatting Toolbar, click the Bold, Italic, or Underline button. Bold button Italic button Underline button
Apply color	On the Formatting Toolbar, click the Color button, and then select the color you want. Color button

Using the keyboard You can format text quickly by using key combinations. See the Keys for Formatting topic.

Using the Font command You can format text with strikethrough marks by using the Font command on the Format menu. For more information, choose the Help button in the Font dialog box.

Tips

- You can also format text by using a shortcut menu. Select the text you want to format, click the right mouse button, and then choose the Font command.
- To remove all text formats, select the text, and then press CTRL+SPACEBAR.

See Also

Centering or Aligning Text
Changing the Default Text Format
Creating a Bulleted List

Overview of Centering or Aligning Text

How To

By default, Microsoft Exchange aligns text flush left, producing an unaligned right margin. However, you have the option of centering text or aligning it flush right. The alignment you select affects all text in the selected paragraphs or, if no text is selected, the paragraph where the insertion point is located.

Centering or Aligning Text

Overview

See Also

To center or align text

1. Select the paragraphs you want to center or align.
2. On the Formatting Toolbar, click the button for the alignment you want.

To align text	Click
At the left margin	The Align Left button 
Centered between margins	The Center button 
At the right margin	The Align Right button 

Using the Paragraph command You can also align paragraphs by using the Paragraph command on the Format menu. For more information, choose the Help button in the Paragraph dialog box.

Using the keyboard You can align text quickly by using key combinations. See the Keys for Formatting topic.

See Also

Creating a Bulleted List
Formatting Text

Overview of Creating a Bulleted List

How To

You can easily create bulleted lists in text. Bulleted lists are useful for making major points or a series of items easier to read.

The bulleted list feature creates a hanging indent for you. When you press the ENTER key to start a new paragraph, Microsoft Exchange applies the list formatting to the next paragraph.

Creating a Bulleted List

- Overview
- See Also

To add or remove bullets in a list

1. Select the paragraphs where you want to add or remove bullets.
2. Do one of the following:

- On the Formatting Toolbar, click the Bullet button.


Bullet button

- From the Format menu, choose Paragraph, select or clear the Bullet check box, and then choose the OK button.

Note If you are in a bulleted list you press the ENTER key to start a new paragraph, Microsoft Exchange applies the bulleted list formatting to the next paragraph.

See Also

Centering or Aligning Text
Formatting Text

Overview of Finding Text

How To

You can find each instance of a word, part of a word, or other combination of uppercase and/or lowercase characters in text. For example, you might want to find all instances of a company name, such as the "XYZ Corporation."

Microsoft Exchange notifies you when it has finished searching.

If you want to replace text you find, use the Replace command instead of the Find command.

If you want to search for messages, forms, or files, use the Find command on the Tools menu.

Finding Text

Overview

See Also

To find text

1. From the Edit menu, choose Find.
2. In the Find What box, type the text you want to find.
3. Do one or both of the following:

- To find instances of text as a whole word (no partial words), select the Match Whole Word Only check box.
- To find text having a certain pattern of uppercase and lowercase letters, select the Match Case check box.

4. Choose the Find Next button.
5. To cancel a search or when you are finished searching, choose the Cancel button.

See Also

Finding Items
Replacing Text

Overview of Replacing Text

How To

You can find and replace each instance of a word, part of a word, or other combination of uppercase and/or lowercase characters. For example, you may want to replace all instances of a sales total with a new total. You have the option of replacing all instances at once or verifying each change.

Microsoft Exchange notifies you when it has finished searching.

If you want to find a string of text that you don't want to change, use the Find command instead of the Replace command.

Replacing Text

Overview

See Also

To replace text

1. From the Edit menu, choose Replace.
2. In the Find What box, type the text you want to replace, and then do one or both of the following:
   - To find instances of the text as a whole word (no partial words), select the Match Whole Word Only check box.
   - To find text having a certain pattern of uppercase and lowercase letters, select the Match Case check box.
3. In the Replace With box, type the new text, and then choose the Find Next button.
4. Do one of the following:
   - To replace the text, choose the Replace button.
   - To leave the text unchanged and search for the next instance, choose the Find Next button.
   - To change all instances of the text without verifying each one, choose the Replace All button.
5. To cancel a replace operation in progress or when you are finished replacing, choose the Cancel button.

Note To replace the search text with nothing, be sure the Replace With box is empty by deleting the contents of the box.

See Also

Finding Items
Finding Text in a Message

Overview of Copying, Moving, or Deleting Information

How To

You can copy, move, or delete text or other information, such as graphics. If you use the Cut or Copy buttons or commands, the information is placed on the Windows Clipboard (a temporary storage area in the computer's memory). You can then paste the information in another location by using the Paste button or command.

Copying, Moving, or Deleting Information

Overview

See Also

To copy, move, or delete information

1. Select the information you want to copy, move, or delete.
2. Do one of the following:

To	Do this
Copy and paste the information	Do one of the following: From the Edit menu, choose Copy, or click the Copy button. Then, move the insertion point to the new location and choose Paste from the Edit menu, or click the Paste button. Copy button Paste button Press the CTRL key and then drag the information to the new location.
Move the information	Drag the information to the new location.
Remove or delete the information	Do one of the following: From the Edit menu, choose Cut, or click the Cut button. Cut button Press the DEL key.

Tip You can also cut, copy, and paste information by using a shortcut menu. With the information selected, click the right mouse button, and then choose the Cut, Copy, or Paste command.

See Also

Copying Information Between Items
Creating a Link to a File
Embedding an Object
Inserting a File from the File System
Inserting an Item from a Microsoft Exchange Folder

Overview of Copying Information Between Items

How To

If a message contains information that you want to include in another message, you can copy the information and paste it in the new message, or drag the information from one message to another, instead of retyping it.

You can copy and paste information, or drag it, from files created using other Windows applications, such as Microsoft Word, into a Microsoft Exchange message. If you want to insert entire files, messages, or embedded objects into messages, you can do so by using the commands on the Insert menu.

You can also perform these tasks in some custom forms.

Copying Information Between Items

Overview

See Also

To drag and drop information between items

Select the information you want to copy to another message, and then drag the information to the other message.

To copy information between items

1. Select the information you want to copy.
2. From the Edit menu, choose Copy, or click the Copy button.

Copy button

3. Switch to the window where you want to copy the information, and then move the insertion point to the location where you want to paste the information.
4. From the Edit menu, choose Paste, or click the Paste button.

Paste button

Tip You can also copy and paste information by using a shortcut menu. With the information selected, click the right mouse button, and then choose the Copy command. Then, position the insertion point in the new location, click the right mouse button again, and choose the Paste command.

See Also

Copying, Moving, or Deleting Information
Creating a Link to a File
Embedding an Object
Inserting a File from the File System
Inserting a Item from a Microsoft Exchange Folder

Overview of Checking Spelling

How To

The spelling checker in Microsoft Exchange checks a message for spelling errors. You can check the spelling of a selected word, part of a message, or an entire message. If a word is found that is not in the main dictionary, Microsoft Exchange displays the word in the Spelling dialog box and gives you choices for correcting the possible misspelling. You can correct it, add it to the dictionary, or ignore it.

You can also specify that you want all messages checked automatically before being sent or that you want to skip checking spelling in the original text of messages that you reply to or forward.

You may also be able to check your spelling in some custom forms.

Checking Spelling

Overview

See Also

To check spelling

1. From the Tools menu, choose Spelling.

   The spelling checker begins checking spelling from the insertion point unless you first selected text.

2. When a word is selected and displayed in the Change To box, do one or more of the following:

To	Do this
Correct a word or all instances of the same word subsequently found	Type the correct spelling, and then choose the Change button or the Change All button.
See a list of suggested spellings	Choose the Suggest button.
Skip only the current instance of the word or all instances of the word subsequently found	Choose the Ignore button or the Ignore All button.
Add a new spelling to the dictionary	Choose the Add button.

   For more information, choose the Help button in the Spelling dialog box.

3. When you have completed the spelling check, either choose the OK button or the Close button until all open dialog boxes are closed.

Tip You can also check the spelling of a message by pressing F7.

See Also

Finding Text
Replacing Text
Setting Spelling Options

Overview of Writing and Formatting Text

How To

Formatting Text

When you compose a message, you can format the text as you would in a document you created in a word processor, such as Microsoft Word. You can use different text formats to emphasize text and create special effects, including changing the font and adding bold, italic, underlining, and color. You need a color monitor and color printer to see and print characters in color.

You can change the appearance of text by selecting the text, and then applying the formats you want. You can apply multiple formats to the same characters. For example, text can be both bold and underlined. If you change the format without first selecting text, any text you type from that point on is affected.

When you compose a message, Microsoft Exchange uses the font, font size, color, and other formats that are stored in the default settings. If you prefer a different look for text, you can change the default text format. Microsoft Exchange then uses the new format in all messages you create.

Paragraph Formatting and Bulleted Lists

By default, text is aligned flush left, producing an unaligned right margin. However, you have the option of centering text or aligning it flush right. The alignment you select affects all text in the selected paragraphs, or, if no text is selected, the paragraph where the insertion point is located. Using toolbar buttons, you can indent and unindent text to the next and previous tab stops.

To call attention to major points or a to make a series of items easier to read, you can turn a series of paragraphs into a bulleted list.

Adding Comments to Messages

When you reply to or forward messages, you can first add comments, or annotations, to the original text. You can change the default font for annotation text to distinguish it from the original.

Editing Text

You can copy, move, or delete information in the message area of a message, in a file, or possibly in a custom form. If an item contains information that you want to include in another location, you can copy the information and paste it in a new location instead of retyping it.

Microsoft Exchange also has a find and replace feature for text.

You can check the spelling of a selected word, part of a message, or an entire message by using the spelling checker. In addition, you can specify that each message is checked automatically before it is sent.

AutoText

You can create AutoText entries that contain text, graphics, and formatting that you use frequently. You can specify one AutoText entry as an AutoSignature to be automatically applied to the end of all the messages you send.

Securing Information

To ensure that no one else sends mail on your behalf, you can sign a message before sending it. Signing a message conveys to recipients that the information they received came from you and was not tampered with after you sent it.

To ensure that no one else can read a message you've sent except the recipients you've specified, you can also seal a message before sending it.

How To

- Automatically Signing Messages
- Centering or Aligning Text
- Changing the Default Text Format
- Changing Your Advanced Security Password
- Checking Spelling
- Copying, Moving, or Deleting Information
- Copying Information Between Items
- Creating a Bulleted List
- Creating or Deleting an AutoText Entry
- Editing an AutoText Entry
- Finding Text
- Formatting Text
- Indenting Text
- Inserting an AutoText Entry
- Replacing Text
- Saving an Incomplete Message
- Sealing a Message
- Setting Up Advanced Security
- Signing a Message

Overview of Indenting Text

How To

Text in paragraphs usually extends from the left margin to the right margin. You can indent the left margin of a paragraph to set it off from other text.

You can also indent text at the left margin by using the TAB key. The TAB key indents text to the next default tab stop.

Indenting Text

Overview

See Also

To indent text

1. Select the paragraphs you want to indent.
2. On the Formatting toolbar, do one of the following:

To indent a paragraph	Click
To the next 1/4"	The Increase Indent button  Increase Indent button
To the previous 1/4"	The Decrease Indent button  Decrease Indent button

Note You can also indent text at the left margin by using the TAB key. The TAB key indents text to the next tab stop. The default tab stops are set at half-inch increments.

See Also

Centering or Aligning Text
Formatting Text

Overview of Signing a Message

How To

To ensure that no one else can send mail on your behalf, you can sign a message before sending it.

Signing a message conveys to recipients that the information they received came from you and it was not tampered with after you sent it.

When you sign a message, you are asked to provide an advanced security password. To provide maximum security for information that is stored in your Microsoft Exchange folders, passwords should be changed on a regular basis.

You can specify that you want to sign all outgoing messages or you can sign messages on an individual basis.

To take advantage of this increased security, you must add advanced security with your administrator's help. For more information on setting up advanced security, see your administrator.

Signing a Message

Overview

See Also

To sign a specific message

NOTE: Not tested for TR3.

1. In a Standard Send form, click the Sign button.

Sign button

2. In the Password box, type your advanced security password, and then choose the OK button.

Using the Properties command You can also sign and seal a message by using the Properties command on the File menu. For more information, see the Security tab topic.

To sign all messages

1. From the Tools menu, choose Options, and then select the Security tab.
2. Select the Always Sign Outgoing Notes check box, and then choose the OK button.

See Also

Changing Your Advanced Security Password
Sealing a Message

Overview of Sealing a Message

How To

To ensure that no one else can read a message you've sent except the recipients you've specified, you can seal a message before sending it. You can seal messages on an individual basis or you can specify that you want to seal all outgoing messages.

To take advantage of this increased security, you must add advanced security with your administrator's help. For more information on setting up advanced security, see your administrator.

Sealing a Message

Overview

See Also

To seal a specific message

NOTE: Not tested for TR3.

In a Standard Send form, click the Seal button.

Seal button

Using the Properties command You can also sign and seal a message by using the Properties command on the File menu. For more information, see the Security tab topic.

To seal all messages

1. From the Tools menu, choose Options, and then select the Security tab.
2. Select the Always Seal Outgoing Notes check box, and then choose the OK button.

See Also

Signing a Message

Overview of Creating or Deleting an AutoText Entry

How To

You can create AutoText entries for information that you use frequently. When you save an entry, you assign it a name. For example, you can create an entry called "bg" for the name "Beatrice Garcia."

Each AutoText entry can contain a maximum of 32767 characters, including formatting, embedded objects, and attachments. Each embedded object or attachment counts as one character.

AutoText entries are stored on your computer's hard drive in the \EXCHANGE or \WINDOWS directory. The name of an AutoText entry can be a maximum of 32 characters.

When you use the AutoText command to insert the selection titled "bg," the name Beatrice Garcia is inserted at the insertion point. You can easily modify or delete AutoText entries.

You can also set up an AutoText entry to be automatically added as a signature at the end of your messages.

Creating or Deleting an AutoText Entry

Overview

See Also

To create an AutoText entry

1. From the Edit menu, choose AutoText, and then choose the New button.
2. In the Name box, type the name for the AutoText entry.
3. In the Contents box, type the text you want to save as an AutoText entry.
   - To apply text formats to the entry, select the text, and then choose the Font button.
   - To align the text or add bullets, choose the Paragraph button.

   For more information, choose the Help button in the Font or Paragraph dialog box.
4. Choose the OK button.

To delete an AutoText entry

1. From the Edit menu, chose AutoText, and then select the entry you want to delete in the Selections box.
2. Choose the Remove button, and then choose the Close button.

See Also

Editing an AutoText Entry
Inserting an AutoText Entry
Automatically Signing Messages

Overview of Editing an AutoText Entry

How To

After creating an AutoText entry, you can modify the text or formatting. You can apply text formats, such as bold and italic, center the text or add bullets.

Each AutoText entry can contain a maximum of 32767 characters, including formatting, embedded objects, and attachments. Each embedded object or attachment counts as one character.

AutoText entries are stored on your computer's hard drive in the \EXCHANGE or \WINDOWS directory. The name of an AutoText entry can contain a maximum of 32 characters.

Editing an AutoText Entry

Overview

See Also

To edit an AutoText entry

1. From the Edit menu, chose AutoText, and then select the entry you want to edit in the Selections box.
2. Choose the Edit button, and then make your changes in the Contents box.
   - To modify or apply text formats, select the text, and then choose the Font button.
   - To modify text alignment or bullets, choose the Paragraph button.

   For more information, choose the Help button in the Font or Paragraph dialog box.
3. Choose the OK button.

See Also

Creating or Deleting an AutoText Entry
Inserting an AutoText Entry
Automatically Signing Messages

Overview of Inserting an AutoText Entry

How To

An AutoText entry is text and/or graphics that can be automatically inserted into messages. After you have created and saved an AutoText entry, you can insert it into any message you are composing. Be sure to position your insertion point where you want to insert the entry.

You can also create an AutoText entry that is automatically applied as an AutoSignature to your messages.

Inserting an AutoText Entry

Overview

See Also

To insert an AutoText entry

1. Position your insertion point where you want to insert an AutoText entry.
2. From the Edit menu, chose AutoText, and then do one of the following:

- In the Selections box, double-click the entry.
- Select the entry in the Selections box, and then choose the Insert button.

See Also

Creating or Deleting an AutoText Entry
Editing an AutoText Entry
Specifying an AutoText Entry as an AutoSignature

Overview of Automatically Signing Messages

How To

You can create a "signature" that can be automatically added to all of your outgoing messages. You do this by creating an AutoText entry and specifying it as your AutoSignature.

You can add the AutoSignature to the end of all outgoing messages or only to original messages, not replies or forwards. The signature is applied directly following the last text that you type.

Automatically Signing Messages

Overview

See Also

To create an AutoSignature

1. From the Edit menu, choose AutoText, and then select the entry you want as your AutoSignature in the Selections box.

   For more information on creating an AutoText entry, see the Creating An AutoText Entry Help topic.
2. Choose the Set As Default button.
3. Select the Add The Default Autotext To The End Of Outgoing Messages check box, and then choose the Close button.

To set AutoSignature options

1. From the Edit menu, chose AutoText.

   If the AutoText entry you want to use as your AutoSignature is not displayed in the box next to the Set As Default button, select the entry in the Selections box, and then choose the Set As Default button.
2. Do one of the following:

To	Do this
Automatically sign messages	Select the Add The Default AutoText To The End Of Outgoing Messages check box.
Automatically sign original messages only	Select the Don't Add Text To Replies Or Forwards check box.
Cancel automatically signing messages	Clear the Add The Default AutoText To The End Of Outgoing Messages check box.

3. Choose the Close button.

See Also

Creating or Deleting an AutoText Entry
Editing an AutoText Entry
Inserting an AutoText Entry

Overview of Setting Options for Moving or Deleting

How To

You can customize how you move and delete open messages, files, and other items in Microsoft Exchange folders by using a set of options. For example, you can select whether or not you want to automatically open the next item in a list after you delete or move an open item.

Setting Options for Moving or Deleting

Overview

See Also

To set options for moving or deleting from the Viewer

1. From the Tools menu, choose Options For, and then the Everything command.
2. Select the Read tab, and then under After Moving Or Deleting An Open Item, select one of the following:

To	Select this option button
Open the previous item after moving or deleting an open item	Open The Previous Item Above It
Return to the folder list after moving or deleting an open item	Return To Microsoft Exchange
Open the next item after moving or deleting an open item	Open The Next Item Below It

3. Choose the OK button.

See Also

Deleting an Item
Moving or Copying Items to Other Folders
Retrieving a Deleted Item

Overview of Setting Options for Replying or Forwarding

How To

You can customize how you reply to or forward messages by using a set of options. For example, you can select whether or not you want to automatically include the text of the original message in your replies.

Setting Options for Replying or Forwarding

Overview

See Also

To set options for replying or forwarding from the Viewer

1. From the Tools menu, choose Options For, and then the Everything command.
2. Select the Read tab, and then under When Replying To Or Forwarding An Item, do one of the following:

To	Do this
Include the original message in your reply	Select the Include the Original Text check box.
Indent the text of the original message in your reply	Select the Indent The Original Text check box
Close the original message when you reply to or forward it	Select the Close The Original Item check box.
Change the default font for adding annotations to messages you reply to or forward	Choose the Font button. For more information on changing your font for replying to and forwarding messages, choose the Help button in the Font dialog box.

3. Choose the OK button.

See Also

Forwarding a Message
Replying to a Message

Overview of Setting Notification Options

How To

Microsoft Exchange can notify you when you receive a new message or other item in a Microsoft Exchange folder. You have a choice of notification options that include sound, mouse pointer shape, or a popup message box. This means that even when you are working in another application, you will be notified that you have received information whenever Microsoft Exchange is active on your computer.

Setting Notification Options

Overview

See Also

To set notification options from the Viewer

1. From the Tools menu, choose Options For, and then the Everything command.
2. Select the General tab, and then under When New Items Arrive, select one or more of the following:

To receive this signal when new mail arrives	Select this check box
Sound	The Play A Sound check box
Changing mouse pointer shape	The Briefly Change The Pointer check box
Popup message box that allows you to read the message right away	The Display A Notification Message check box

3. Choose the OK button.

See Also

Displaying an Alert

Overview of Adding or Removing a Toolbar Button

How To

You can add buttons to the Viewer, Standard Send and Read forms, and Find window toolbars so that they contain the commands you use most often. If you find that you rarely use a particular button on one of these toolbars, you can remove it to make the toolbar less cluttered or to make room for other buttons you use more often.

When you add or delete toolbar buttons to the default toolbars, Help topics do not reflect these changes.

Adding or Removing a Toolbar Button

Overview

See Also

To add or remove a toolbar button

1. With the toolbar displayed that you want to modify, do one of the following:
   - Double-click the toolbar.
   - From the Tools menu, choose Customize Toolbar.
2. Do one or both of the following:

To	Do this
Add a button	In the Available Buttons box, select the button that you want to add, and then drag it to the Toolbar Buttons box or choose the Add button.
Remove a button	In the Toolbar Buttons box, select the toolbar button that you want to remove, and then drag it to the Toolbar Buttons box or choose the Remove button.
Rest the toolbar to its default settings	Choose the Reset button.

3. Choose the Close button.

See Also

Default Toolbars
Displaying a Toolbar
Moving a Toolbar Button
Restoring a Toolbar to Its Original Settings
Toolbar Index

Overview of Displaying a Toolbar

How To

Microsoft Exchange provides you with a variety of toolbars to make common tasks -- for example, printing a message -- available with just a click of the mouse. Some of the toolbars available include the Standard Send form toolbar, Standard Read form toolbar, and Address Book toolbar. You can choose to display or hide most of the toolbars.

Displaying a Toolbar

Overview

See Also

To display a toolbar

From the View menu, choose one of the following:

- To display the formatting toolbar in views where it is available, choose Formatting Toolbar.
- To display the toolbar that is specific to the view you are working in, choose Toolbar.

For specific information about toolbars, see the following toolbar topics:

Viewer Toolbar

Send Form Toolbar

Read Form Toolbar

Post Form Toolbar

Read Post Form Toolbar

Report Form Toolbar

Resend Form Toolbar

Formatting Toolbar

Address Book Toolbar

Find Window Toolbar

Remote Preview Toolbar

See Also

Restoring a Toolbar to Its Original Settings
Toolbar Index

Overview of Restoring a Toolbar to Its Original Settings

How To

You can add or remove toolbar buttons on toolbars, as well as change the position of toolbar buttons. If you have customized a toolbar that came with Microsoft Exchange, you can restore the toolbar to the original default settings.

Restoring a Toolbar to Its Original Settings

Overview

See Also

To restore a toolbar to its original settings

1. With the toolbar displayed that you want to modify, do one of the following:
   - Double-click the toolbar.
   - From the Tools menu, choose Customize Toolbar.
2. Choose the Reset button, and then choose the Close button.

See Also

Displaying a Toolbar
Moving a Toolbar Button
Toolbar Index

Overview of Moving a Toolbar Button

How To

You can easily move a toolbar button from one position to another on a toolbar, as well as add and remove buttons from toolbars. If you change the position of toolbar buttons, you can easily restore the toolbar to the original default.

When you move toolbar buttons, Help topics do not reflect these changes.

Moving a Toolbar Button

Overview

See Also

To move a toolbar button

1. With the toolbar displayed that you want to modify, do one of the following:
   - Double-click the toolbar.
   - From the Tools menu, choose Customize Toolbar.
2. In the Toolbar Buttons box, select the toolbar button that you want to move.
3. To move the button on the toolbar, do one or both of the following:

To move the button	Do this
To the left on the toolbar	Drag it to the new position in the list or choose the Move Up button.
To the right on the toolbar	Drag it to the new position in the list or choose the Move Down button.
Reset the toolbar to its default settings	Choose the Reset button.

4. Choose the Close button.

Tip You can also move toolbar buttons by holding down the SHIFT key and then dragging a toolbar button to a new location on the toolbar.

See Also

Toolbar Index
Displaying a Toolbar
Restoring a Toolbar to Its Original Settings

Overview of Customizing Microsoft Exchange

How To

With the customization features in Microsoft Exchange, you can perform such tasks as:

- Changing the default font you use for typing text in a message.
- Specifying how you are notified of incoming information.
- Opening a different default form for sending new information.

When you start Microsoft Exchange, you can specify the profile you want to use. A profile lists information services used by Microsoft Exchange that determine what your messaging applications can do -- address, send, receive, and store messages, forms, and other items, such as files.

You can change the appearance of the Microsoft Exchange window by hiding or displaying screen elements, such as toolbars, the status bar, and ToolTips. You can modify the toolbars to include buttons for commands that you use often and remove buttons you don't need. You can move toolbar buttons from one position to another. Help topics do not reflect changes you make to the default toolbars.

You can make addressing easier and faster by making changes to entries in your personal address books (PABs), and by specifying which address list you want displayed when you open the Address Book. You can also modify the order in which address lists are searched.

When you send messages or other items, you can specify whether or not you:

- Include the original message in your replies
- Open the next item after you delete an open item
- Save a copy of all messages you send
- Request a receipt for the messages you send

How To

- Adding a From or Bcc Box to the Standard Send Form
- Adding or Removing a Toolbar Button
- Assigning a Priority to a Message
- Changing the Default Text Format for Annotations
- Changing the Default Text Format
- Customizing the Microsoft Exchange Workspace
- Displaying a Toolbar
- Installing or Removing Components of Microsoft Exchange
- Moving a Toolbar Button
- Opening a Profile When You Start Microsoft Exchange
- Requesting a Receipt
- Restoring a Toolbar to Its Original Settings
- Saving a Copy of a Message
- Setting Address Book Options
- Setting Mail Delivery Options
- Setting Notification Options
- Setting Options for Moving or Deleting
- Setting Options for Replying or Forwarding
- Setting Printing Options
- Setting Spelling Options

Overview of Adding a From or Bcc Box to the Standard Send Form

How To

The Standard Send form has two optional fields: the From address box and the Bcc address box. You can specify whether you want Microsoft Exchange to display them in your messages or not.

The From box displays the name of the sender of the message. You can use this feature for mail that you send on behalf of another user.

The Bcc address box is used to send blind carbon copies of a message, or copies to recipients whose names you do not want to appear to other recipients.

Adding a From or Bcc Box to the Standard Send Form

Overview

See Also

To add a From box to an open Standard Send form

From the View menu, choose From Box.

The From box displays the name of the sender of the message. You can use this feature for mail that you send on behalf of another user.

To add a Bcc box to an open Standard Send form

From the View menu, choose Bcc Box.

The Bcc address box is used to send blind carbon copies of a message, or copies to recipients whose names you do not want to appear to other recipients.

Note If you copy a message to the Inbox or Deleted Items folder, the information in the From box will not be displayed.

See Also

Sending a Message

Overview of Changing the Default Text Format for Annotations

How To

When you reply to or forward a message, you may want to add your comments to the original text of the message. You can type directly in the message area before sending a reply to a message or forwarding it to another recipient.

You can change the default font (typeface) for the text you add to an original message when you reply to or forward it. For example, you might want to reply to messages in red text, so that your response is more easily distinguishable from the text of the original message. All new text in and around the original message text will appear in this annotation font.

Changing the Default Text Format for Annotations

- Overview
- See Also

To change the default text format for annotations from the Viewer

1. From the Tools menu, choose Options For, and then choose the Everything command.
2. Select the Read tab, and then under When Replying To Or Forwarding An Item, choose the Font button, and then do any of the following:

- To set a new default font for replies, type or select a font name in the Font box.
- To set a new default font size, type or select the new size in the Size box.

To set any other formats you want to include for the new default settings, see the Font command topic.

3. When you finish changing the default text formats, choose the OK button until all open dialog boxes are closed.

See Also

Changing the Default Text Format
Forwarding a Message
Replying to a Message

Overview of Changing the Default Text Format

How To

When you begin typing a new message, the text appears in the font (typeface), font size, and other text formats that are preset for Microsoft Exchange. If you prefer a different look for text, you can change the default text formats that Microsoft Exchange uses for new messages you compose. The new formats will be used in all new messages that you create.

Changing the Default Text Format

- Overview
- See Also

To change the default text format from the Viewer

1. From the Tools menu, choose Options For, and then choose the Everything command.
2. Select the Send tab, and then under When Sending A New Item, choose the Font button, and then do any of the following:
   - To set a new default font, type or select a font name in the Font box.
   - To set a new default font size, type or select the new size in the Size box.

   To set any other formats you want to include for the new default settings, see the Font command topic.
3. When you finish changing the default text formats, choose the OK button until all open dialog boxes are closed.

See Also

[Changing the Default Text Formats for Annotations]
[Sending a Message]

Overview of Setting Spelling Options

How To

You can select options that customize the way Microsoft Exchange checks spelling in your messages. For example, you can ignore words that contain numbers so that Microsoft Exchange does not identify numbers or measurements as possible misspellings.

Setting Spelling Options

Overview

See Also

To set spelling options

1. Do one of the following:

- From the Tools menu, choose Options For, and then choose the Everything command. Then, select the Spelling tab.
- When the Spelling dialog box is displayed during a spelling check, choose the Options button.

2. Select the options you want.

To	Do this
Always show suggested spellings for misspelled words during a spelling check	Under General Options, select the Always Suggest Replacements For Misspelled Words check box.
Check spelling before sending messages	Under General Options, select the Always Check Spelling Before Sending check box.
Ignore words typed in uppercase letters	Under When Checking, Always Ignore, select the Words In UPPERCASE check box.
Ignore words that contain numbers	Under When Checking, Always Ignore, select the Words With Numbers check box.
Ignore words that were part of an original message when replying to or forwarding a message	Under When Checking, Always Ignore, select the The Original Text In A Reply Or Forward check box.

3. Choose the OK button.

See Also

Checking Spelling

Overview of Customizing the Microsoft Exchange Workspace

How To

The Microsoft Exchange workspace displays a menu bar, toolbars, a status bar, and one or more windows of information. You can customize what appears on the screen to suit the way you work or the information you are working on. For example, if you are composing a message, you may want to hide the toolbar and status bar to display more screen area for typing information.

You can also customize and save views, change default text formats, modify toolbars, and display or hide ToolTips, which are brief descriptions of toolbar buttons that appear when the mouse pointer pauses over a button.

Customizing the Microsoft Exchange Workspace

Overview

See Also

To hide or display screen elements

Do one or more of the following:

To hide or display	Do this in the Viewer
Folders	From the View menu, choose Folders.
The toolbar	From the View menu, choose Toolbar.
The Formatting toolbar	From the View menu, choose Formatting Toolbar.
The status bar	From the View menu, choose Status Bar.
ToolTips	From the Tools menu, choose Options, and then select the General tab. Under General Options, select the Show ToolTips On Toolbars check box, and then choose the OK button.
A Bcc box in an open Standard Send form	From the View menu, choose Bcc Box.
A From box in an open Standard Send form	From the View menu, choose From Box.

See Also

Adding or Removing a Toolbar Button
Changing the Default Text Format
Creating or Changing a Folder View
Modifying the Column Display
Moving a Toolbar Button

Overview of Installing or Removing Components of Microsoft Exchange

How To

Once you have installed Microsoft Exchange, you can run the Setup program again at any time to add or remove components, such as Messaging Profiles. Before you run the Setup program, be sure that Microsoft Exchange is not already running.

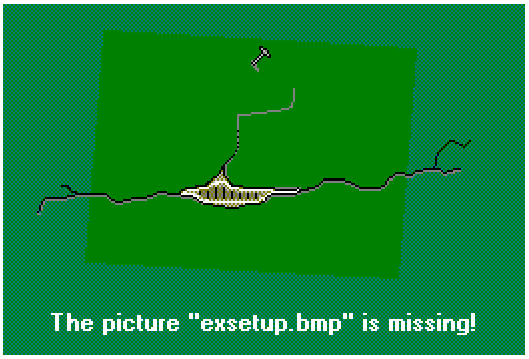
Installing or Removing Components of Microsoft Exchange

Overview

See Also

To install or remove individual components of Microsoft Exchange

1. In the Microsoft Exchange program group, double-click the Microsoft Exchange Setup icon.



Exchange Setup Icon

2. To install or remove components, choose the Add/Remove button.
3. In the Options box, select the Exchange check box, and then choose the change Option button.
4. In the Options box, do one of the following:

- To install or remove a group of items, select or clear the check box for the group.
- To install or remove specific items in a group, select the check box for the group, and then choose the Change Option button. In the Options box, select or clear the check box for the items you want to install or remove, and then choose the OK button.

If you don't want to remove a group or item that is already installed, leave its check box selected. The Setup program will not reinstall selected groups of items, but it will remove an item you previously installed if you clear its check box.

4. Choose the Continue button.

Note You can also use the Setup program to remove Microsoft Exchange, deleting most of the files Setup copied to your computer and reversing changes made to your AUTOEXEC.BAT and CONFIG.SYS files. (Setup cannot remove all of the files it installed, because some files may be required by Windows or other applications.)

See Also

An Overview of Microsoft Exchange
Getting the Information You Need

Overview of Setting Up Advanced Security

How To

When you send a message, you can sign and seal it to provide additional protection and security for the information you are sending.

Signing a message insures recipients that:

- A message has not been tampered with after you send it.
- You participated in sending the communication.
- The information they receive actually came from you.

When you seal a message, only the recipients you address it to can read it.

To take advantage of this increased security, you must add advanced security with your administrator's help. For more information on setting up advanced security, see your administrator.

Setting Up Advanced Security

Overview

See Also

To set up advanced security

NOTE: Not in TR3.

1. From the File menu, choose Properties, and then select the Security tab.
2. Choose the Setup Advanced Security button.
3. In the Enter The Special Token That Your System Administrator Has Given You box, type the keyword that you have been given. For more information, see your administrator.

   NOTE TO REVIEWERS: What is an example of what a user would type here???
4. In the Your Advanced Security Information Is Stored In An Encrypted Security File At box, type the location of the file where you want to store advanced security information, and then choose the OK button.

   To locate a file on your system, choose the File button.

See Also

Changing Your Advanced Security Password
Signing a Message
Sealing a Message

Overview of Changing Your Advanced Security Password

How To

When you sign a message, you are asked to provide an advanced security password. You can change the password as often as you like.

To provide maximum security for information that is stored in your Microsoft Exchange folders, passwords should be changed on a regular basis. An advanced security password must be a minimum of six characters.

Changing Your Advanced Security Password

Overview
See Also

To change your advanced security password

NOTE: Not in TR3.

1. From the File menu, choose Properties, and then select the Security tab.
2. Choose the Change Password button.
3. In the Old Password box, type your current advanced security password.
4. In the New Password box, type your new advanced security password.
5. In the Confirm New Password box, type the new password again, and then choose the OK button.

See Also

Signing a Message
Sealing a Message
Setting Up Advanced Security

Overview of Assigning a Delegate to Manage Your Mail

How To

A delegate is someone whom you grant the authority to represent you. In the work you do everyday, you may have a delegate who represents you in meetings with certain groups, in correspondence that concerns a particular subject, in your daily correspondence, or in managing your schedule. In Microsoft Exchange, you can arrange for your delegate to do one or both of the following:

- Send mail for you

  A delegate can send mail in your name or on your behalf. Messages sent in your name appear to be from you, while messages sent on your behalf contain both your name and your delegate's name.

- Open your Microsoft Exchange Mailbox

  A delegate can view the contents of one or more folders in your mailbox. Within each folder, you determine the extent to which a delegate can alter the folder's items; that is, if they can read, create, edit, and/or delete items.

With these two types of access, you can customize a delegate's permissions based on the responsibility you want to assign. Following are a few examples of when providing delegate access to a co-worker might be useful.

- If you are going out of town and won't have access to your incoming mail but want to be notified of urgent matters, you can provide a delegate read-only access to your Inbox folder.
- If you have an assistant who normally manages your incoming mail, you can provide access to your Inbox folder and any other folders you want. In addition, if you want this delegate to compose or reply to certain types of messages such as meeting requests, you can provide the permission of sending mail on your behalf.
- If you have a colleague compose and reply to messages that need to be sent by you, you can provide this delegate permission to send messages in your name.

You can set up all of these access permissions in Microsoft Exchange with one exception. If you want to grant another user permission to send mail in your name, you must notify your administrator. Given the sensitive nature of someone sending messages in your name, use discretion when granting this permission.

Once you've set up the access permissions, your delegate is ready to begin sending mail for you or opening your mailbox, or both. Note that when your delegate opens your mailbox, all of your folders are displayed; however, your delegate can open only those folders in which you've specifically granted access permissions.

How To

- Adding or Removing an Additional Mailbox
- Choosing a Delegate to Send Mail for You
- Providing Access to Your Mailbox
- Providing Access to a Mailbox Folder
- Sending Mail for Another User

Overview of Providing Access to Your Mailbox

How To

You can grant access permissions for your mailbox so that another user or a delegate can open and work with the contents of one or more of your folders. For example, you may have a delegate who reviews and processes your incoming mail or a co-worker who needs to access information in a particular folder. With the appropriate permissions, another user can open your mailbox from his or her own personal computer.

To provide access to one or more folders in your mailbox, you must first grant a minimum of read-only access to the mailbox. This enables the specified user to open your mailbox and view the items at the top-level of the mailbox. You can then grant permissions for individual folders. Because the default permission in each of your mailbox folders is None, the user can open only those folders in which you've specifically changed the permission.

Either you or the administrator can set up these access permissions. Note that you cannot grant permissions for a personal folder. If you want another user to review the contents of a personal folder, you must move it to your mailbox or provide the user with the personal folder file. Consequently, if you want another user to manage your incoming mail, your mail delivery location must be your mailbox.

Providing Access to Your Mailbox

Overview
See Also

To provide access to your mailbox

1. In the folder list, select your mailbox.

   The default name of this mailbox is "Mailbox - *Your Name*".
2. From the File menu, choose Properties, and then select the Permissions tab.
3. To add a name to the Name/Permissions list, choose the Add button to display the Add Users dialog box.
4. Under Type Name Or Select From List, type or select the name, choose the Add button, and then choose the OK button.
5. Select the name in the Name/Permissions list for which you want to grant permissions.
6. Under Permissions, select a predefined role from the Roles box, or select the individual permissions you want.

   You must grant a minimum of read-only (Reviewer) permission to enable another user to open your mailbox. For more information about specific roles and permissions, choose the Help button in the Permissions tab.
7. Choose the OK button.

This procedure enables the selected user to open your mailbox, and view and work with items located at the top-level of the mailbox. If you want this user to be able to view items in a particular folder, for example your Inbox, you must grant permissions in that folder. See Providing Access to a Mailbox Folder.

See Also

Providing Access to a Mailbox Folder
Adding or Removing an Additional Mailbox
Choosing a Delegate to Send Mail for You
Changing Delivery Options

Overview of Providing Access to a Mailbox Folder

How To

To enable a co-worker or delegate to open folders in your mailbox and work with information in those folders, you must first grant access to the mailbox. Then you specify access permissions for individual mailbox folders.

Because the default permission is None, a co-worker or delegate can open only those folders in which you have specifically granted permissions. When you grant permissions in a folder, you define the extent to which another user can modify its items. For example, if you want a co-worker to review information in one folder, you can provide read-only access to that folder. If, however, a delegate is going to review and process your incoming mail, you may want to grant additional permissions. You can grant one or more individual permissions, including reading, creating, editing, or deleting items, or you can select a "role," such as Editor, which contains a pre-defined set of permissions.

Either you or the administrator can set up these access permissions. Note that you cannot grant permissions for a personal folder. If you want another user to review the contents of a personal folder, you must move it to your mailbox or provide the user with the personal folder file. Consequently, if you want another user to manage your incoming mail, your mail delivery location must be your mailbox.

Providing Access to a Mailbox Folder

Overview

See Also

To provide access to a mailbox folder

1. In the folder list, select the mailbox folder in which you want to grant or change access permissions.
2. From the File menu, choose Properties, and then select the Permissions tab.
3. To add a name to the Name/Permissions list, choose the Add button to display the Add Users dialog box.
4. Under Type Name Or Select From List, type or select the name, choose the Add button, and then choose the OK button.
5. Select the name in the Name/Permissions list for which you want to grant or change access permissions.
6. Under Permissions, select a predefined role from the Roles box, or select the individual permissions you want.

   For more information about other roles and permissions, choose the Help button in the Permissions tab.
7. Choose the OK button.

This procedure grants the selected user the specified permissions in the folder. To enable the user open your mailbox so he or she can view the folder, you must also provide access to the mailbox. For more information, see Providing Access to Your Mailbox.

See Also

Providing Access to Your Mailbox
Adding or Removing an Additional Mailbox
Choosing a Delegate to Send Mail for You

Overview of Adding or Removing an Additional Mailbox

How To

Each Microsoft Exchange user has a mailbox. The administrator creates these mailboxes on Microsoft Exchange Server computers and when you install Microsoft Exchange, you specify the name and location of your assigned mailbox. This mailbox is displayed in your folder list as "Mailbox - *Your Name*" and is typically the delivery location of your incoming mail.

There may be additional mailboxes that you have access to but are not where you receive your incoming mail. For example, you may have access to:

- Another user's mailbox. That user must specifically grant you permission to view the contents of his or her mailbox. With this permission, you become that user's delegate.
- A mailbox where you receive and process mail addressed to a general name, such as Supply Requests.

To view information in a different mailbox, you must add the mailbox to your the active profile. When you add an additional mailbox, it appears in your folder list. You can then open and view the folders and items it contains. When you open another user's mailbox, you can view only the contents of the folders that user specifically granted you access to.

You can remove an additional mailbox as easily as you added it. When you remove a mailbox, it still exists but does not appear in your folder list. Note that you cannot remove your own mailbox from the active profile.

Adding or Removing an Additional Mailbox

Overview

See Also

To add an additional mailbox

1. From the Tools Menu, choose Options For, and then choose the Microsoft Exhange command.
2. Select the Advanced tab and then choose the Add button.
3. In the User Name box, type the mailbox name.

   This name can be any mailbox that you have access to.

- To add another user's mailbox that you have delegate access to, type that user's first and last name.
- To add a general mailbox, such as Supply Requests, specify the mailbox name.

5. Choose the OK button until all open dialog boxes are closed.

The mailbox is now displayed in your folder list.

Note When you add another user's mailbox, you can open only those folders in which the user has specifically granted access permissions.

To remove an additional mailbox

1. From the Tools menu, choose Options For, and then choose the Microsoft Exchange command.
2. Select the Advanced tab.
3. Select the mailbox name you want to remove, and then choose the Remove button.
4. Choose the OK button.

See Also

Providing Access to Your Mailbox
Providing Access to a Mailbox Folder
Sending Mail for Another User
Choosing a Delegate to Send Mail for You

Overview of Choosing a Delegate to Send Mail for You

How To

You can select another Microsoft Exchange user to compose and send mail for you. Depending on the level of permission that you grant, this user, or delegate, can send mail for you in one of two ways:

- On your behalf

  Your delegate's name appears after "From" and your name appears after "Sent On Behalf Of" in messages that your delegate sends. You can grant this level of access directly in Microsoft Exchange.

- In your name

  Mail that your delegate sends appears to be composed and sent directly by you. Recipients see your name after "From"; your delegate's name does not appear in the message. Only the administrator can grant this level of access at your request.

To send a message for you, your delegate need only display the From box in a Standard Send form and enter your name. When the message is sent, Microsoft Exchange verifies that the sender has permission to send mail for you. If the sender does not have appropriate permission, the message is returned. If you have granted your delegate the permission of sending mail both on your behalf and in your name, messages are sent in your name.

Choosing a Delegate to Send Mail for You

Overview

See Also

To choose a delegate to send mail on your behalf

1. From the Tools menu, choose Options For, and then choose the Everything command.
2. Select the Microsoft Exchange tab.
3. Do one of the following:

- To add a delegate, select the Add button. Under Type Name Or Select From List, type or select the user's name, choose the Add button, and then choose the OK button.
- To remove a delegate, select the name and then choose the Remove button.

4. Choose the OK button.

With this permission, your delegate can send messages on your behalf. Message recipients see your name after "Sent On Behalf Of" and your delegate's name after "From."

To choose a delegate to send mail in your name

- Contact your administrator to grant Send As permissions for your delegate.

With this permission, your delegate can send messages that appear to be composed and sent directly by you. Message recipients see your name after "From"; your delegate's name does not appear in the message.

See Also

Providing Access to Your Mailbox
Providing Access to Mailbox Folder
Sending Mail for Another User

Overview of Sending Mail for Another User

How To

As the delegate for another user, you can compose and send mail for that person. This permission is granted by the user or administrator. Depending on the level of permission you have, you can send mail in one of two ways:

- On behalf of the user

  These messages display your name after "From" and the user's name after "Sent On Behalf Of." Permission to do this can be granted by the user in Microsoft Exchange.

- As the user

  These messages appear to be composed and sent directly by the user. Message recipients see the user's name after "From." Your name, as the delegate, is not displayed in the message. Permission to do this can only be granted by the system administrator at the user's request.

When you send a message for another user, Microsoft Exchange verifies that you have permission to send mail using that name. If you do not have the appropriate permissions, the message is returned to you. If you have permission to send mail both as and on behalf of another user, the message is sent as the user.

Sending Mail for Another User

Overview

See Also

To send mail for another user

1. From the Compose menu, choose New Message, or click the New Message button.

New Message button

2. From the View menu, choose From Box.
3. In the From box, type the name of the user you're sending the message for, or choose the From button to select the name from the Address Book.
4. When you've finished composing the message, choose Send from the File menu, or click the Send button.

Send button

You may have permission to send mail on behalf of another user or as that user. You use the same procedure in both cases.

Note Sending mail as another user must be set up by the administrator. Sending mail on behalf of another user can be set up by that user. For more information, see Choosing a Delegate to Send Mail for You.

See Also

Choosing a Delegate to Send Mail for You
Providing Access to Your Mailbox
Providing Access to a Mailbox Folder
Adding or Removing an Additional Mailbox

Edit Menu

Use the commands on this menu to move, copy, find, and replace text. For more information, choose a command name.

Undo Command (Edit Menu)

See Also

Reverses the effects of the last move, copy, delete, select, or sort action you performed. If you cannot reverse your last action, the Undo command is unavailable.

You can also perform this task by clicking the Undo button.

Undo button

See Also

Keys for Editing

Cut Command (Edit Menu)

See Also

Removes selected text and graphics and puts it on the Clipboard. The Cut command is available only when you have selected text, graphics, embedded objects, or an attachment icon. Text and graphics that you cut or copy to the Clipboard replace the previous contents.

You can also perform this task by clicking the Cut button.

Cut button

See Also

Copy Command (Edit Menu)
Copying Information Between Items
Copying, Moving, or Deleting Information
Keys for Editing
Paste Command (Edit Menu)
Paste Special Command (Edit Menu)

Copy Command (Edit Menu)

See Also

Copies selected text and graphics to the Clipboard. This command is available only when you select text, graphics, attachments, or embedded objects. Text and graphics that you copy to the Clipboard replace the previous contents.

You can also perform this task by clicking the Copy button.

Copy button

To copy selected messages, forms, files, and folders in Microsoft Exchange to other folders, choose the Copy command on the File menu.

To insert text and graphics that you have copied from the Clipboard into another location in a message, form, or file created in another application, choose the Paste command from the Edit menu.

See Also

Cut Command (Edit Menu)
Copying Information Between Items
Copying, Moving, or Deleting Information
Keys for Editing
Paste Command (Edit Menu)
Paste Special Command (Edit Menu)

Paste Command (Edit Menu)

See Also

Inserts a copy of the Clipboard contents at the insertion point. The Paste command replaces whatever text or graphic is selected with the contents of the Clipboard. If the Clipboard is empty or the selection cannot be replaced, the Paste command is not available.

You can also perform this task by clicking the Paste button.

Paste button

You can also paste text and graphics copied or cut from a message, form, or file in a Microsoft Exchange folder into a file created in another application, such as Microsoft Word.

See Also

Copy Command (Edit Menu)
Copying Information Between Items
Copying, Moving, or Deleting Information
Cut Command (Edit Menu)
Keys for Editing
Paste Special Command (Edit Menu)

Paste Special Command (Edit Menu)

See Also

Pastes, or embeds, Clipboard contents into a message in a specified format. You can also use the Paste Special command to create a link to information in another application. For example, you can insert a portion of a Microsoft Excel spreadsheet into a message to link the information to its source file.

Paste Special Dialog Box Options

Source

Displays the name of the source data and its location. If the data was copied from an application that did not provide the source data and its location to the Clipboard, such as an MS-DOS-based application, Microsoft Exchange displays "Unknown Source."

Paste

Inserts the Clipboard contents in a message. Microsoft Exchange does not create a link to another application when you choose Paste. To create a link, you must choose Paste Link.

Paste Link

Inserts the Clipboard contents in a message and creates a link to another application so that the information can be updated. For example, Microsoft Exchange can update the information automatically, or you can update it manually.

The Paste Link button is available only when the Clipboard contents come from an application whose information can be linked to Microsoft Exchange.

As

Select an option to specify the type of information you want to paste from the Clipboard.

Object

A graphic representation of the Clipboard contents and the data needed to edit an object. The name of the object in the list depends on the type of contents on the Clipboard -- for example, a Microsoft Excel worksheet object.

Formatted Text (.RTF)

Text with formatting -- for example, Microsoft Excel table formatting.

Unformatted Text

Plain text with no formatting.

Picture

A graphic representation of information, such as a Windows metafile.

Bitmap

A graphic representation used by pictures from other applications, such as Paintbrush for Windows.

Display As Icon

Displays the selected link as an icon in the message.

Result

Describes the result of the selected options. For example, if you select Unformatted Text in the As list, you will see the selection as it will appear when it is inserted in your message as unformatted text.

See Also

Copy Command (Edit Menu)
Creating a Link to a File
Cut Command (Edit Menu)
Embedding an Object
File (Insert Menu)
Object (Insert Menu)
Paste Command (Edit Menu)

Select All Command (Edit Menu)

See Also

Selects all items in the folder contents list of the Viewer, regardless of whether anything is already selected.

When you are composing or reading a message, choosing the Select All command has the following effects:

- When the insertion point is anywhere in the Mail header, selects all text in the line where the insertion point is located.
- When the insertion point is anywhere in the message area, selects all text and attachments in the body of the message.

See Also

Copying Information Between Items

Copying, Moving, or Deleting Information

Select All Command (Remote Preview Edit Menu)

Find Command (Edit Menu)

See Also

Searches for specified text in the active message.

Find Dialog Box Options

Find What

Type the text you want to find.

Match Whole Word Only

Finds occurrences that are independent words and not part of a larger word.

Match Case

Finds only those occurrences with the exact combination of uppercase and lowercase letters specified in the Find What box.

Find Next

Finds and selects the next occurrence of the text specified in the Find What box.

See Also

Find Window
Finding Text
Replace Command (Edit Menu)
Replacing Text

Replace Command (Edit Menu)

See Also

Searches for and replaces specified text in the active message. For example, you might want to search for all occurrences of a name to replace it with a new name.

Replace Dialog Box Options

Find What

Type the information you want to find.

Replace With

Type the text you want to use as replacement text, or paste it from the Clipboard. To delete the text in the Find What box from the message, leave the Replace With box empty.

Match Whole Word Only

Finds occurrences that are independent words and not part of a larger word.

Match Case

Finds only those occurrences with the exact combination of uppercase and lowercase letters specified in the Find What box.

Find Next

Finds and selects the next occurrence of the text specified in the Find What box.

Replace

Changes the selected text to the text in the Replace With box, and then finds the next occurrence.

Replace All

Finds and replaces all occurrences of the text in the Find What box with the text in the Replace With box.

You can also undo replacements. For more information, see the Undo Command topic.

See Also

Find Command (Edit Menu)
Find Window
Finding Text
Replacing Text

Links Command (Edit Menu)

See Also

Displays and modifies links in a message to specific information in other applications, such as Microsoft Excel.

If there are no links in the active message, this command is unavailable.

Links Dialog Box Options

Links
Displays information about all links in a message, including the filename, the item, the type, and whether Microsoft Exchange updates the links automatically or manually.

Source
Displays the filename and location of the source file.

Type
Displays the application or type of application in which the link was created.

Update
Select an option to specify how you want the information to be updated.

Automatic
Updates existing data every time new data becomes available.

Manual
Updates existing data only when you choose the Update Now button.

Update Now
Updates all links selected in the Links box.

Open Source
Opens the selected file in the source application for editing.

Change Source
You can specify a different source file for a selected link so that the link receives data from the new source file. See the Change Source dialog box topic.

Break Link
Breaks the link between the source file and the destination file for all selected links.

See Also

Breaking a Link
Creating a Link
Editing Linked Information
Reconnecting or Changing a Link
Updating a Link

Mark As Read Command (Edit Menu)

See Also

Identifies selected messages, files, or other items in the active Microsoft Exchange folder as having been opened. When you do this, all selected items lose their bold formatting in the Viewer.

For example, if you are reading through a list of headers and you see an item that is a duplicate of another, or an item that you are not interested in opening, you can mark it as read so that it can be deleted with all the other messages that you have finished reading.

To identify all messages in the active folder as having been opened, choose the Mark All As Read command.

See Also

[Mark As Unread Command (Edit Menu)]
[Marking Items as Read and Unread]

Mark As Unread Command (Edit Menu)

See Also

Identifies selected messages, files, or other items in the active Microsoft Exchange folder as unopened. When you use this command, all selected messages appear bold in the folder contents list.

For example, if you opened a message but did not read it, you can select it and then choose the Mark As Unread command to flag it for reading later.

See Also

Mark All As Read Command (Edit Menu)
Mark As Read Command (Edit Menu)
Marking Items as Read and Unread

Mark All As Read Command (Edit Menu)

See Also

Identifies all messages, files, and other items stored in the active folder as having been opened. When you mark all items as read, all unopened items in the folder contents list appear in normal formatting (not bold).

When reading items in a public folder list, you can read only the items that interest you, and then mark all items in the list as read. The next time you open the public folder, only new items will appear in bold.

See Also

Mark As Read Command (Edit Menu)
Mark As Unread Command (Edit Menu)

Change Source Dialog Box

Specifies a different source file for linked information in a message.

Source

Type or select the name of the file to which you want to link information.

Drives

Select the drive on which you store the file that you want to link to.

Directories

Select the directory in which you store the file that you want to link to.

Network

Opens the Connect Network Drive dialog box so that you can make a connection to a network drive. For more information, choose the Help button in the dialog box.

List Files Of Type

Type or select the type of files that you want to search for.

See Also

Creating a Link
Reconnecting or Changing a Link

Object Command (Edit Menu)

See Also

Edits an embedded object or the information contained in a linked object.

The Object command is available only when an existing object in a message is selected. When you finish editing the object, Microsoft Exchange incorporates the changes.

The command name changes depending on the object you select. For example, if the selected object is a Microsoft Excel worksheet, the command name is Microsoft Excel Worksheet Object. If the selected object is a Paintbrush picture, the command name changes to Paintbrush Picture Object.

If the object is linked, the command name changes to Linked Object.

See Also

Editing an Embedded Object
Embedding an Object
Inserting a File from the File System
Inserting an Item from a Microsoft Exchange Folder
Object Command (Insert Menu)

Convert Command (*Object* Menu)

See Also

Edits an embedded object from within an application other than the one in which it was created. For example, if you have a Microsoft Excel spreadsheet embedded in a message, and you want to edit it as a Word table, you can convert it to a Word object.

You can convert the original object to a different type of file temporarily or permanently. You can also display the object as an icon within your message.

Convert Dialog Box Options

Current Type

Displays the type of object -- for example, a Microsoft Excel Worksheet -- that you are converting or activating.

Object Type

Select the type of object to which you want to convert the file.

Convert To

Converts the selected embedded object to the type of information selected in the Object Type box.

Activate As

Temporarily converts the embedded object to the type of information selected in the Object Type box, but returns the object to Current Type after editing.

Display As Icon

Displays the selected embedded object as an icon in a message.

Result

Describes the result of the selected options. For example, if you select Unformatted Text in the As list, you will see the selection as it will appear when it is inserted in your message as unformatted text.

See Also

Editing an Embedded Object
Editing Linked Information
Embedding an Object
Object Command (Insert Menu)

File Object command (Edit Menu)

See Also

Displays a menu of commands that allow you to open, print, delete, or save an attachment in the application it was created with. You can then edit the attachment with the source application. You can also change the display name of an attachment.

If the attached file is linked, the command name changes to Linked File Object. When you make changes to a linked attachment, the changes are reflected in the source file.

For more information, choose the name of the command on the File Object menu.

Open Command

Print Command

Save Command

Rename Command

See Also

Editing an Embedded Object
Embedding an Object
Inserting a File from the File System
Inserting an Item from a Microsoft Exchange Folder

Open Command (File Object Menu)

See Also

Opens the attachment in the source application it was created with. You can edit the file in its source application and then save the changes so that they are also reflected when you open the attachment a Microsoft Exchange message.

See Also

Editing an Embedded Object
Editing Linked Information
Embedding an Object
File Object Command (Edit Menu)
Inserting a File from the File System
Inserting an Item from a Microsoft Exchange Folder

Print Command (File Object Menu)

See Also

Opens the attachment in the source application it was created with and prints the file. You can modify the file in the source application and save your changes before printing.

See Also

Inserting a File from the File System
Inserting an Item from a Microsoft Exchange Folder
Printing an Attachment
Printing an Item
Setting Printing Options

Save Command (File Object Menu)

See Also

Opens the attachment in the source application with which it was created. You can make changes to the attachment and then save them. You can also save the file in another location.

Save As Dialog Box Options

File Name

Type or select the filename you want.

Save In

Select the folder where you want to store the file. To select another location, click the down arrow button and specify the new location.

Up One Level

Displays folders one level higher that are in the folder hierarchy.

Create New Folder

Creates a new folder in the current location.

List

Displays the contents of the current location in alphabetical order.

Details

Provides details of the contents of the current location.

Save As Type

NOTE TO REVIEWERS: Why is this here but no choices are given the user for file type???

All Files

???

Save

Saves the currently selected items.

See Also

Saving a Message as a File
Saving an Attachment

Rename Command (File Object Menu)

See Also

Modifies the filename displayed under the attachment icon for a file from the file system or for an item from a Microsoft Exchange folder that is inserted in a message.

Rename Attachment Dialog Box Options

Attachment Name

Type the name you want to display below the selected attachment in a message.

Link To Attachment

Displays the path to the attachment in the file system.

See Also

Editing an Embedded Object
Embedding an Object
Inserting a File from the File System
Inserting an Item from a Microsoft Exchange Folder
Open Command (File Object Menu)

AutoText Command (Edit Menu)

See Also

Creates an AutoText entry from text or graphics you frequently use, or inserts a specified AutoText entry into a message. You can specify one AutoText entry as a default entry to add to the end of the messages you send.

You can also perform these tasks by clicking the AutoText button.

AutoText button

AutoText Dialog Box Options

Selections

Select the AutoText entry that you want to insert, edit, or delete. You can also specify a default entry to add to the end of all messages you send.

Insert

Inserts the selected AutoText entry at the insertion point in the active message.

New

Creates a new AutoText entry. For more information, see the New(Edit) Selection Dialog Box topic.

Edit

Modifies the selected AutoText entry. For more information, see the New(Edit) Selection Dialog Box topic.

Remove

Removes the selected AutoText entry.

Set As Default

Specifies the selected AutoText entry as the default to add to the end of the messages you send.

Add The Default Autotext To The End Of Outgoing Messages

Inserts the default AutoText entry at the end of all messages you send, forward, or reply to.

Don't Add Text To Replies Or Forwards

Inserts the default AutoText entry at the end of all messages you compose and send, but not in those you reply to or forward.

See Also

[Creating Or Deleting An Autotext Entry]
[Editing An Autotext Entry]
[Inserting An Autotext Entry]

New (Edit) Selection Dialog Box

Creates a new AutoText entry, or modifies text and formats applied to an AutoText entry.

Name

Type the name of the AutoText entry you want to create, or modify the name of an existing AutoText entry.

Contents

Type the text of the AutoText entry you want to create, or modify the text of an existing AutoText entry.

Font

Apply or modify text formats, such as bold or italic, in an AutoText entry. For more information, see the Font Command topic.

Paragraph

Apply or modify paragraph formats, such as text alignment, in an AutoText entry. For more information, see the Paragraph Command topic.

Change Icon Dialog Box

Modifies the icon displayed in a message to represent an embedded object.

Icon

Select the icon you want to display for the embedded object.

Current

Displays the icon that is currently in the message.

Default

Displays the icon that is displayed by default for this type of embedded object.

From File

Type the path and select the icon that you want to use from another location.

Label

Type the title you want to display under the icon in the message.

Browse

Search for icons in other locations. For more information, see the Browse Dialog Box topic.

Browse Dialog Box

Search for files you want to work with, including those in other network locations.

Source

Type or display the location of the file you want to open. To select another location, you can use the Drives and Directories boxes.

List Files Of Type

Select the type of files you want to find.

Directories

Select the directory you want to search in.

Drives

Select the drive you want to search on.

Network

Connects your computer to a network drive. For more information, choose the Help button in the Connect Network Drive dialog box.

Object Edit/Open Command (*Object* Menu)

Opens the selected embedded object or the source file of linked information so that you can edit it in a message or perform certain other commands if they are available in another application.

The Object Edit/Open command changes depending on the object you select. For example, Microsoft Exchange displays the Microsoft Excel Worksheet Object Edit command if the selected embedded object is a Microsoft Excel worksheet, or the Paintbrush Picture Object Edit command if the selected object is a Paintbrush bitmap.

Open Message Object Command (Edit Menu)

See Also

Opens the selected message attachment in a Standard Read form. If you modify the message, the changes are reflected in the attached message when it is viewed from the message it is inserted in.

If the attached message is linked, the command name changes to Open Message Link Object. When you make changes to a linked attachment, the changes are reflected in the source message.

See Also

Editing an Embedded Object
Editing Linked Information
Embedding an Object
Inserting a File from the File System
Inserting an Item from a Microsoft Exchange Folder
Open Command (File Object Menu)

File Menu

Use the commands on this menu to open, save, copy, print, and delete files. For more information, choose a command name from the list below.

Add To Personal Address Book Command

Close Command

Copy Command

Create Public Folder Shortcut Command

Delete Public Folder Shortcut Command

Delete Command

Exit Command

Exit and Log Off Command¤

Move Command

New Entry Command

New Folder Command

New Message Command

Open Command

Print Command

Print Setup Command

Properties Command

Rename Command

Save As Command

Save Command

Send Command

Open Command (File Menu)

See Also

Opens selected messages, forms, files, folders, or attachments. If nothing is selected, this command is unavailable.

See Also

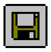
Opening an Item
Viewing Items in Your Inbox

Save Command (File Menu)

See Also

Saves the active message or form. Saved items remain in your Inbox. You can open a saved message or form, complete it, and then send it at another time.

You can also save a message or form while you are typing it, by clicking the Save button.



Save button

To save items in different locations and file formats, use the Save As command on the File menu.

See Also

Save As Command (File Menu)
Saving a Copy of an Item
Saving a Message as a File
Saving an Incomplete Message

Save As Command (File Menu)

See Also

Saves messages, forms, and files stored in Microsoft Exchange folders, as well as attachments and files from your file system, with the name, location, and file format that you specify.

A message is saved by default as a text file with a .TXT extension. You can assign it any extension. The default filename is the first eight letters of the message subject. You can also save messages in rich text format (.RTF) or as message format (.MSG) files.

You can save messages and forms in a single file by selecting the items, and then saving them under a single name using this command.

To select multiple items, hold down the CTRL key while clicking the items you want to select, or hold the CTRL key down, highlight the items using the arrow keys, and select the items using the SPACEBAR.

If you choose to save items as a file with an existing filename, you can either append the text to the end of the existing file or replace it.

Save As Dialog Box Options

File Name

Type or select the filename you want. A filename can contain up to eight characters, plus a three-letter extension.

Save File As Type

Microsoft Exchange can save messages and attachments in either Rich Text Format (RTF), Text Only format, or Message Format (*.MSG).

Text Only

Saves text without formatting. Uses the ANSI character set. Select this format only if the destination application cannot read RTF format.

Rich Text Format

Saves all formatting and converts it to instructions that other applications, including compatible Microsoft applications, can read and interpret.

Message Format

Saves a message in Microsoft Exchange format. You can store the message in any directory of your file system.

Drives

Select the drive where you want to store the file.

Directories

Select the directory where you want to store the file.

Network

Connects to another server on the network. For more information, choose the Help button in the Connect Network Drive dialog box.

Save

Select the type of file you want to save.

Messages

Saves the active message or messages that are selected in the Viewer. If more than one message is selected, the messages will be saved as one file.

Attachments

Saves selected attachments. Attachments previously selected in a message will be selected in the list. You can select or clear attachments in the list before choosing the OK button to save them. You can save an attachment without saving the message.

See Also

Save Command (File Menu)
Saving a Copy of an Item
Saving a Message as a File
Saving an Incomplete Message

Move Command (File Menu)

See Also

Moves the active message, form, file, or folder into another folder or set of folders. When you move a folder, everything stored in the folder is moved with it, including other folders. If you have no selected items, this command is unavailable.

You can also move selected items by clicking the Move button.


Move button

- The Move command in the Standard Send and Read forms moves only the active message.
- You cannot move the Inbox, Outbox, Sent Mail, or Deleted Items folders.
- You can also move items by dragging them to another folder or set of folders.

Move Dialog Box Options

Move To

Select the location where you want to move the selected or active item. To display additional folders in a location, click the PLUS (+) sign next to a folder or set of folders.

New

Choose to create a new folder in the location selected in the Move To box. For more information, see the New Folder command topic.

See Also

Copy Command (File Menu)
Copying, Moving, or Deleting Information
Moving or Copying a Private Folder
Moving or Copying Items To Other Folders
Moving or Copying a Public Folder

Copy Command (File Menu)

See Also

Copies active or selected messages, forms, files or folders into another folder or set of folders. This command is unavailable if you have no selected items.

You can also copy selected items by clicking the Copy button.

Copy button

The Copy command in the Standard Send and Read forms copies only the active message.

When you copy a folder, everything in the folder is also copied, including other folders.

Use the Copy command on the Edit menu to copy selected text and graphics.

If you copy a message to the Inbox or Deleted Items folder, the information in the From box will not be displayed.

Copy Dialog Box Options

Copy To

Select the location where you want to store a copy of the active or selected item. To display additional folders in a location, click the PLUS (+) sign next to a folder or set of folders.

New

Choose to create a new folder in the location selected in the Copy To box. For more information, see the New Folder command topic.

See Also

Move Command (File Menu)
Copy Command (Edit Menu)
Copying, Moving, or Deleting Information
Moving or Copying a Private Folder
Moving or Copying Items To Other Folders
Moving or Copying a Public Folder

Delete Command (File Menu)

See Also

Deletes an active or selected message, file, or folder. If nothing is selected or the selection cannot be deleted, this command is unavailable.

You can also delete an open or selected item by clicking the Delete button.

Delete button

You can also delete an item by dragging it to the Deleted Items folder.

All deleted items are moved to the Deleted Items folder. You can retrieve deleted items from this folder until it is emptied. Once you delete an item from the Deleted Items folder, it is permanently deleted from your Microsoft Exchange enterprise. You can specify that you want Microsoft Exchange to automatically empty the Deleted Items folder whenever you exit Mail.

When you delete a folder, any items that are stored in the folder are also deleted.

To delete an attachment, you must select it in the message, and then press the DEL key.

See Also

Copying, Moving, or Deleting Information
Cut Command (Edit Menu)
Deleting an Item
Retrieving a Deleted Item
Deleting a Private Folder

Print Command (File Menu)

See Also

Prints selected messages, forms, files, and attachments according to print settings you specify. Before using this command, you must install a printer. To install a printer, see your system documentation.

You can also print one copy of a message that is selected or open, with the current print settings, by clicking the Print button.

Print button

To print multiple messages or custom forms, you must select the headers in the Viewer before you print them.

You cannot print multiple selected items that include both messages or custom forms, and files. You can print one selected file from the folder contents list.

To select a printer and set the appropriate options, choose the Print Setup command.

Print Dialog Box Options

Printer

Displays the name of the currently selected printer.

Options

Select the options you want for printing messages and forms.

Start Each Item on a New Page
Prints each message or form on a separate page.

Print Attachments
Prints any attachments in selected messages or forms. You cannot print more than one copy of an attachment at a time. Embedded objects in messages are always printed with the message.

Print Quality

Select the print quality you want. The list is determined by the printer driver for the currently selected printer. Lower print quality generally prints faster.

Print To File

Prints a copy of a message to a new file that is not routed directly to a printer. You can print to a file so that you can print the file later without opening the original message or starting Microsoft Exchange. You can copy the file to a printer in MS-DOS or Windows by using a file copy utility. For more information on printing a file without using Microsoft Exchange, see your system documentation.

Copies

Type the number of copies you want to print.

Collate Copies

Organizes multiple copies.

Setup

Displays the Print Setup dialog box for you to connect to a printer. For more information, see the Print Setup Command topic.

See Also

Print Setup Command (File Menu)
Printing an Attachment
Printing an Item
Printing Help Topics
Setting Printing Options

Print Setup Dialog Box

Selects an installed printer.

Before you can print in Microsoft Exchange for the first time, you must:

- Install a printer driver by using Windows NT Setup or the Windows NT Control Panel. For more information, see your Windows NT documentation.
- Connect the printer to your computer or a network by using the instructions in your printer documentation.
- In the Printer Setup dialog box, select the printer you want.

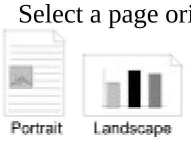
Print Setup Dialog Box Options

Printer

Select the printer you want to use. For information about installing printers, see your system documentation.

Orientation

Select a page orientation.



Properties

Displays more printing options in a dialog box that is provided by the printer driver you are using. For more information, choose the Help button in the dialog box.

Network

Connects your computer to a network printer. The Network button is available only if your computer is connected to a network. To get Help on network printers, choose the Network button, and then choose the Help button.

Close Command (File Menu)

See Also

Closes the active window. Microsoft Exchange suggests that you save an unsent message before you close it. If you close a message without saving it, you lose all the information that you have typed or inserted.

You can also close the active window by choosing the Close command on the Control menu.

You can sign out of Microsoft Exchange but leave other messaging applications running by choosing Exit from the File menu.

To sign out of all messaging applications, choose Exit And Log Off from the File menu.

See Also

Exit and Log Off Command (File Menu)
Exit Command (File Menu)
Minimize Command (Control Menus)
Quitting Microsoft Exchange

New Folder Command (File Menu)

See Also

Creates a new folder in the selected location, which may be another folder or a set of folders. The new folder is created as a folder within the currently selected folder or set of folders.

- To modify a folder, select it, and then choose Properties from the File menu.
- You can also copy or move selected folders by using the Copy or Move commands on the File menu.

New Folder Dialog Box Options

Folder Name

Type the name you want to give the new folder.

See Also

Copy Command (File Menu)
Creating or Renaming a Private Folder
Move Command (File Menu)
Properties Command (File Menu)

Rename Command (File Menu)

See Also

Changes the name of a selected folder or icon. A folder name can consist of a maximum of 255 characters, in any combination of characters and spaces.

Rename Dialog Box Options

New Name

Type the new name you want for the folder or icon.

See Also

Creating or Renaming a Private Folder
Deleting a Folder
Moving or Copying a Private Folder
Moving or Copying Items Between Private Folders

Exit and Log Off Command (File Menu)

See Also

Signs out of the Microsoft Exchange enterprise and closes Microsoft Exchange and all other messaging applications. This prevents unauthorized use when you are away from your computer.

Other users can continue to send you messages and other items while you are signed out of Microsoft Exchange. The messages will be stored on the Microsoft Exchange server until you log on again.

See Also

Close Command (File Menu)
Exit Command (File Menu)
Minimize Command (Control Menus)
Quitting Microsoft Exchange

Exit Command (File Menu)

See Also

Closes Microsoft Exchange, but remains signed in to the Microsoft Exchange enterprise and leaves other messaging applications running.

- If you end a Microsoft Exchange session while you are composing or modifying a message or other item, you are prompted to save the unsent item or your modifications to it.
- To sign out of the messaging system and close all messaging applications when you quit Microsoft Exchange, choose the Exit And Log Off Command from the File Menu.
- You can also exit Microsoft Exchange by doing one of the following:
- Press ALT+SPACEBAR to open the application Control menu, and then choose Close.
- Double-click the application Control-menu box.

See Also

Close Command (File Menu)
Exit and Log Off Command (File Menu)
Minimize Command (Control Menus)
Quitting Microsoft Exchange

Send Command (File Menu)

See Also

Sends an open message, file, or other item to the recipients whose names are entered in the address boxes in the message.

You can also send an item by clicking the Send button.

Send button

See Also

Addressing a Message
Forwarding a Message
Posting Information to a Public Folder
Saving a Copy of an Item
Sending a Message

New Entry Command (File Menu)

See Also

Creates a new entry for a single recipient, or a group of recipients as a personal distribution list (PDL), and adds it to the personal address book (PAB) you specify.

You can also perform this task by clicking the New Entry button.

New Entry button

New Entry Dialog Box Options

Create What Kind Of Entry

Select the type of entry you want to create. The list varies according to the gateways or information systems that have been installed by the administrator of your Microsoft Exchange enterprise, as well as according to the type of address list where you are adding the entry.

Other Address
Creates an address for a single recipient who is a user of another email system.

Personal Distribution List
Select to create a single address book entry for a group of recipients.

Put This Entry

Select where you want to insert the new address book entry.

In The
Select the name of the PAB where you want to add the new entry.

In This Message Only
Select to add the new address book entry to the To address box in the active message.

See Also

Add To Personal Address Book Command (File Menu)
Adding or Deleting a Name in the Personal Address Book
Addressing a Message
Creating or Deleting a Personal Distribution List
Setting Addressing Options

Add To Personal Address Book Command (File Menu)

See Also

Adds the active Address Book entry to the specified personal address book (PAB).

You can also perform this task by clicking the Add To Personal Address Book button.

Add To Personal Address Book button

See Also

Adding or Deleting a Name in the Personal Address Book
Addressing a Message
Creating or Deleting a Personal Distribution List
New Entry Command (File Menu)
Setting Addressing Options

Create Public Folder Shortcut Command (File Menu)

See Also

Adds the selected public folder to your public folder shortcuts.

- Public folder shortcuts give you an easy way to view and access public folders that you use frequently.
- You can specify public folder shortcut rules to filter new messages, files, and other items posted to folders in your public folder shortcuts list. For example, you can be notified when an item is posted by a particular user, or you can prevent items about a particular subject from being displayed.

See Also

Creating a Rule for a Public Folder
Creating and Designing a Public Folder
Deleting a Public Folder Shortcut - TBD
Subscribing to Selected Public Folders

Properties Command (File Menu)

See Also

Displays or modifies the properties, or characteristics, of a selected address list, set of folders, or individual folder, and the messages or other items stored within them.

The Properties command makes changes to only the selected or active message, folder, or other item. For example, to save a copy of only one message you send in the Sent Mail folder, choose the Properties command from the File menu before sending the message.

To make global changes to your Microsoft Exchange options, such as saving a copy of all items you send, choose Options from the Tools menu.

For more information about the options in a tab, select the tab name below. The general tab names are displayed at the end of the list.

Address Type - Details Tab
TBD

Address Type - E-Mail Addresses Tab
Displays or modifies information about the e-mail addresses and systems that can be used to reach a user.

Business Tab
Type or display information about a business entry listed in your personal address book.

NOTE: In 406 NT, there is an Address Type - DL Membership Tab, rather than a DL Membership Dialog Box.

Design Overview Tab
View or edit the design information about the selected folder.

Distribution List Tab
General information about the personal distribution list (PDL) in a personal address book (PAB).

Forms Tab
Select forms that you want to work with in a public folder.

Message ID Tab
Displays the message identification number for the selected message.

New - Address Tab
Displays address information about a newly created entry in your PAB.

Notes Tab
View or edit comments about the selected entry in the PAB.

Personal Address Book Tab
General information about the selected address list.

Permissions Tab
Define the global default permissions for folder users and set specific access permissions for individuals.

Phone Numbers Tab
Display or modify telephone numbers for the selected name in the PAB.

Security Tab
Specify options for sending secure information.

Views Tab
Create or modify a folder view.

General Tabs

The following tabs are displayed by choosing the Properties command with a specific item selected. For more information, select the tab name you want.

Address Type - General Tab

Displays general information about a DL from an e-mail system that was copied to your PAB as a PDL.

Address Type - General Tab (Personal Address Book Public Folder Entry)

Displays general information about a selected public folder in your PAB that was copied from the enterprise address list.

General Tab (Distribution List)
General information about the selected distribution list (DL) in the enterprise address list.

General Tab (Enterprise Address List Name)
General information about the selected recipient name in the enterprise address list.

General Tab (File)
General information about the selected file.

General Tab (Folder)
General information about the selected folder.

General Tab (Message)
General information about the selected message.

General Tab (Personal Address Book Entry)

Displays general information about the selected address list in the Show Names From The box of the PAB. The information shown will vary depending on the address list that is selected.

General Tab (Public Folder)
General information about the selected public folder.

General Tab (Set of Personal Folders)
General information about the selected set of folders.

NOTE TO EDITOR: Match these descriptions to introductory sentence in each topic.

See Also

Options Command (Tools Menu)

General Tab (Folder)

Display or modify general attributes about the selected folder, such as its name and where it is stored. If you are the folder owner, you can add or edit a comment about its purpose.

Folder Name

The name of the selected folder.

Type

The type of object that is selected.

Location

The name of the set of folders or other folder in which the folder is stored.

Comment

Type or display an optional comment about the selected folder.

General Tab (Personal Folders Properties)

Display or modify general information about the selected set of folders, such as its name and where it is stored.

Name

The name of the selected set of folders.

Type

The type of item that is selected, such as a message, folder, or set of folders, in this case.

Location

A set of folders may be stored either on the Microsoft Exchange server or on your computer.

Comment

Type or display a comment about the selected set of folders.

General Tab (Message)

NOTE: Could not display in 326 on win16.

Display or modify general information about the selected or active message, such as its size and importance. You can also change the importance for the message to high, normal, or low.

The following options are available for messages displayed in a Standard Read form or Standard Send form.

Subject

The text from the Subject box of the message.

Type

The type of message. For example, if the message was sent in a Standard Send form, the type is "Microsoft Exchange Message."

Sent

If the message was previously sent, displays the date and time the message was sent.

Received

If the message was previously sent, displays the date and time you received the message.

Size

The size of the message in kilobytes (KB) or megabytes (MB) and the number of attachments. If the message has not yet been sent or saved, "Under Composition" is displayed.

Location

The location of the message, including the set of folders, individual folder, and Microsoft Exchange server.

If the message has not yet been sent or saved, "Under Composition" is displayed.

Last Changed

The date and time the message was last modified.

Options For This Item

The following options are set by the sender. The recipient can change only the importance that was assigned to the message.

Importance

Select the importance icon you want to assign a message. Marking a message with high or low importance does not affect the speed with which the message is delivered, but it affects the visual appearance of the Importance column in the header in the Inbox and lets the recipients know how important you think the message is.

High

Displays an exclamation point (!).

Normal

Displays no icon.

Low

Displays a down arrow.

Sensitivity

Select the default sensitivity you want to assign to all outgoing mail. The sensitivity level you assign appears in the Sensitivity column, if the column is displayed. Private sensitivity also protects your message when it is replied to or forwarded.

Normal

No sensitivity. The Sensitivity column of the item header is blank.

Personal

Displays Personal in the Sensitivity column. A personal message typically contains non-business related information.

Private

Displays Private in the Sensitivity column and prohibits any recipient from modifying your original message when it is replied to or forwarded.

Confidential

Displays Confidential in the Sensitivity column. A confidential message or form should be treated according to your organization's policies on confidentiality.

Read Receipt/Read Receipt Requested

Sends a receipt to the sender after you open the message or if the message was previously sent, displays "Read Receipt Requested."

Delivery Receipt/Delivery Receipt Requested

Sends a receipt to the sender after the message is delivered or if the message was previously sent, displays "Delivery Receipt Requested."

Save Copy in Sent Mail Folder

If the message has not yet been sent, saves a copy of the active message in your Sent Items folder.

Apply Now

Applies the changes you've made without closing the dialog box.

General Tab (File)

Displays and modifies general information about a selected file from the file system that was created in another application, such as Microsoft Word, but is stored in a Microsoft Exchange folder.

Type

The type of file that is selected.

Size

The file size in kilobytes (kb) or megabytes (MB).

File Name

Displays the name of the file.

Location

The location of the file, including the set of folders, and individual folder.

Sent

The date and time the file was created.

Received

The date and time the file was placed in the folder.

Last Changed

The date and time the file was last modified.

Importance

Displays the importance assigned to the file. Marking a file with high or low importance affects the appearance of the Importance column in the Inbox.

High

Displays an exclamation point (!).

Normal

Displays no icon.

Low

Displays a down arrow.

Apply Now

Applies the changes you've made without closing the dialog box.

Personal Address Book Tab

Displays or modifies general information about the active personal address book (PAB). You can view the location of the PAB file, change the display name, and select how you want names displayed in the PAB.

Name

The name of the active PAB. When you first add a PAB to your profile, the display name is Personal Address Book. To change the display name, type a new name.

Path

The path and filename of the file that stores the information in the active PAB.

Browse

Opens another PAB. For more information, see the Use Personal Address Book topic.

Show Names By

Select how you want names displayed in your PAB.

First Name

Displays first names followed by last names.

Last Name

Displays last names followed by first names.

Apply

Applies the changes you've made without closing the dialog box.

Distribution List Tab

Displays or modifies general information about the selected personal distribution list (PDL) in the active personal address book (PAB).

Name

Type or display the name of the selected PDL.

Members

Modifies the current list of recipients who are included in the selected PDL. For more information, see the Edit New Personal Distribution List Members Dialog Box topic.

<< (Previous)

Displays the preceding entry.

>> (Next)

Displays the following entry.

Apply

Applies the changes you've made without closing the dialog box.

General Tab (Enterprise Address List Name)

Displays general information, such as location and phone number, about the selected name in the global address list. These details may vary according to the way your administrator entered the information.

First Name

The first name of the selected recipient.

Last Name

The last name of the selected recipient.

Alias Name

The shortened form of the name used specifically for addressing email messages.

Display Name

The name of the selected recipient as it is listed in the address list.

Office Phone

The business phone number of the selected recipient.

Location

The location, such as office number, of the selected recipient.

Title

The title of the selected recipient.

Address

The full email address of the selected recipient.

Company

The business where the selected recipient is employed.

Division

The company division where the selected recipient is employed.

Department

The department in the company division where the selected recipient is employed.

Comment

Any comments about the selected recipient.

Add To Personal Address Book

Adds the name of the selected recipient in the global address list to your personal address book (PAB).

<< (Previous)

Displays general information for the preceding name.

>> (Next)

Displays general information for the following name.

Apply

Applies the changes you've made without closing the dialog box.

General Tab (Distribution List)

Displays general information, such as location and phone number, about the selected distribution list (DL). These details may vary according to the way your administrator entered the information.

Last Name

The name of the selected DL.

Display Name

The name of the selected DL as it is listed in the address list.

Alias Name

A shortened form of the DL name used specifically for addressing email messages.

Members

TBD

???

TBD

Comment

DIsplay comments about the selected recipient.

Add To Personal Address Book

Adds the name of the selected recipient in the global address list to your personal address book (PAB).

<< (Previous)

Displays general information for the preceding entry.

>> (Next)

Displays general information for the following entry.

Apply

Applies the changes you've made without closing the dialog box.

General Tab (Public Folder)

NOTE: Could not check in 326.22.

Display or modify general information about the selected public folder.

Name

The name of the folder beside the icon.

Type

The type of object that is selected.

Location

The location of the selected public folder.

Comment

Any comments about the selected public folder from the person who maintains it.

Apply Now

Applies the changes you've made without closing the dialog box.

Business Tab

Type or display information about a business entry listed in your personal address book.

Name

Type or display the name as it is listed in the Address Book.

First

Type or display the first name as it is listed in the Address Book.

Last

Type or display the last name as it is listed in the Address Book.

Address

Select the email address for the recipient.

City

Type or display the city for the address.

State

Type or display the state for the address.

Title

Type or display the title of the recipient's position in the company.

Company

Type or display the company name for the recipient.

Department

Type or display the department name for the recipient.

Zip

Type or display the zip code for the recipient's mailing address.

Office

Type or display the office location for the recipient.

Country

Type or display the country name where the recipient is living.

Assistant

Type or display the recipient's assistant's name.

Phone Number

Select a phone number type. These phone numbers are entered in the Phone Numbers Tab. For more information, see the Phone Numbers Tab topic.

Dial

Dials the phone number you selected in the Phone Number box.

Apply

Applies the changes you've made without closing the dialog box.

Phone Numbers Tab

Display or modify telephone numbers for the selected name in the personal address book (PAB).

Business
Type or edit a primary business telephone number for the selected name.

Dial
Dial the telephone number in the Business box.

Business 2
Type or edit a secondary business telephone number for the selected name.

Dial
Dial the telephone number in the Business 2 box.

Fax
Type or edit a fax number for the selected name.

Dial
Dial the telephone number in the Fax box.

Assistant
Type or edit the telephone number for an assistant to the selected name.

Dial
Dial the telephone number in the Assistant box.

Home
Type or edit the primary home phone number for the selected name.

Dial
Dial the telephone number in the Home box.

Home 2
Type or edit the secondary phone home number for the selected name.

Dial
Dial the telephone number in the Home 2 box.

Mobile
Type or edit the cellular phone number for the selected name.

Dial
Dial the telephone number in the Mobile box.

Pager
Type or edit a pager number for the selected name.

Dial
Dial the telephone number in the Pager box.

<< (Previous)
Displays general information for the preceding entry in the PAB.

>> (Next)
Displays general information for the following entry in the PAB.

Apply
Applies the changes you've made without closing the dialog box.

Notes Tab (Recipient)

View or modify comments about the selected entry in your personal address book (PAB).

Name

The name of the selected entry in the PAB.

Comment

View or modify a comment.

<< (Previous)

Displays the preceding entry in the PAB.

>> (Next)

Displays the following entry in the PAB.

Notes Tab (Personal Address Book)

View or modify comments about your personal address book (PAB).

Name
The name of the PAB.

Comment
View or modify a comment.

<< (Previous)
Displays the preceding entry in the PAB.

>> (Next)
Displays the following entry in the PAB.

Address Type - E-Mail Addresses Tab

Displays or modifies information about the e-mail addresses and systems that can be used to reach a user.

E-Mail Addresses

Lists all addresses that can be used to reach the name selected in the address list.

Add To Personal Address Book

Adds the selected entry to your personal address book (PAB).

<< (Previous)

Displays the preceding entry in the PAB.

>> (Next)

Displays the following entry in the PAB.

Apply

Applies the changes you've made without closing the dialog box.

DL Membership Dialog Box

NOTE: This is a PAB TAB in NT 406. (*Address Type* - DL Membership)

Displays the distribution lists (DLs) the selected name is a member of.

Distribution List Membership

Lists each DL that the name selected in the address list is a member of. Select the distribution list that you want to add to your personal address book (PAB) as a personal distribution list (PDL).

Add To Personal Address Book

Adds the DL selected in the Distribution List Membership box to your PAB as a PDL.

<< (Previous)

DIsplays the preceding entry in the PAB.

>> (Next)

DIsplays the following entry in the PAB.

Apply

Applies the changes you've made without closing the dialog box.

Security Tab (Properties command)

Displays or specifies options for sending the selected or active message with standard and advanced security. You must set up advanced security with your administrator's help.

Message Security

Display or specify the type of security for the the selected or active message.

This Message Is Not Secured

Sends mail with the standard security option.

This Message Is Encrypted

Seals the message so that only the recipients you've specified can read the message.

This Message Is Digitally Signed

Signs the message with your digital signature to ensure recipients that the information they've received came from you and was not tampered with after you sent it. When you sign a message, you are asked to provide an advanced security password.

This Message Is Encrypted And Digitally Signed

Signs and seals the active message.

Send Options Dialog Box

Specify options for sending the active message. This dialog box is only available if it is provided by the information service you are using to send and receive mail.

Send This Item

Select when you want to send the message.

Immediately

Sends the message with no delay.

In

Sends the message after the amount of time you specify. Type the number in the first box and then select the time increment in the second box.

Expire This Item

Select when you want the message to expire. After the time you specify, the message will be deleted from the Microsoft Exchange Server computer.

Never Expire This Item

Retain the message with no time limit.

In

Retains the message until the amount of time you specify. Type the number in the first box and then select the time increment in the second box.

See Also

New Message Command (File Menu)
Send Command (File Menu)
Sending a Message

New Message Command (File Menu)

See Also

Displays a Standard Send form addressed to the selected recipient(s) in the Address Book.

See Also

Send Command (File Menu)
Sending a Message

Address Type - General Tab

Displays general information about a distribution list (DL) from an another e-mail system that was copied to your personal address book (PAB) as a personal distribution list (PDL).

The display information may vary according to the way the DL was originally added to its source address list.

First Name
The full name of the DL.

Last Name
The shortened form of the name used specifically for addressing email messages to the group.

Alias Name
The shortened form of the name used specifically for addressing email messages to the group.

Display Name
The name of the selected DL as it is listed in the address list.

Address
The full email address of the selected DL.

Comment
Additional information about the DL that was added by the administrator.

<< (Previous)
Displays the preceding entry.

>> (Next)
Displays the following entry.

Apply
Applies the changes you've made without closing the dialog box.

Edit New Personal Distribution List Members Dialog Box

Modifies the list of members in a new personal distribution list (PDL) you add to a personal address book (PAB).

Show Names from the

Select the address list that contains the names you want to add to the PDL.

Type Name or Select From List

Type or select a name, and then press ENTER. The address list scrolls to match the letters you've typed.

Personal DL

Adds an entry from the Type Name Or Select From List box to the PDL and displays the entry in the Members box.

Members

Displays the entries in the PDL. To remove an entry, select it, and then press the DEL or BACKSPACE key.

New

Creates a new entry in the active PAB. For more information, choose the Help button in the New Entry dialog box.

Properties

Displays properties of the selected entry. For more information, choose the Help button in the Properties dialog box.

Find

Specify conditions for searching for names in the active address list. When the search is completed, Microsoft Exchange displays all matching names. For more information, choose the Help button in the Find dialog box.

Delete Public Folder Shortcut Command (File Menu)

See Also

Deletes the selected public folder shortcut. from your list of public folder shortcuts.

See Also

Deleting a Public Folder Shortcut - TBD

Deleting Items in a Public Folder

Address Type - General Tab (Personal Address Book Public Folder Entry)

Displays general information about a selected public folder in your personal address book (PAB) that was copied from the enterprise address list.

Display Name

Type or display the name of the entry as you want to display it in your PAB.

Alias Name

Type or display the name of the entry as you use it to address messages.

Public Folder Owners

Type or display the name of the individuals who have full permissions for the public folder.

Update Public Folder Name If Changed By Client

If selected, the public folder name may be changed by users.

Remove Messages Older Than XX Days In All Replicas Of This Public Folder

Displays the number of days after which messages stored in the public folder are deleted.

Folder Path

Displays the location of the public folder.

Comment

Displays any additional information about the public folder.

<< (Previous)

Displays the preceding entry.

>> (Next)

Displays the following entry.

Apply

Applies the changes you've made without closing the dialog box.

General Tab (Personal Address Book Other Entry)

Displays general information about the selected entry in your personal address book (PAB).

Name

Type the name you want to display in the PAB.

New - Address Tab

Displays address information about a newly created entry in your personal address book (PAB).

Display Name

Type or display the name of the entry that appears in your PAB.

E-mail Address

Type or display the email address for the new entry in the PAB.

E-mail Type

Type or display a description of the type of email address for the entry.

Always Send Messages In Microsoft Exchange Rich Text Format

Select to send messages in rich text format to a recipient who is using Microsoft Exchange or another messaging system that can display text formatting. Clear to send messages with plain text.

Views Tab

Create or modify the view of information in the selected folder.

Views

Displays all views that are available for the selected folder. Select a view you want to redefine.

New

Opens the New View dialog box, where you can define and save a new view. For more information, see the New View Dialog Box topic.

Modify

Opens the Modify View dialog box, where you can redefine the view selected in the Views box.For more information, see the Modify View Dialog Box topic.

Delete

Deletes the view selected in the Views box. Default views cannot be deleted.

List

Select the type of view you want to create or modify.

Folder Views

Create a new folder view for the active folder or modify one of the existing views for the folder listed in the Views box. Folder views are available only in the active folder.

Common Views

Create a new common view. Common views are views of information that are available in all folders.

Description

Displays the selections defined for the view. The filter is applied first, then the group and sort order.

Apply

Applies the view selected in the Views box to the active folder without closing the dialog box.

Address Type - Details Tab

Displays telephone numbers for the active or selected entry in your personal address book (PAB).

Telephone Numbers

Displays the following telephone numbers.

Office

The telephone number at the recipient's primary office.

Office 2

The telephone number for the recipient's at another office.

Pager

The recipient's pager number.

Fax

The recipient's fax number.

Home

The recipient's home telephone number.

Car

The recipient's car telephone number.

Cellular

The recipient's cellular telephone number.

Other

Any other telephone number for the recipient.

Postal Address

Displays the recipient's mailing address.

<< (Previous)

Displays the preceding entry in the PAB.

>> (Next)

Displays the the following entry in the PAB.

Apply

Applies the changes you've made without closing the dialog box.

Message ID Tab

Displays the message identification number for the selected message. This number can be used by your administrator for tracking the message in the Microsoft Exchange system.

Specify File To Import Dialog Box

NOTE TO EDITOR: This topic has not yet been written for NT and Win16 platforms.

Imports message and personal address book (PAB) files.

File Name

Type or select the file you want to import.

Files Of Type

Select the type of file you want to import.

All Mail Types

Lists all mail files in the current location.

Message Files (*.MMF)

Lists all files in the current location that were saved with the .mmf extension.

Address Book (*.PAB)

Lists all files in the current location that were saved with the .pab extension.

Open

Opens the file you specify.

Import Mail File Dialog Box

NOTE TO EDITOR: This topic has not yet been written for NT and Win16 platforms.

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

Type The Password

Type a password for the mail file, if necessary.

Import Messages

Imports messages from a mail file (.MMF).

Import Personal Address Book Entries

Imports personal address book (PAB) entries from a mail file.

Import Mail File Dialog Box (Personal Address Book)

NOTE TO EDITOR: This topic has not yet been written for NT and Win16 platforms.

Imports personal address book (PAB) entries.

Select Personal Address Books To Import Dialog Box

NOTE TO EDITOR: This topic has not yet been written for NT and Win16 platforms.

Specifes the personal address book (PAB) you want to import.

The Following Address Books Have Been Found In This Mail File

Select the PAB you want to import.

Import Mail File Dialog Box (Messages)

NOTE TO EDITOR: This topic has not yet been written for NT and Win16 platforms.

Specifies where you want to store the messages you are importing.

Put The Messages Into Existing Personal Folders

Stores imported messages in an existing set of personal folders. Select the set of personal folders in the list.

Put The Messages Into New Personal Folders

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

Specify The Filename For The New Personal Folders

Type the name for the new set of personal folders.

Browse

Opens the Create Personal Folders dialog box, where you can select a location for the new set of personal folders.

Display New Personal Folders

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

Create Personal Folders Dialog Box

NOTE TO EDITOR: This topic has not yet been written for NT and Win16 platforms.

Creates a new set of personal folders.

Look In

Select the drive and directory (folder) where you want to store the personal folder file you are creating.

File Name

Type or select a name for the new personal folder file.

Files Of Type

Personal folder files are saved with a .pst extension.

Open

Opens the file you specify.

Import Mail Statistics Dialog Box

NOTE TO EDITOR: This topic has not yet been written for NT and Win16 platforms.

Displays information about the number of messages and personal address book (PAB) entries you imported.

Import status
Specifies whether you have canceled or completed importing mail information.

Number of messges imported
The number of messages you imported.

Number of PAB entries imported
The number of PAB entries you imported.

Number of errors
The number of errors reported while importing.

Elapsed Time
The amount of time required to import the information.

General Tab (Message)

NOTE TO EDITOR: This topic has not yet been written for NT and Win16 platforms.

Displays or modifies general information about the selected or open message, such as its importance.

Type

Displays the type of message.

Size

Displays the size of the message in kilobytes (K) or megabytes (MB) and the number of attachments. If the message has not yet been sent or saved, this field displays "Under Composition."

Location

Displays the location of the message. If the message has not yet been sent or saved, "Outbox" is displayed.

Last Changed

Displays the date and time the message was last modified.

Options For This Item

The following settings reflect the options set by the sender. You can change the importance assigned to the message.

Importance

Select the priority you want to assign to the message.

High

Displays an exclamation point (!).

Normal

Displays no icon.

Low

Displays a down arrow.

Sensitivity

Select the default sensitivity you want to assign to all outgoing mail. The sensitivity level you assign appears in the Sensitivity column, if that column is displayed. Private sensitivity also protects your message when it is replied to or forwarded.

Normal

No sensitivity. The Sensitivity column of the item header is blank.

Personal

Displays Personal in the Sensitivity column. A personal message typically contains non business-related information.

Private

Displays Private in the Sensitivity column and prohibits any recipient from modifying your original message when it is replied to or forwarded.

Confidential

Displays Confidential in the Sensitivity column. A confidential message should be treated according to your organization's policies on confidentiality.

Read Receipt

Sends a receipt to the sender after you open the message, or, if the message was previously sent, displays "Read Receipt Requested."

Delivery Receipt

Sends a receipt to the sender after the message is delivered, or, if the message was previously sent, displays "Delivery Receipt Requested."

Save Copy In Sent Items Folder

If the message has not yet been sent, saves a copy of the active message in your Sent Items folder.

Format Menu

Formats and aligns text. For more information, choose a command name.

Font Command

Paragraph Command

Paragraph Command (Format Menu)

See Also

Aligns selected text or other contents of a paragraph relative to the left and right margins. If no text is selected, the contents of the paragraph are aligned where the insertion point is currently located.

Paragraph Dialog Box Options

Left

Aligns selected text at the left margin. You can also do this by clicking the Align Left button on the toolbar.

Align Left button

Center

Centers selected text between the left and right margins. You can also do this by clicking the Center button on the toolbar.

Center button

Right

Aligns selected text at the right margin. You can also do this by clicking the Align Right button on the toolbar.

Align Right button

Bullet

Inserts a bullet at the left margin preceding each selected paragraph. Inserting a bullet automatically indents the following text to half the width of the first tab position. You can also do this by clicking the Bullets button on the toolbar. A bulleted list separates items in a series to emphasize each point.

Bullets button

See Also

Centering or Aligning Text
Creating a Bulleted List
Font Command (Format Menu)
Formatting Text

Font Command

See Also

Changes font, style (such as bold and italic), font size, underline, color, and font effects (such as underline).

Font Dialog Box Options

Font

Type or select a font name. Microsoft Exchange lists the fonts that are available.

Font Style

Select a style. To use the default type style for a given font, select Regular.

Size

Type or select a size. The sizes available depend on the selected font. If the size you type is not available, Microsoft Exchange chooses the closest available size.

Effects

Select the formatting options you want. You can select a combination of effects.

Strikeout

Select to draw a line through selected text.

Underline

Select to underline selected text.

Color

Type or select one of the 16 predefined colors. To display color, you must have a color monitor. To print color, you must have a color printer. To display selected text in the color set by using the Color icon in the Windows Control Panel, select Auto.

Sample

Displays a sample of what the selected font formatting will look like when applied to text in your message.

See Also

Centering or Aligning Text
Changing the Default Text Format
Changing the Default Text Format for Annotations
Creating a Bulleted List
Formatting Text
Paragraph Command (Format Menu)

Overview of Selecting a Form

How To

When you send a message, you usually use the Standard Send form that comes with Microsoft Exchange. Your administrator, or others with the appropriate permission, can create and install additional forms on the Microsoft Exchange server computer. For example, your organization may have forms for notification of sick leave and for ordering supplies that are stored in the enterprise forms list or a in a public folder forms list.

Forms that are specifically intended for use in public folders are listed at the bottom of the Compose menu when you are working in the folder. They are stored in the forms registry for that public folder and located on the Exchange server computer.

Selecting a Form

Overview

See Also

To select a form

1. From the Compose menu, choose New Form, and then select the list from which you want to select a form.

   To see forms listed by categories in alphabetical order, select the Show Categories check box.
2. Select the form you want to open, and then choose the OK button.

NOTE TO EDITOR: There is supposed to be an "Auto Add To Personal Forms List" check box coming.

Tip You can also select a form that is available in a folder by choosing its name from the bottom of the Compose menu that is displayed when you are working in the folder.

See Also

Selecting Forms for a Folder
Copying a Form
Working with a Form

Overview of Copying a Form

How To

You may want to copy a number of forms that you frequently use to your personal forms list to minimize the amount of time required to find the form in the enterprise forms list to increase the speed wth which you can open the forms.

Your personal forms list must be stored in the same location where you are currently receiving mail. When you are working offline, for example, you cannot compose or read messages using forms other than those that come with Microsoft Exchange, unless the forms are in your personal forms list and your personal forms list is copied to the set of personal folders where you are receiving mail while you are working offline.

If you are the owner of a public folder, you can copy forms to that folder's forms list that are designed specifically for use while working in the public folder. Then, whenever anyone is working in that public folder, those forms will be listed at the bottom of the Compose menu.

Copying a Form

Overview

See Also

To copy a form to your personal forms list

1. From the Tools menu, choose Options, and then select the Exchange tab.
2. Choose the Forms Manager button, and then select the form you want to copy to your computer in the Available Forms box.
3. Choose the Copy button and then choose the Close button.

To copy a form to another folder or form list

1. From the Tools menu, choose Options, and then select the Exchange tab.
2. Choose the Forms Manager button, and then choose the Advanced button.
3. In the source box on the left, select the forms list where the form you want to copy is stored.

   To modify the forms lists that are displayed, choose the Set button, and then do one of the following:

- To display a forms list other than that for a folder, select the Form Registry option button, and then select the forms list in the Form Registry box.
- To display a folder forms list, select the Folder Registry option button, and then select the folder whose forms list you want to display in the Folder Registry box.

4. In the destination box on the right, choose the Set button, and then do one of the following:

- To display a forms list other than that for a folder, select the Form Registry option button, and then select the forms list in the Form Registry box.
- To display a folder forms list, select the Folder Registry option button, and then select the folder whose forms list you want to display in the Folder Registry box.

5. In the source box on the left, select the form you want to copy, and then choose the Copy button.
6. Choose the Close button.

Using the New Form command You can also copy a form to your personal forms list by choosing the New Form command from the Compose menu. For more information, see the New Form Command topic.

See Also

Selecting Forms for a Folder
Removing a Form
Updating a Form

Overview of Removing a Form

How To

You can remove forms from your personal forms list that you have copied from the Microsoft Exchange server computer. If your personal forms list is located on your computer, removing forms you no longer use creates additional space on your computer. In addition, it makes it easier to locate forms in your personal forms list and increase the speed with whch your computer can open the forms.

Your personal forms list including the forms you want to work with must be stored in the same location where you are currently receiving mail. If you remove a form from your personal forms list that you have stored on your computer while you are working offline, for example, you will not be able to work with that form for the remainder of your offline session.

Your administrator, or others with the appropriate permission, can remove forms from the enterprise forms list or a public folder forms list on the Exchange server computer.

Removing a Form

Overview

See Also

To remove a form from your personal forms list

1. From the Tools menu, choose Options, and then select the Exchange tab.
2. Choose the Forms Manager button, and then select the form you want to remove in the Personal Forms box.

   To see forms grouped by categories in alphabetical order, select the Show Categories check box.
3. Choose the Remove button, and then the Close button.
4. When you are prompted for confirmation, choose the Yes button.

To remove a form from another forms list

1. From the Tools menu, choose Options, and then select the Exchange tab.
2. Choose the Forms Manager button, and then choose the Advanced button.
3. Select the forms list for the form you want to remove.

   To modify the forms lists that are displayed, choose the Set button, and then do one of the following:

- To display a forms list other than that for a folder, select the Form Registry option button, and then select the forms list in the Form Registry box.
- To display a folder forms list, select the Folder Registry option button, and then select the folder whose forms list you want to display in the Folder Registry box.

4. Select the form you want to remove, and then choose the Remove button.
5. Choose the Close button.
6. When you are prompted for confirmation, choose the Yes button.

See Also

Allocating Space For Forms On Your Computer

Overview of Updating a Form

How To

If you have copied forms from the Microsoft Exchange server computer to your personal forms list, you must update these forms periodically to be sure that you are working with the most current versions. Forms designers with permission to install forms on the Exchange server should notify you when forms are changed.

Your administrator, and others with the appropriate permission, may also update forms in other forms registries.

Updating a Form

Overview

See Also

To update a form in your personal forms list

1. From the Tools menu, choose Options, and then select the Exchange tab.
2. Choose the Forms Manager button.
3. In the Personal Forms box, select the form you want to update on your computer, and then choose the Update button.

   To see forms listed in alphabetical order by categories, select the Show Categories check box.
4. Choose the Close button.

To update a form in another forms list

1. From the Tools menu, choose Options, and then select the Exchange tab.
2. Choose the Forms Manager button, and then choose the Advanced button.
2. Select the forms list for the form you want to update.

   To modify the forms lists that are displayed, choose the Set button, and then do one of the following:

To display a forms list other than that for a folder, select the Form Registry option button, and then select the forms list in the Form Registry box.

To display a folder forms list, select the Folder Registry option button, and then select the folder whose forms list you want to display in the Folder Registry box.

3. Choose the Update button, then choose the Close button.

See Also

[Copying a Form]
[Removing a Form]

Overview of Saving a Form as a File

How To

If you do not have permission to install a form on the Microsoft Exchange server computer or if you want to distribute a form to users who do not have access to the server, you can save a form as an .FDM file and then distribute the form in this file format to other users.

For example, if you acquire a form that you want to share with co-workers in another division, you can save it as an .FDM file and then send it as an attachment in a message. When your co-workers receive the message, they can save the attachment as an .FDM file in a directory just as they would any other file, and then install it as a form in the personal forms list. The form can then be used to send information to other users who have also installed the form.

Saving a Form as a File

Overview

See Also

To save a form as a file

1. From the Tools menu, choose Options, and then select the Exchange tab.
2. Choose the Forms Manager button, and then choose the Advanced button.
3. Select the form that you want to save as an .FDM file.

   To modify the forms lists that are displayed, choose the Set button, and then do one of the following:

- To display a forms list other than that for a folder, select the Form Registry option button, and then select the forms list in the Form Registry box.
- To display a folder forms list, select the Folder Registry option button, and then select the folder whose forms list you want to display in the Folder Registry box.

4. Choose the Save As button.
5. In the File Name box, type or select the name of the file, and then choose the OK button.
6. Choose the Close button.

See Also

Creating a Form
Installing a Form

Overview of Installing a Form

How To

If you acquire a form that is not installed on your Microsoft Exchange server computer, you can save it as an .FDM file on your computer and then install it in your personal forms list. You can use the form for sending information to other users who have also installed the form in the personal forms list.

Your administrator, or others with the appropriate permission, can install forms on the Microsoft Exchange server in the enterprise forms list or a public folder forms list.

To modify a form, you must have access to the .CFG file for the form. The .CFG file provides information from the application that was used to create the form that is necessary for using the form with Microsoft Exchange.

Installing a Form

Overview

See Also

To install a form

1. From the Tools menu, choose Options, and then select the Exchange tab.
2. Choose the Forms Manager button, and then choose the Advanced button.
3. In the destination box on the right, select the forms list where you want to install the form.

   To modify the forms lists that are displayed, choose the Set button, and then do one of the following:

- To display a forms list other than that for a folder, select the Form Registry option button, and then select the forms list in the Form Registry box.
- To display a folder forms list, select the Folder Registry option button, and then select the folder whose forms list you want to display in the Folder Registry box.

4. Select the form you want to install, and then choose the Install button.
5. In the File Name box, type or select the name of the file, and then choose the OK button.

   If the file you want to install is not listed in the File Name box, use the Drives and Directories boxes as well as the Network button to locate the file.

6. Choose the Close button.

See Also

Creating a Form
Saving a Form as a File

How To

Overview of Using Forms

How To

The Standard Send Form and Standard Read Form that you use to send and read mail are built in features of Microsoft Exchange. Your administrator, or others with the appropriate permission, can create forms that replace paper forms. For example, electronic versions of forms may be used for:

- Notifying payroll of vacation or sick leave.
- Filing an electronic expense report.
- Ordering supplies.

Forms are useful for providing customized controls and behavior appropriate to the information being processed. For example, if you are applying for an extended leave of absence from your company and a form must be approved by several managers, electronic forms can replace paper forms, saving time and resources.

Forms can be stored in one of three types of forms registries:

- The enterprise forms list.
- A folder forms list.
- Your personal forms list.

The enterprise forms list and forms lists for public folders are always stored on the Microsoft Exchange server computer.

Your personal forms registry must be stored in the same location where you are currently receiving mail. When you are working offline, for example, you cannot compose or read messages using forms that are stored on the Microsoft Exchange server computer unless they are copied to your personal forms list that you must store on your computer while you are working offline.

If you frequently use specific forms, you can copy the form to your personal forms list to increase the speed with which you can find and open the form. You can easily update your copy or remove it when it is no longer needed.

Forms are also ideal for use in public folders. For example, your administrator can create a Want Ad public folder where users can post ads to buy and sell. By specifying fields for description, cost, category of item, etc., it is easy for users to complete the information, and then to search for items using those fields of information.

Overview of Selecting Forms for a Folder

How To

When you create a public folder, you can choose to have either only specific forms or any type of form available for use with the folder.

For example, if a public folder is used to track specific types of information, you can restrict which forms the public folder will accept, by including only those specific forms and the Standard Send form. If information is sent to a folder in a restricted form, the sender will automatically receive a message that the form has not been accepted.

Forms that are specifically for use in a folder are listed at the bottom of the Compose menu when you are working in that folder. You can open a new copy of the form by choosing its name.

Selecting Forms for a Folder

Overview

See Also

To select forms for a folder

1. Select the folder, and then do one of the following:
   - From the File menu, choose Properties.
   - From the Tools menu, choose Folder Design.
2. Select the Forms tab, and then choose the Manage Forms button.
3. In the source box, select the forms that you want to be used in the folder, and then choose the Copy button.

   To modify the forms lists that are displayed, choose the Set button, and then do one of the following:
   - To display a forms list other than that for a folder, select the Form Registry option button, and then select the forms list in the Form Registry box.
   - To display a folder forms list, select the Folder Registry option button, and then select the folder whose forms list you want to display in the Folder Registry box.
4. Choose the Close button.
5. Under Allow These Forms In This Folder, do one of the following:

To provide these forms while working in the folder	Select this option button
Only the forms listed in the Forms Associated With This Folder box	Only Forms Listed Above
The forms listed in the Forms Associated With This Folder box and the Standard Send form	Forms Listed Above And The Standard Forms
Any form	Any Form

6. Choose the OK button.

When a form is associated with a specific folder, the form will be listed at the bottom of the Compose menu when you are working in that folder. You can select the form by choosing its name from the Compose menu.

Tip You can also select forms for a folder by using a shortcut menu. Select the folder, click the right mouse button, choose the Properties command, and then select the Forms tab.

See Also

Modifying a Form's Properties

Posting Information in a Public Folder

Overview of Allocating Space for Forms on Your Computer

How To

Every form that you open copies files to your computer. You must specify the amount of disk space that you want to allocate for these files on your computer.

The maximum amount of space you allow depends on the number of forms you commonly work with and the size of each of those forms. The space consideration applies to any forms that you work with on your computer, regardless of where the form is stored. When thre is no more space to store additional files on your computer, the files for the oldest unused form will be removed in order to make room for the new form's files.

You must restart Exchange to actually modify the amount of space you have specified for forms.

Allocating Space for Forms on Your Computer

Overview

See Also

To allocate space for forms on your computer

1. From the Tools menu, choose Options for, and then choose Everything.
2. Select the Exchange tab.
3. In the Kilobytes box beside Maximum Space On Hard Drive, type the maximum number of kilobytes that you want to allow for forms you use frequently on your computer, and then choose the OK button.

NOTE: check with Jim Schaad about what happens when you reduce the space and you have files taking up more space than that on your computer!

See Also

Copying a Form

Selecting a Form

Overview of Working with a Form

How To

Many features that you use when composing a message may also be available when using a form. The availability of these features depends on how the form designer creates the specific form.

To fill out a form, you must first open a blank copy by selecting the form from either the bottom of the Compose menu or by choosing the New Form command on the Compose menu and selecting a form. After filling out the form, you may be able to address it as you would a message. Some forms are preaddressed so that they are always sent to a specific recipient.

You may be able to send a form just as you would a message. If not, the form designer will provide a different method for sending the form, such as a custom command. For example, a form designer might add a Record Vacation Time command to the File menu to automatically send a preaddressed vacation form to the payroll department.

Forms are stored in lists, called forms registries. Forms can be stored in one of three types of forms registries:

- the enterprise forms list
- a folder forms list
- your personal forms list

The enterprise forms list and forms lists for public folders are always stored on the Microsoft Exchange server computer. Your personal forms list must be stored in the same location where you are currently receiving mail.
When you receive a form, you may be able to reply to it as you would a message. You can also use a rule to automatically send a standard reply whenever you receive a specific form.

Working with a Form

Overview

See Also

To address and send a form

1. Select the form you want to use.

   For more information, see the Selecting a Form and Posting a Reply to a Public Folder (??) topics.
2. Fill in the required fields.
3. To address the form as you would a message, see the Addressing a Message topic.

   If the form is preaddressed, it will be sent automatically to specific recipients. You may be able to add additional names to some address boxes.
4. Choose the Send command from the File menu or the click the Send button if it is available.

Send button

   If this command is unavailable, you can browse through your menu commands to find a custom command for sending the form.

To reply to or forward a form

1. Choose Reply To Sender, Reply To All, or Forward from the Compose menu, or click the corresponding buttons if available.

Forward button

Reply To Sender button

Reply To All button

   If you are working with an unopened form, you must first select it.
2. If address boxes are available, specify the recipients of the form.
3. To send the form, choose the Send command from the File menu or click the Send button if it is available.

Send button

To post a message to a public folder

TBD

To post a reply to a public folde

TBDr

See Also

Addressing a Message
Forwarding a Message
Replying to a Message
Selecting a Form

Overview of Creating a Form

How To

You can create forms for Microsoft Exchange by using the Microsoft Exchange Form Designer. The Exchange Form Designer is an installation option that is available when you install Microsoft Exchange. It is not installed by default. You can also use the Form Designer to modify forms that were created with it, but not forms that were created with another application, such as Microsoft C++.

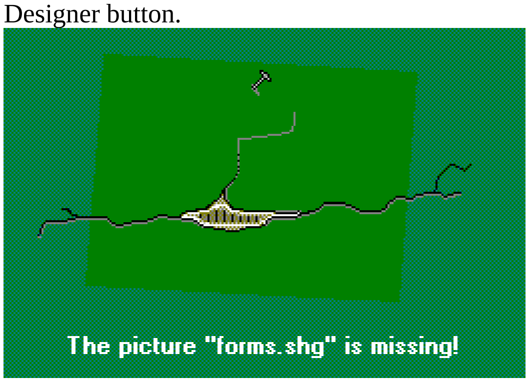
Creating a Form

Overview

See Also

To create a form

From the Tools menu, choose Microsoft Exchange Form Designer or click the Microsoft Exchange Form Designer button.



Microsoft Exchange Form Designer button

For more information, see the Microsoft Exchange Application Designer's Guide.

See Also

Associating Forms with a Folder
Copying a Form
Selecting a Form

Overview of Modifying a Form's Properties

How To

You can modify some properties of certain forms you work with in Microsoft Exchange, such as a form's display name and category.

Some properties for a form cannot be modified without access to the form's .CFG file. The .CFG file provides information from the forms design application that was used to create the form. If this .CFG file is not available, those properties that require it will be unavailable to you to modify.

When your administrator, or anyone with the appropriate permission, copies a form to the Microsoft Exchange server, all of its properties for all platforms are also copied.

Modifying a Form's Properties

Overview

See Also

To modify a form's properties

1. From the Tools menu, choose Options, and then select the Exchange tab.
2. Choose the Forms Manager button, and then choose the Advanced button.
3. In the Personal Forms box, select the form you want to modify.

   To modify the forms lists that are displayed, choose the Set button, and then do one of the following:

- To display a forms list other than that for a folder, select the Form Registry option button, and then select the forms list in the Form Registry box.
- To display a folder forms list, select the Folder Registry option button, and then select the folder whose forms list you want to display in the Folder Registry box.

4. Choose the Properties button, and then do one or more of the following:

To change the	Do this
Display name	In the Display Name box, type the name you want to display for the form.
Category	In the Category box, type or select the category for the form.
Contact	In the Contact box, type the name of the person who is responsible for maintaining the form.

   To prevent listing the form in the New Form dialog box or the Forms Manager box, select the Hidden check box.

   For more information, see the Form Properties dialog box topic.

5. Choose the OK or Close buttons until all open dialog boxes are closed.

Note When you modify a form without its .CFG file, certain properties will be unavailable to you to modify.

See Also

Copying a Form

Creating a Form

Overview of Copying Your Personal Forms Registry

How To

To use forms other than those that come with Microsoft Exchange, those forms must be coped to your personal forms registry and your personal forms registry must be stored in the location where you are currently receiving mail. If your mail is delivered to an Inbox in a set of personal folders on your computer, you must copy your personal forms registry to that location in order to work with forms in that list.

Your personal forms registry can be stored either on the Microsoft Exchange server computer or in a set of personal folders on your computer. If you are going to work offline with forms, you must copy your personal forms registry to your computer where you will be receiving mail. Whenever you change the location where you are receiving mail, you must copy your personal forms registry to that location again.

Copying Your Personal Forms Registry

Overview

See Also

To copy your personal forms registry

1. Select the location where you want to store your personal forms registry, and then choose Copy Design From from the Tools menu.
2. In the Copy Design From This Folder box, select the set of folders where you want to store your personal forms registry.

   This should be the location where you are currently receiving mail.
3. In the Copy Design Of box, select the Forms & Views check box, and then choose the OK button.

See Also

Copying a Form

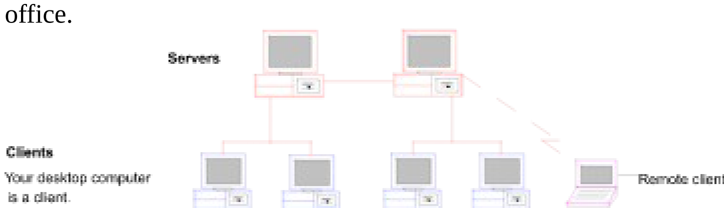
Overview of Microsoft Exchange Server

How To

In the business world today, it is critical to communicate and share information with other people in an effective and timely manner. Microsoft Exchange Server is the ideal solution for all workgroup situations because it enables you to easily access, organize, and exchange information, regardless of its location or format.

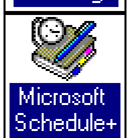
Microsoft Exchange Server is a tightly integrated client/server messaging system. This system consists of several components that fall into one of two categories:

- The server components -- the software installed on each Microsoft Exchange Server computer -- provide information-sharing services to one or more users, including mail delivery, information storage and retrieval, and addressing information. The Microsoft Exchange Server computers are usually located some distance from your office.

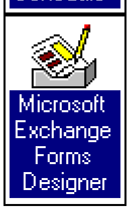


- The client components -- the software installed on your desktop computer -- include Microsoft Exchange, Microsoft Schedule+, and the Microsoft Exchange Forms Designer. Each of these components is an optional selection when you run setup.

E-mail
Information sharing with public folders
Form use and management



Appointment and task management
Group scheduling
Contact management



Custom form and application design

Following is an overview of the features in Microsoft Exchange. For more information about the other client components, see the online Help in the respective component.

Introduction to Microsoft Exchange

When you open Microsoft Exchange, you see the Viewer -- your window to information. The left side of the Viewer displays sets of folders, and the right side displays the contents of the selected folder. From here, you can send and receive mail, organize and manage information, and access and exchange information with other users.

Sending and Receiving Mail

You can send messages that include formatted text, inserted files and objects, and AutoText. In addition, you can:

- Address a message by selecting names from the Address Book.
- Check spelling before sending a message.
- Assign importance (normal, high, or low) and request an automatic delivery notification.
- Keep your message secure by signing it, sealing it, or both.
- Use custom forms created by people in your organization for specific types of information, such as a phone

message, an expense report, or a request for supplies.

Organizing and Managing Information

Folders provide the basis for organizing information. The contents of any given folder can range from e-mail, simple text files, e-mail, and faxes, to documents, spreadsheets, and meeting requests, to highly structured information, such as sales orders or expense reports. You can place all types of related information in a single folder regardless of where it was created. There are three types of folders: mailbox folders, personal folders, and public folders.

You can also use the following features to further organize and manage information.

Views

You can organize the contents of a folder by selecting the columns you want displayed and then grouping, sorting, or filtering the information. If you create a custom view that you want to use again, you can save the view and apply it to a specific folder or all folders.

Find

Using the Find command, you can easily search for items that meet specific conditions.

AutoAssistants

You can process incoming mail by using the Inbox Assistant and Out of Office Assistant. Using these Assistants, you specify rules that analyze your incoming mail and then take a specified action, such as placing a message in a folder, deleting it, or forwarding it to another user.

Delegate Access

You can delegate work to another user by granting that user access to your mailbox, or permission to send mail on your behalf, or both.

Exchanging Information Among Teams and Organizations

In addition to sending and receiving mail, you can access and exchange information in public folders. Unlike mailbox or personal folders where you store information for your own private use, public folders provide an easy and effective way for multiple users to collect, organize, and share information. Because public folders are centrally located on Microsoft Exchange Server computers, users always have access to the most up-to-date information.

Public folders can be designed and customized to meet specific needs in your organization. For example, you might use a discussion folder to discuss new product ideas or a customer tracking folder to track contacts and meetings with a customer. Depending on the nature of the information, access to a public folder may be restricted to a few individuals or a team, or it may include an entire organization. A public folder can contain predefined views for organizing and finding information, and it can contain custom forms for posting and viewing information.

Accessing Information Anytime, Anywhere

You don't have to be at your office to use Microsoft Exchange. When working at home or on the road, you can read and reply to mail offline. Then, if you have a modem and access to a telephone line, you can establish a remote connection to your organization's network, and send and receive mail as if you were at your office.

For more information about any of these Microsoft Exchange features, see the Index or the Contents in the online Help.

How To

- Getting Information About Using Microsoft Exchange
- Quitting Microsoft Exchange
- Replying to a Message
- Sending a Message
- Starting Microsoft Exchange
- Viewing Items in Your Inbox

Overview of Starting Microsoft Exchange

How To

To start, Microsoft Exchange requires a profile. Your profile contains a list of information services that determine which features you can access while working in Microsoft Exchange. You connect to, or log on, some of the services when you start Microsoft Exchange, and others you connect to when you're working in Microsoft Exchange. Depending on the service, you may be required to specify options or a password when you log on.

An example of a profile you might use includes these information services:

- Microsoft Exchange

  By default, when you log on this information service, your computer connects to a Microsoft Exchange Server computer using your local area network (LAN). This service can also be configured to connect to the server using your modem, or for work offline. If you connect using your LAN or modem, you have direct access to your mailbox, public folders, group scheduling, and other features provided by Microsoft Exchange Server.

- Personal Address Book service

  This information service provides access to a personal address book while working in Microsoft Exchange.

Your profile may contain other information services in addition to, or instead of, the above. For example, you might have the Microsoft Mail information service that connects your computer to a Microsoft Mail 3.2 postoffice, providing access to shared folders and enabling you to send and receive mail via this postoffice.

Generally, the profile that is created when you install Microsoft Exchange is the only profile you'll need. If more than one person uses the same computer, each person should have his or her own profile. Depending on your requirements, you can set Microsoft Exchange to prompt you to choose a profile each time you start Microsoft Exchange or to automatically start using your default profile.

Note that you are not prompted to specify a profile password when starting Microsoft Exchange because your user identity is verified by your network operating system when you log on.

Starting Microsoft Exchange

Overview

See Also

To start Microsoft Exchange

1. In the Microsoft Exchange program group, double-click the Microsoft Exchange icon.

   If Microsoft Exchange starts automatically, you're ready to begin work. If the Choose Profile dialog box is displayed, go on to step 2.
2. In the Profile Name box, select the name of the profile you want to use, or choose New to create a profile.
3. Choose the Options button to select one or both of the following:

To do this	Select this option
Set the selected profile as the default.	Set As Default Profile
Each time you start Microsoft Exchange, log on each information service included in the selected profile.	Show Log On Screens For All Information Services

4. Choose the OK button.
5. If additional dialog boxes are displayed prompting you to log on individual information services, specify the options you want and choose OK. For information about the options in a dialog box, choose the Help button.

Note To change your log on preferences, from the Tools menu, choose Options For and then choose Everything. One the General tab, specify the option you want under When Starting Microsoft Exchange.

Tip You can start Microsoft Exchange each time you log on Microsoft Windows NT by dragging the Microsoft Exchange icon to the Startup program group.

See Also

Overview of Microsoft Exchange Server
Opening a Profile When You Start Microsoft Exchange
Viewing Items in Your Inbox
Sending a Message
Quitting Microsoft Exchange

Overview of Quitting Microsoft Exchange

How To

When you are finished working in Microsoft Exchange and you want to quit the program, you can do one of the following:

- Quit Microsoft Exchange only. You remain logged on the messaging session. Any open messaging applications including Microsoft Exchange client components, such as Microsoft Schedule+, continue running.
- Quit Microsoft Exchange and all Microsoft Exchange client components, and log off the current messaging session.

The Close command on the application control menu closes only the active window. If there are no other Microsoft Exchange windows open when you choose this command, you quit Microsoft Exchange.

Quitting Microsoft Exchange

Overview

See Also

To quit Microsoft Exchange

Do one of the following:

To	Do this
Quit Microsoft Exchange only.	From the File menu, choose Exit.
Quit Microsoft Exchange and all Microsoft Exchange client components, and log off the current messaging session.	From the File menu, choose Exit And Log Off.

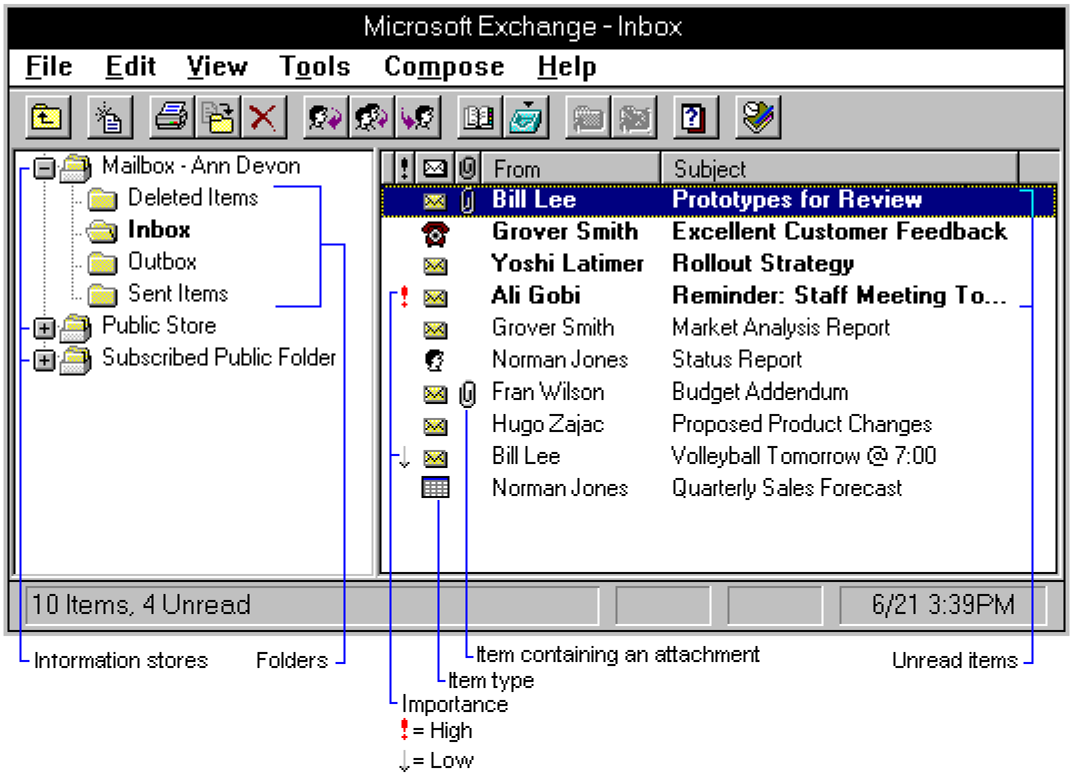
See Also

Starting Microsoft Exchange

Overview of Viewing Items in Your Inbox

How To

The Microsoft Exchange Viewer is your window to information. The left side displays sets of folders, and the right side displays the contents of the selected folder. When you open Microsoft Exchange for the first time, your Inbox folder is open, and the items you've received are displayed in the folder contents list.



Your Inbox is located in your mailbox, named "Mailbox - *Your Name*." Your mailbox also contains your Outbox, Sent Items, and Deleted Items folders.

As you read the items in your Inbox, you can reply to, forward, delete, or file them in other folders. Unread items are displayed in bold type; when a folder contains unread items, the folder name is also displayed in bold type. When an item has high or low importance assigned to it, the message header includes a red exclamation point (!) or a down arrow, respectively, in the importance column. A paper clip in the attachments column indicates that an item contains a file, message, or object.

Viewing Items in Your Inbox

Overview

See Also

To open your Inbox

In the Viewer, double-click the Inbox or choose the Inbox button.

Inbox button

The mail you have received is displayed in the folder contents list. Items that you haven't read are in bold type.

To read an item

Double-click the item, or select it, and then choose Open from the File menu.

Tip You can also click the item with your right mouse button and then choose Open from the shortcut menu.

To read the next or previous item

From the View menu, choose Next or Previous, or click the corresponding button.

Next button

Previous button

To close an item

From the File menu, choose Close.

To delete an item

From the File menu, choose Delete, or click the Delete button.

Delete button

Tip You can also click the item with your right mouse button and then choose Open from the shortcut menu.

See Also

Opening an Item
Replying to a Message
Forwarding a Message
Moving or Copying Items to Other Folders

Overview of Getting the Information You Need

How To

The documentation for Microsoft Exchange is designed for the way you work. All of the information is online and easily accessible when you need it. The Getting Started Guide, online Demos, and Help are designed to work together to help you get the job done as quickly and effortlessly as possible.

Getting Started Guide

The Getting Started Guide provides information about different features, short self-guided tutorials, and tips and strategies for using Microsoft Exchange.

This contents of this guide are available in two formats: in a public folder and as a document. The document is available on the Microsoft Exchange Server CD and can be printed and distributed by the administrator.

Online Demos

The Demos provide a preview of Microsoft Exchange, introduce you to the basics, and show you a glimpse of what's new.

Online Help

Microsoft Exchange Help provides several ways to find the information you need.

Contents

Each chapter in the Contents is devoted to a particular category of features, for example, Addressing Messages. In addition, there is a Reference Information chapter where you can find help on commands, toolbars and buttons, and keyboard shortcuts.

Index

The Index is a comprehensive, book-like index that contains an alphabetical list of all the information in the online documentation. You can jump from Index entries to overviews and procedures, command and dialog box topics, and definitions of terms and screen elements.

Search

Using the Search feature, you can find multiple topics related to a general word or phrase that you specify.

Context-Sensitive Help

You can get information about an active or selected element, such as a window, menu command, dialog box, or toolbar button.

Folder Design Cue Cards

The Folder Design Cue Cards guide you through the process of creating and designing a public folder.

Getting the Information You Need

Overview

See Also

To get information about using Microsoft Exchange

To	Do this
View items in the Getting Started Guide	Double-click the Getting Started Guide folder, located in the set of public folders. **Tip** You can print the items in the Getting Started Guide by selecting them and then choosing Print from the File menu.
View Demos	From the Help menu, choose Demos.
View the Help Contents	From the Help menu, choose MS Exchange Help. To view a list of topics available in each chapter, choose the Expand button.
Get help on a window, command, button	Click the Help button or press SHIFT+F1 and then click the window, command, or button you want more information about.
Get help on dialog box options	Click the Help button in the dialog box or press F1.
Get summary information about a toolbar button	Place your mouse pointer over the button. A ToolTip that briefly describes that button is displayed. A more complete description is displayed in the status bar at the bottom of your screen.
Display the Folder Design Cue Cards	From the Help menu, choose Folder Design Cue Cards.

See Also

Overview of Microsoft Exchange Server
Menus Commands, and Dialog Boxes
Toolbars and Buttons
Keyboard Shortcuts
Visual Guide

Help Menu

Displays Microsoft Exchange's online documentation. For more information, choose a command name.

Microsoft Exchange Help Topics Command
Demos Command
Folder Design Cue Cards Command
About Microsoft Exchange Command
About This Folder Command

Microsoft Exchange Help Topics (Help Menu)

To search for topics in the Help file by using keywords, choose the Search button.¤

Displays the opening screen of the Microsoft Exchange Help file. If you were previously using Help on your computer, the last tab you were working with will be active. If you have not used Help since starting your computer, the Contents tab will be active. From the Contents tab, you can jump to instructions for using Microsoft Exchange and various types of reference information.

Demos Command (Help Menu)

Displays the list of demonstrations, or graphical presentations, of how Microsoft Exchange works. Many of these demos are available from Help topics.

About Microsoft Exchange Command (Help Menu)

Displays information about your copy of Microsoft Exchange, including the version number and the copyright, legal, and licensing notices.

Folder Design Cue Cards Command (Help Menu)

Displays a list of the Folder Design Cue Cards, which guide you through the process of designing a folder, with the primary emphasis on public folders.¤

About This Folder Command (Help Menu)

Displays information about the selected or active folder.

About Folder *Folder Name* Dialog Box Options

Contacts
A list of individuals who are responsible for this folder.

Description
A description of the contents of the folder.

Folder Instructions
General information about the folder.

Your Permissions
The permissions you have for working in this folder.

Overview of Embedding an Object

How To

You can embed information created in other applications, such as graphics, spreadsheet data, or a word processing document, in a message. You can embed objects from an existing file, or you can create a new object and embed it.

An embedded object can be displayed as an icon or directly in your message. If you display the object in the message and the source application supports it, recipients can edit the information in the message if they have the corresponding application or one that recognizes that data type.

Embedding an object is an effective way to include information that you want the recipient to see directly (not as an icon) in the message, for example, a graphic. The source application must support object linking and embedding (OLE).

Embedding an Object

Overview

See Also

To embed a new object

1. Position the insertion point where you want to embed the object.
2. From the Insert menu, choose Object, and then select the Create New option button.
3. In the Object Type box, select the type of application that you want to use.

   The contents of the list depends on which applications installed on your computer support object linking and embedding (OLE).

   To display the object as an attachment icon, select the Display As Icon check box.
4. Choose the OK button.
5. When you are finished creating the object, close the application and return to Microsoft Exchange.
6. If you are prompted to update the open embedded object, choose the Yes button.

To embed an object from an existing file

1. Position the insertion point where you want to embed the object.
2. From the Insert menu, choose Object, and then select the Create From File option button.
3. In the File box, type the path and filename for the file that you want to embed.

   To search for a file, choose the Browse button. For more information, choose the Help button in the Browse dialog box.

   To display the embedded object as an attachment icon, select the Display As Icon check box.

   To link the embedded object to its source file, select the Link check box.

   The source file must be available to your recipients, for example, on a network server.
4. Choose the OK button.

Using the Paste Special command If you are working in an application other than Microsoft Exchange and you want to embed all or part of the file, you can copy the information and use the Paste Special command on the Edit menu in Microsoft Exchange. For more information, choose the Help button in the Paste Special dialog box.

Tip If you are embedding a large object in a message that you want to send to multiple recipients, you may want to embed it as a linked object, rather than inserting the information directly into the message.

See Also

Creating a Link to a File
Editing an Embedded Object
Inserting an Item from a Microsoft Exchange Folder
Inserting a File from the File System

Overview of Creating a Link to a File

How To

When you want to share information between a message and a file created in another application, you can create a link to the source file. When the information in the source file is changed, the updated information is available from the message. You might want to link a file that changes often, such as a weekly status report or you could link a large file that is stored on a network server.

When you link a file, it is displayed as an attachment icon in the message. When you link an embedded object, you can display the linked information either directly in the message or as an icon.

Once you have established a link, you can quickly check for and retrieve new data, or you can specify that Microsoft Exchange update the linked data as soon as it changes in the source file.

When you send a message that contains a link, Microsoft Exchange sends a pointer to the source file from the message and leaves the source file in its original location. Therefore, any file you link to a message must be accessible to your recipients, for example, on a network server.

Creating a Link to a File

Overview

See Also

To create a link from a message to a file while working in Microsoft Exchange

1. Position the insertion point where you want to insert the file, and then choose File from the Insert menu.
2. In the File Name box, type or select the name of the file that you want to link to the message.

- Use the Drives and Directories boxes to specify the location of the file.
- If the file is stored on a network, choose the Network button to specify the location.

3. Under Insert As, select the Attachment option button, and then select the As Link check box.
4. Choose the Insert button, and then choose the OK button.

NOTE TO REVIEWERS: When you try to insert a link, you get a message to "provide the UNC path under filename for links." In build 404, you cannot use this command to insert a file on your machine, but you can insert a file on a server. The unc path is, example: \\roadrunner\exuser\margim\testers.doc

To create a link from a message to file while working in the source application

1. In the source application, select the information you want to link.
2. From the Edit menu, choose Copy.
3. Switch to the message, and position the insertion point where you want to insert the linked information.
4. From the Edit menu, choose Paste Special, and then select the Paste Link option button.
5. Under As, select the option you want, and then choose the OK button.

Tip You can also link an embedded object. For more information, see the Embedding an Object topic.

See Also

Breaking a Link
Embedding an Object
Inserting an Item from a Microsoft Exchange Folder
Reconnecting or Changing a Link
Updating a Link

Overview of Breaking a Link

How To

If you insert a linked file or object, but then you decide to either save it as a static file on your machine or retain the original data in a message, you can break the link. When you break a link, the linked information remains in the message; however, it can no longer be updated when the source file changes. Once you have broken a link, you cannot reconnect it.

If you double-click a linked object that has been embedded in a message as an icon, you will get an error message if the link is broken.

Breaking a Link

Overview
See Also

To break a link

NOTE TO REVIEWERS: In build 404, you can only bring up the Edit Links dialog when you have a link that you inserted by copying info in a source app, and then edit paste special, paste as link into a message.

1. From the Edit menu, choose Links.
2. In the Links box, select the link you want to break.
3. Choose the Break Link button, and then choose the Close button.

See Also

Creating a Link to a File
Editing Linked Information
Reconnecting or Changing a Link
Updating a Link

Overview of Editing Linked Information

How To

You should edit linked information in the source application so that changes are reflected both in the source file and in the message where it is linked. When you exit the source application, changes will be reflected in your message the next time the link is updated.

You can edit the information in a linked embedded object without leaving Microsoft Exchange, if the source application allows it.

Editing Linked Information

Overview

See Also

To edit linked information

NOTE TO REVIEWERS: In build 404, you can only bring up the Edit Links dialog when you have a link that you inserted by copying info in a source app, and then edit paste special, paste as link into a message.

1. Select the linked information you want to edit.
2. From the Edit menu, choose *Type* Link, and then choose the Edit command.
3. In the source file, make the changes you want, and then choose Exit from the File menu.

Note You can edit a linked object just as you would any other embedded object. For more information about editing embedded objects, see the Editing an Embedded Object topic.

See Also

Creating a Link to a File
Editing Linked Information
Updating a Link

Overview of Reconnecting or Changing a Link

How To

You will break a link if you rename or move its source file. If this happens, you must reconnect the link to its original source file or redirect the link to a different file. If you redirect the link, the new source file must be created with the same application as the original source file and must be available to recipients of the message, for example, on a network server.

To revise linked information, edit it in the source application so that changes are reflected both in the source file and in the message.

Reconnecting or Changing a Link

Overview

See Also

To reconnect or change a link

NOTE TO REVIEWERS: In build 404, you can only bring up the Edit Links dialog when you have a link that you inserted by copying info in a source app, and then edit paste special, paste as link into a message.

1. Select the link you want to reconnect or change.
2. From the Edit menu, choose Links, and then choose the Change Source button.
3. In the Source box, type the name of the file to which you want to reconnect or change the link, and then choose the OK button.
4. Choose the Close button.

See Also

Breaking a Link
Creating a Link to a File
Editing Linked Information
Updating a Link

Overview of Updating a Link

How To

You can choose to update linked information from a message to a file either automatically or manually. Microsoft Exchange updates automatic links whenever you open the message and any time the source file changes while the message is open. Microsoft Exchange updates manual links only when you choose the Update Now button in the Links dialog box.

Updating a Link

Overview

See Also

To specify how links are updated

NOTE TO REVIEWERS: In build 404, you can only bring up the Edit Links dialog when you have a link that you inserted by copying info in a source app, and then edit paste special, paste as link into a message.

1. From the Edit menu, choose Links.
2. In the Links box, select the link(s) to the information you want to update, and then do one of the following:

- To automatically update linked information whenever there is a change in the source file, select Automatic next to Update.
- To manually update linked information, select Manual next to Update.

3. Choose the Update Now button.

To update a link manually

1. From the Edit menu, choose Links.
2. In the Links box, select the link you want to update, and then choose the Update Now button.

See Also

Breaking a Link
Creating a Link to a File
Reconnecting or Changing a Link

Overview of Inserting a File from the File System

How To

You can insert any file you have access to in a Microsoft Exchange message. The file can be on your hard disk, on a floppy disk, or on the network.

You can display the file in the body of your message as either text in the message area or as an attachment icon with a filename. If you insert a file as an attachment, recipients must have the corresponding application or one that recognizes the same type of information to open the file from the message. A file that is inserted as text instead of an attachment has no formatting unless it is an .RTF file.

You can also create a link from a message to a file. In this case, whenever changes are made in the source file, updated information is available from the message.

When you send a message that contains a link, Microsoft Exchange sends a pointer to the source file from the message. The source file remains in its original location. Therefore, any file you link to a message must be accessible to your recipients, for example, on a network server.

If you want to display formatted information in a message, you can embed the information as an object instead of inserting it as a file. Your recipients can then view the information without the source application.

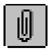
Inserting a File from the File System

Overview

See Also

To insert a file from the file system

1. In the message, position the insertion point where you want to insert the file.
2. From the Insert menu, choose File, or click the Insert File button.


Insert File button

3. In the File Name box, type or select the name of the file that you want to insert.
   - Use the Drives and Directories boxes to specify the location of the file.
   - If the file is stored on a network, choose the Network button to specify the location.
4. Under Insert As, specify how you want to insert the file:
   - To insert the file as text, select the Text option button.
   - To insert the file as an attachment icon, select the Attachment option button.

   To link the attachment, select the As Link check box.
5. Choose the Insert button.

NOTE TO REVIEWERS: When you try to insert a link, you get a message to "provide the UNC path under filename for links." In build 404, you cannot use this command to insert a file on your machine, but you can insert a file on a server. The unc path is, example: \\roadrunner\exuser\margim\testers.doc

Using the Message command You can also insert a file by using the Message command. For more information, see the Message Command topic.

Tip You can also insert any file you have access to in a message by dragging the file from the folder to the message. (TO BE TESTED)

See Also

Creating a Link to a File
Embedding an Object
Inserting an Item from a Microsoft Exchange Folder
Opening an Attachment

Overview of Inserting an Item from a Microsoft Exchange Folder

How To

In addition to inserting files from the file system in your messages, you can insert one or more messages, files, or other items that are stored in Microsoft Exchange folders. This option provides a handy way to forward more than one item at a time to recipients.

You can display an inserted item as either text or an attachment icon. If you insert an item as an attachment, recipients can open it by double-clicking the icon. They can also save an attachment as a file on their computer's hard disk or on a floppy disk.

Inserting an Item from a Microsoft Exchange Folder

Overview

See Also

To insert an item from a Microsoft Exchange folder

1. Position the insertion point where you want to insert the item.
2. From the Insert menu, choose Message, or click the Insert Message button.

Insert Message button

3. Under Insert As, select the way you want to insert the item in your message:
   - To insert the item as text, select the Text option button.
   - To insert the item as an attachment icon, select the Attachment option button.

   To insert a link to the item, select the As Link check box.
4. In the Location box, double-click the set of folders where the item is located.
5. In the Messages box, double-click the folder where the item is stored.
6. In the Messages box, do one of the following to insert the item:
   - Select the item you want to insert, and then choose the OK button.
   - Double-click the item.

Using the File command You can also insert any file you have access to by using the File command. For more information, see the File Command topic.

Tip You can also insert an item from a Microsoft Exchange folder in a message by dragging the item from the folder to the message.

See Also

Creating a Link to a File
Inserting a File from the File System
Saving an Attachment

Overview of Editing an Attachment

How To

You can modify an embedded object directly in a message if you have the corresponding application or one that recognizes that data type. When you double-click the embedded object, it opens the application.

Some embedded objects, such as video and sound clips, play when you double-click them instead of opening the corresponding application. To edit one of these objects, you can select it and then choose the *Type* Object Command from the Edit menu. For more information, see the *Type* Object Command topic.

Editing an Attachment

Overview

See Also

To edit an embedded object in a Microsoft Exchange message

1. Double-click the embedded object and make the changes you want, if any.
2. Do one of the following:

- If you are viewing or editing the object in a separate application window, choose either Exit or Quit from the File menu to return to Microsoft Exchange.
- If you are viewing or editing the object in an application that temporarily replaces the Microsoft Exchange menus and toolbars, click anywhere outside the embedded object to return to Microsoft Exchange.

Note Some embedded objects, such as video and sound clips, play when you double-click them instead of opening the corresponding application. To edit one of these objects, see the following procedure.

To edit an embedded object with the Object command

1. Select the object you want to edit.
2. From the bottom of the Edit menu, choose the *Type* Object command, and then choose the Edit command.
3. Make the changes you want, and then close the application.
4. If you are prompted to update the open embedded object, choose the Yes button.

Tip You can also use a shortcut menu to edit an embedded object. Select the embedded object, and then click the right mouse button. Choose the Edit *Type* Link command.

To edit an attached file

TBD

To edit an attached message

TBD

See Also

Embedding an Object
Inserting a File from the File System
Inserting an Item from a Microsoft Exchange Folder

Overview of Opening an Attachment

How To

When you receive a message, it may contain a file that was originally created in another application, such as a graphic, spreadsheet, or word processing document. A message can also contain other messages. These attachments are displayed in the message as an application icon with a filename below it or a message icon with the subject below it.

When you receive a message with an attachment, you can open the attachment directly from the message if you have the corresponding application, or one that recognizes that data type. You can also save an attachment directly to your computer's hard disk or on a floppy disk.

When you double-click an attachment icon, the attachment is opened in its source application. You can then view, edit, or print it as you would any other file.

Opening an Attachment

Overview

See Also

To open an attachment

Do one of the following:

- Double-click the attachment icon.
- Select the icon, choose *Type* Object from the Edit menu, and then choose Open.

Using the Open Message Object command You can open an item inserted from a Microsoft Exchange folder by selecting the attachment, and then choosing the Open Message Object command from the Edit menu.

Using the ?? command - TBD - works for files too

To edit an attachment

1. With the attachment open, make the changes you want in the source application.
2. From the File menu, choose Save, and then choose Exit to return to Microsoft Exchange.

See Also

Inserting a File from the File System
Inserting an Item from a Microsoft Exchange Folder
Printing an Attachment
Saving an Attachment

Overview of Inserting Files, Messages, and Objects

How To

If you have information stored in your file system or in Microsoft Exchange folders that you want to send to others, you can insert the information into a message. When inserting information, you have the option of inserting the actual data, inserting an application icon that represents the data, or creating a link to the data. The method you use depends on how you want the information displayed or how the recipient needs to use the information.

Inserting Information

NOTE: Peter Durham prefers the description of inserting that is in the overview of inserting a file from the file system.

When inserting files from the file system or items from a Microsoft Exchange folder, you can display the information either as text or as an application icon with a filename under it. Items represented by icons are called attachments. The method you select depends on whether you want the information visible in the message or you want the recipient to view the information in the application in which it was created.

If the information is short or you are not sure that the recipient has the application that was used to create it, you may want to insert it as text. When you insert information as text, it does not retain its rich-text formatting unless it is an .RTF file.

If the information is lengthy or you know that the recipient has the corresponding application or a similar one that can read the file format, you may want to insert it as an attachment. A recipient opens an attachment by double-clicking its icon. Once opened, recipients can view, edit, or print the information. Attachments can be easily saved on a hard disk, floppy disk, or server.

When inserting objects, you can represent the object by an icon, or you can display the information, including formatting, directly in the message. The latter method is particularly effective for visual information, such as graphics, and may allow the recipient to edit the information directly in the message. An object can be inserted from an existing file, or you can create and insert a new object. The object's source application must support object linking and embedding (OLE).

Linking Information

Another option you have when inserting information as an attachment in a message is to link the information from the message to its source file. Whenever changes are made to the source file, they will also be reflected in the message. Linking information is effective for files that change often or are large. Because a link is a pointer to a source file, the source file must be accessible to your recipients, for example, on a network server they have access to.

You can have Microsoft Exchange update linked information automatically, or you can update it only when you choose to. If the source file for linked information is moved or renamed, you must reconnect the link.

How To

- Breaking a Link
- Creating a Link to a File
- Editing an Embedded Object
- Editing Linked Information
- Embedding an Object
- Inserting a File from the File System
- Inserting an Item from a Microsoft Exchange Folder
- Reconnecting or Changing a Link
- Updating a Link

Insert Menu

Inserts files from your file system, messages, files, and other items stored in Microsoft Exchange folders, and embedded objects. For more information, choose a command name.

File Command

Message Command

Object Command

File Command (Insert Menu)

See Also

Inserts files from your file system in a message.

You can insert any file you have access to in a message, including application files, batch files, programs, or graphics files. The file can be on your hard disk, on a floppy disk, or on a network.

You can display an inserted file in the message area as either text or an application icon with a filename. If recipients have the source application or one that recognizes the same type of information, they can open the file directly from the message. They can also save the file directly to the computer's hard disk.

Files are inserted at the insertion point, if one is visible in the message, or below the last line in the message.

To insert messages, forms or files that are stored in Microsoft Exchange folders, choose the Message command from the Insert menu. You can then insert any item from a set of folders that you have access to.

File Dialog Box Options

File Name

Drives

Select the drive where the file you want to insert is located.

Directories

Select the directory where the file you want to insert is located.

List Files Of Type

Select the type of file you want to insert.

All Files (*.*)

Lists all files in the current location.

Text Files (*.txt)

Lists all files in the current location that were saved with the .TXT extension.

Rich Text Format (*.rtf)

Lists all files in the current location that were saved with the .RTF extension.

Message Files (*.msg)

Lists all files in the current location that were saved with the .MSG extension.

Insert As

Select how you want the file to appear when you insert it in the message.

Text

Inserts the file as text in the message.

Attachment

Inserts the file as an application icon.

As Link

Inserts a link to the file in the message.

Insert

Inserts the selected file.

Show Messages

Displays the Insert Message dialog box for inserting files, forms, or messages that are stored in your Microsoft Exchange folders. For more information, see the Message Command topic.

Network

Displays the Connect Network Drive dialog box for connecting additional network drives. For more information, choose the Help button in the dialog box.

See Also

Creating a Link to a File
Inserting a File From Your File System
Message Command (Insert Menu)
Moving or Copying Items to Other Folders

Message Command (Insert Menu)

See Also

Inserts a message, form, or file stored in a Microsoft Exchange folder into another message. You can insert any item from a set of folders that you have access to.

To insert files from your file system, choose the File command from the Insert menu.

You can display an inserted item in the message area of a message as either text or an application icon with a filename below it. Recipients can save the inserted item directly to their computer's hard disk.

Messages are inserted at the insertion point, if one is visible in the message, or below the last line in the message.

Message Dialog Box Options

Messages

Displays items stored in the selected location.

Location

Click the PLUS SIGN next to the set of folders to display the subfolders there. Click a folder to display the items stored there in the Messages box.

Insert As

Select how you want the item to appear when you insert it.

Text

Inserts the message as text.

Attachment

Inserts the message as an application icon.

As Link

Inserts a link to the file.

Insert

Inserts the selected item at the insertion point.

Insert File

Displays the Insert File dialog box for inserting files stored in your file system. For more information, see the File Command topic.

See Also

Creating a Link to a File
Inserting an Item from a Microsoft Exchange Folder
File Command (Insert Menu)

Object Command (Insert Menu)

See Also

Use this command to insert an embedded object or a linked object, such as a Microsoft Word document. The application in which the object was created becomes active on the screen when you select the object type.

Object Dialog Box Options

Create New
Inserts a new object.

Create From File
Inserts an existing object.

Object Type
Select the type of information you want to insert. Some common object types include documents, graphs, and spreadsheets.

Display As Icon
Displays the embedded object as an icon.

File
Type or select the name of the file you want to insert as an embedded object.

Browse
Locate files that have icons you want to use to represent embedded objects. See the Browse Dialog Box topic.

Link
Creates a link to the selected file rather than embeds it.

Result
Describes the result of the selected options.

See Also

Creating a Link to a File
File Command (Insert Menu)
Inserting a File from the File System
Embedding an Object
Message Command (Insert Menu)

Keyboard Shortcuts

See Also

You can use keyboard shortcuts to:

- Move within messages, dialog boxes, and lists
- Select and edit text
- Choose commands and set options
- Activate, size, and close windows

To view a list of shortcuts, select the category you want.

Menu Command Keys

Keys for Moving and Selecting

Keys for Editing

Keys for Formatting

Keys for Expanding and Collapsing Folders and Groups

Keys for Working with Windows, Menus, and Toolbars

Tip You can print the keyboard shortcut tables for reference.

See Also

Menus, Commands, and Dialog Boxes
Toolbars and Buttons
Parts of the Microsoft Exchange Screen

Keys for Moving and Selecting

See Also

Use the following shortcuts to quickly move the insertion point, and select text in messages and dialog boxes. In most cases, to select text instead of move, you use the SHIFT key plus the same shortcut you would use to move the insertion point. Note that when you select text in a message, graphics and attachments are also selected if they are located within your selection.

Moving

To move the insertion point	Press
One character left or right	LEFT or RIGHT ARROW
One line up or down	UP or DOWN ARROW
One word left	CTRL+LEFT ARROW
One word right	CTRL+RIGHT ARROW
The end of a line	END
The start of a line	HOME
The end of a paragraph	CTRL+DOWN ARROW **(?DOESN'T WORK)**
The start of a paragraph	CTRL+UP ARROW **(?DOESN'T WORK)**
One screen down	PAGE DOWN
One screen up	PAGE UP
The bottom of the screen	CTRL+PAGE DOWN
The top of the screen	CTRL+PAGE UP
The end of a document	CTRL+END
The start of a document	CTRL+HOME
Repeat Find	SHIFT+F4

Selecting

To select from the insertion point to	Press
One character left or right	SHIFT+LEFT or RIGHT ARROW
One line up or down	SHIFT+UP or DOWN ARROW
One word left	CTRL+SHIFT+LEFT ARROW
One word right	CTRL+SHIFT+RIGHT ARROW
The end of a line	SHIFT+END
The start of a line	SHIFT+HOME
The end of a paragraph	CTRL+SHIFT+DOWN ARROW **(?DOESN'T WORK)**
The start of a paragraph	CTRL+SHIFT+UP ARROW **(?DOESN'T WORK)**
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP

The bottom of the screen	CTRL+SHIFT+PAGE DOWN
The top of the screen	CTRL+SHIFT+PAGE UP
The end of a document	CTRL+SHIFT+END
The start of a document	CTRL+SHIFT+HOME
Select an entire document	CTRL+NUMPAD 5

See Also

Menu Command Keys
Keys for Editing
Keys for Formatting
Keys for Expanding and Collapsing Folders and Groups
Keys for Working with Windows and Menus

Keys for Editing

See Also

Use the following shortcuts to delete, move, copy, and paste text and objects; remove formatting; and undo your last action.

To	Press
Move text or objects to the Clipboard	CTRL+X
Copy text or objects to the Clipboard	CTRL+C
Paste Clipboard contents	CTRL+V
Delete character on the left or the selected object	BACKSPACE
Delete character on the right or the selected object	DELETE
Delete word on the left	CTRL+BACKSPACE
Delete word on the right	CTRL+DELETE
Remove text formatting	CTRL+SPACEBAR
Undo the last action	CTRL+Z

See Also

Menu Command Keys
Keys for Moving and Selecting
Keys for Formatting
Keys for Expanding and Collapsing Folders and Groups
Keys for Working with Windows and Menus

Keys for Formatting

See Also

Use the following shortcuts to change text formatting and paragraph alignment.

Changing Text Formatting

To	Press
Make text bold	CTRL+B
Make text italic	CTRL+I
Underline text	CTRL+U
Remove text formatting	CTRL+SPACEBAR

Changing Paragraph Formatting

To	Press
Increase indentation	CTRL+M **(?DOESN'T WORK)**
Decrease indentation	ALT+CTRL+M **(?DOESN'T WORK)**
Turn on/off bullets	CTRL+SHIFT+L
Center align a paragraph	CTRL+E
Left align a paragraph	CTRL+L
Right align a paragraph	CTRL+R **(?DOESN'T WORK)**

See Also

Menu Command Keys
Keys for Moving and Selecting
Keys for Editing
Keys for Expanding and Collapsing Folders and Groups
Keys for Working with Windows and Menus

Keys for Expanding and Collapsing Folders and Groups

See Also

Use the following shortcuts to expand and collapse levels in folders and lists that contain grouped items.

To	Press
Expand the selected folder	RIGHT ARROW
Collapse the selected folder	LEFT ARROW
Expand the selected group	SHIFT+PLUS SIGN
Collapse the selected group	MINUS SIGN
Expand the selected folder or group	NUMPAD +
Collapse the selected folder or group	NUMPAD -

See Also

Menu Command Keys
Keys for Moving and Selecting
Keys for Editing
Keys for Formatting
Keys for Working with Windows and Menus

Keys for Working with Windows and Menus

See Also

Use the following shortcuts to switch among, resize, and close windows; display menus and choose commands; and select toolbar buttons.

Switching, Sizing, and Closing Windows

To	Press
Switch to another application	ALT+TAB
Maximize the active window	CTRL+F10 **(?Doesn't work)**
Minimize the active window	CTRL+F9 **(?Doesn't work)**
Change the size of the active window	CTRL+F8 and then use the arrow keys and press ENTER. **(?Doesn't work)**
Move the active window	CTRL+F7 and then use the arrow keys and press ENTER. **(?Doesn't work)**
Restore the active window to its previous size	CTRL+F5 **(?Doesn't work)**
Close the active window, or Microsoft Exchange if the Viewer window is active	ALT+F4

Displaying Menus and Choosing Commands

To	Press
Activate the menu bar and select a menu	ALT or F10 and then press the underlined letter key
Select a command on the menu	Underlined letter key, or UP or DOWN ARROW and then press ENTER
Activate the shortcut menu	SHIFT+F10 **(?DOESN'T WORK IN THE VIEWER)**
Cancel the menu	ESC
Display the Microsoft Exchange control menu	ALT+SPACEBAR

See Also

Menu Command Keys
Keys for Moving and Selecting
Keys for Editing
Keys for Formatting
Keys for Expanding and Collapsing Folders and Groups

Menu Command Keys

See Also

Use the following shortcut keys to choose the named commands from the specified menu. These shortcut keys are also listed on each menu to the right of the corresponding command. The tables combine the menu commands from each Microsoft Exchange window.

To choose a command not listed in one of the tables, press the ALT key plus the underlined letter in the menu name, and then press the underlined letter for the command you want.

File Menu Command Keys

Command	Shortcut
Send	CTRL+ENTER or ALT+S
Open	CTRL+O
Save	CTRL+S
Save As	F12 or ALT+F2
Move	CTRL+SHIFT+M
Copy	CTRL+SHIFT+C
Delete	CTRL+D
Properties	ALT+ENTER
Print	CTRL+P
Close	ALT+F4

Edit Menu Command Keys

Command	Shortcut
Undo	CTRL+Z
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Select All	CTRL+NUMPAD 5
Find	CTRL+SHIFT+F
Replace	CTRL+H

View Menu Command Keys

Command	Shortcut
Inbox	CTRL+SHIFT+I
Outbox	CTRL+SHIFT+O
Item Above	CTRL+< or CTRL+SHIFT+P
Item Below	CTRL+> or CTRL+SHIFT+N

Tools Menu Command Keys

Command	Shortcut
Deliver Mail	CTRL+M
Address Book	CTRL+SHIFT+B
Find	CTRL+SHIFT+F
Select Names	CTRL+SHIFT+B
Check Names	CTRL+K
Spelling	F7

Compose Menu Command Keys

Command	Shortcut
New Message	CTRL+N
Reply	CTRL+R
Reply and reverse option to include original message text	CTRL+SHIFT+R
Reply All	CTRL+A
Forward	CTRL+F

See Also

Keys for Moving and Selecting
Keys for Editing
Keys for Formatting
Keys for Expanding and Collapsing Folders and Groups
Keys for Working with Windows and Menus

Information for Microsoft Mail Users

Microsoft Exchange includes many new features that will change the way you send, receive, and share information. Some features are similar to those in Microsoft Mail, but many are new. This section includes topics that explain new features and compare similar features in the two products.

It is possible to use the Microsoft Exchange client with a Microsoft Mail server. If your organization uses this configuration, you can find information about it in this section.

For more information, see the topics below:

New Features of Microsoft Exchange

Comparison of Microsoft Exchange and Microsoft Mail

Using the Microsoft Exchange Client with Microsoft Mail

New Features of Microsoft Exchange

Microsoft Exchange provides many features that are designed to help you manage large amounts of information more efficiently and effectively. Some of these are:

AutoAssistants and Rules

You can use AutoAssistants to process and organize your mail as you receive it. Using an AutoAssistant, you can set up rules that specify a set of conditions an item must meet and a corresponding action for items that meet those conditions. For example, all messages that you receive from your manager can be automatically filed in a separate folder, or each time you receive a message marked with high importance, you can display a popup notification.

Public Folders

In addition to personal folders where you store information for your own use, you can create and use public folders to collect, organize, and exchange information with others on your team, at your site, or throughout your organization. While similar to shared folders in Microsoft Mail, public folders provide many new options for sharing information. A public folder can contain any type of information, from work and project information, to discussions about a general subject, to classified ads. Depending on the nature of the information, access to a public folder may be restricted to a few individuals or a team, or it may include an entire organization. A public folder can contain views for organizing and finding information, and forms for contributing and reviewing information.

Forms

Microsoft Exchange provides electronic forms that enable you to view, gather, and send information that needs to be structured in a particular way. Your administrator and others with appropriate permissions can create forms with the Microsoft Exchange Forms Designer. You might, for example, use a form when notifying the payroll department of sick leave or when ordering supplies. Also, in public folders, you may be required to use forms for posting information.

Views

In Microsoft Exchange, you can customize the display of messages and other items in a folder by:

- Adding or removing column headers and changing column width.
- Sorting items by any column header.
- Grouping items in an outline form according to the properties you specify.
- Creating a filter so that the only items displayed are those that meet the conditions you specify.

You can also add, remove, and change the order of toolbar buttons.

Once you've customized the display to look the way you want, you can save the settings as a view, which you can then apply to the active folder or your other folders.

Other Important Changes

Passwords and Profiles

When starting Microsoft Mail, you were required to enter a password before connecting to your Mail server. For Microsoft Exchange, passwords and logging on work differently. After logging on to your operating system, you start Microsoft Exchange and then specify the profile that you want to use for working in Microsoft Exchange. Your profile contains the list of information services that you use with Microsoft Exchange.

Information Storage in More Than One Location

In Microsoft Mail, your messages were stored in an .mmf file that was located on your Mail server. In Microsoft Exchange, your mailbox is located on the Microsoft Exchange Server, but you can create a set of personal folders and have your mail delivered the Inbox there (if you are working offline, for example). A personal folder file can be stored on your computer, on a floppy disk, or on a file server.

Connecting to More Than One Information Service

Unlike Microsoft Mail, Microsoft Exchange gives you the option of connecting to more than one information service. For example, in addition to sending and receiving mail via Microsoft Exchange, you might also be connected to an online information service, such as the Microsoft Network, and to a fax service. The Services command on the Tools menu allows you to specify which information services you want to connect to. When you do so, messages are sent and received via the services you specify.

For More Information

For more information about these new features in Microsoft Exchange, see the Help topics below.

To do this	See this help topic
Create a rule	Creating a Rule
Create a public folder	Creating and Designing a Public Folder
Work in a public folder	Posting Information in a Public Folder - TBD
Use a form for sending information	Selecting a Form
Sort items	Sorting Items
Group items	Grouping Items
Filter items	Filtering Items
Create an AutoText entry	Creating an AutoText Entry
Add or remove a toolbar button	Adding or Removing a Toolbar Button
Move a toolbar button	Moving a Toolbar Button
Create a new view	Creating and Saving a View
Create a profile	Creating a Profile
Create a personal folder file	Creating or Adding a Personal Folder File
Connect to more than one information service	Adding an Information Service

Comparison of Microsoft Exchange and Microsoft Mail

This topic contains a list of common tasks that you perform using either a new command in Microsoft Exchange or a command that was in Microsoft Mail but is now located on a different menu. The Microsoft Exchange command and corresponding Microsoft Mail command are provided.

Sending Information

To do this	Choose this Microsoft Exchange command	Corresponding Microsoft Mail command
Check the spelling of text in a message	Spelling (Tools menu)	Spelling (Edit menu)
Copy or move a folder to another set of folders	Select the folder, and then choose Copy or Move from the File menu.	Export Folder (File menu)
Create a new personal distribution list	Address Book (Tools menu)	Personal Groups (Mail menu)
Create a personal folder file, and then copy folders to the new file	Services (Tools menu)	Backup (Mail menu)
Display a list of items in alphabetical order sorted by the sender's name	Personal Views (View menu)	Sort By Sender (View menu)
Display a list of items in alphabetical order sorted by the text in the subject line of the message	Personal Views (View menu)	Sort By Subject (View menu)
Display a new copy of the current window	New Window (View menu)	New Window (Window menu)
Display a new Standard Send form	New Message (Compose menu)	Compose Note (Mail menu)
Display items in ascending order sorted by the date the message was sent	Sort (View menu)	Sort By Date (View menu)
Display items in descending order of importance	Sort (View menu)	Sort By Priority (View menu)
Display options for customizing Microsoft Exchange	Options (Tools menu)	Options (Mail menu)
Display the Address Book	Address Book (Tools menu)	Address Book (Mail menu)
Forward the active or selected item	Forward (Compose menu)	Forward (Mail menu)
Import an .mmf file or a personal folder file (.pst file) and add it to the active profile	Import Mail Data (File menu)	Import Folder (File menu)
Insert a file from the file system into a message	File (Insert menu)	Insert From File (Edit menu)
Insert an embedded object into a	Object (Insert menu)	Insert Object (Edit menu)

message		
Modify the font displayed in a message	Font (Format menu)	Change Font (View menu)
Reply to all users listed in the To, Cc, and Bcc boxes of a message	Reply To All (Compose menu)	Reply To All (Mail menu)
Reply to the active or selected item	Reply (Compose menu)	Reply To Sender (Mail menu)
Save an attachment in a message as a separate file	Save As (File menu). Then, choose the Attachments button under Save	Save Attachment (File menu)
Search for items based on conditions you specify	Find (Tools menu)	Message Finder (File menu)
Send and receive new mail	Deliver Now (Tools menu)	New Messages (View menu)

Using the Microsoft Exchange Client with Microsoft Mail

You can use the Microsoft Exchange client with a variety of information services for delivering mail. However, if you choose to use the Microsoft Exchange client with a message transport service other than the Microsoft Exchange service, you cannot take advantage of certain features that are available only with Microsoft Exchange Server. These include:

- AutoAssistants
- Forms
- Public folders and public folder shortcuts

The commands for these features will be gray, or dimmed.

Feature	Command
AutoAssistants	Inbox Assistant (Tools menu)
	Out Of Office Assistant (Tools menu)
Forms	New Form (Compose menu)
	New Post In This Folder (Compose menu)
	Post Reply In This Folder (Compose menu)
Public Folders	Design This Folder (Tools menu)
	Copy Folder Design (Tools menu)
	Create Public Folder Shortcut (File menu)
	Delete Public Folder Shortcut (File menu)

Compose Menu Commands

For more information, choose a command name. The commands are listed according to the Compose menus in the Viewer, Standard Send form, Standard Read Form, Standard Post Form, Standard Post (Read) form, and the Find window.

Viewer

New Message

New Form

Post in This Folder

Reply

Reply to All

Forward

Send, Read, and Post Form

New Message

Post in This Folder

Reply

Reply to All

Forward

Post (Read) Form

New Message

Post in This Folder

Reply

Reply to Author

Forward

Information Finder

New Message

Reply

Reply to All

Forward

New Message Command (Compose Menu)

See Also

Opens a blank Standard Send form in which you can compose a new message.

You can also open a new send form by clicking the New Message button.

New Message button

To move the insertion point within the send form, press TAB.

In the Standard Send form, to select recipients from the Select Names dialog box, choose the To or Cc button.

If you are working in a public folder, the folder may require that you use a specific form to post information. The forms that are available in a public folder are listed at the bottom of the Compose menu when that folder is open.

See Also

New Form Command (Compose Menu)
Post in This Folder Command (Compose Menu)
Standard Send Form
Sending a Message
Saving an Incomplete Message

New Form Command (Compose Menu)

See Also

Opens a specific form for correspondence.

You can choose a form from your personal forms registry or any other forms registry that you have access to.

If you are working in a public folder, the folder may have specific forms to use for posting or replying to information. These forms are listed at the bottom of the Compose menu when the folder is open.

New Form Dialog Box Options

Forms Registry Name

Select a forms registry from the drop down list and then select the form you want to use.

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

Show Categories

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

Description

Describes the purpose of the selected form and displays the contact name and form version number.

See Also

New Message Command (Compose Menu)
Post in This Folder Command (Compose Menu)
Selecting a Form
Copying a Form
Saving a Form to a File

Reply Command (Compose Menu)

See Also

Opens a copy of the selected or open message pre-addressed to the sender. You can then compose a response to the message within or above the original message text.

You can also reply to a message by clicking the Reply button.

Reply button

Attachments are not copied to the reply; however, a marker appears where the embedded object was in the original message. To include the attachments, forward the message instead of replying to it.

To change options for replying, such as including or excluding the original message text in your reply, choose Options from the Tools menu, and then select the Read tab.

If you choose Reply in a custom form, the reply form may be the Standard Send form or another form specified by the form designer.

See Also

Reply to All Command (Compose Menu)
Forward Command (Compose Menu)
Replying to a Message
Forwarding a Message

Reply To All Command (Compose Menu)

See Also

Opens a copy of the selected or open message pre-addressed to the sender and all recipients. You can then compose a response to the message within or above the original message text.

You can also perform this action by clicking the Reply to All button.

Reply to All button

Attachments are not copied to the reply form; however, a marker appears where the embedded object was in the original message. To include the attachments, forward the message or form instead of replying to it.

To change options for replying, such as including or excluding the original message text in your reply, choose Options from the Tools menu, and then select the Read tab.

If you choose Reply to All in a custom form, the reply form may be the Standard Send form or another form specified by the form designer.

See Also

Reply Command (Compose Menu)
Forward Command (Compose Menu)
Replying to a Message
Forwarding a Message

Forward Command (Compose Menu)

See Also

Opens a copy of the selected or open message that you can then address and send to other users.

You can also perform this action by clicking the Forward button.

Forward button

You can type any comments you want to include in the forwarded message within or above the original message text.

Any attachments are copied into the forwarded message.

You can also forward multiple messages by selecting them in the folder contents list and then choosing the Forward command. Each message is included as an attachment in a single Standard Send form.

If you choose Forward in a custom form, the form that is displayed may be the Standard Send form or other form specified by the form designer.

See Also

Reply Command (Compose Menu)
Reply to All Command (Compose Menu)
Replying to a Message
Forwarding a Message

Post in This Folder Command (Compose Menu)

See Also

Opens a blank Standard Post form pre-addressed to the open folder. You can use this form to post information to any type of folder.

To move the insertion point within the post form, press TAB.

In most cases, you use this form in public folders, such as a BBS discussion folder, where you converse and exchange ideas with other users.

Some public folders may require that you use a form other than the Standard Post form to post information. The forms that are available in a public folder are listed at the bottom of the Compose menu when that folder is open.

See Also

Standard Post Form
Reply to Author (Compose Menu)
Posting Information in a Public Folder
Checking Your Public Folder Access Permissions

Reply to Sender Command (Compose Menu)

See Also

Opens a Standard Send form pre-addressed to the author of the active posted message. This command is only available in the Standard Post (Read) form.

- Using this command, you can easily reply directly to the author of a posted item without posting your reply in the folder.
- You can compose your response within or above the original message text.
- To move the insertion point within the form, press TAB.

See Also

Standard Post (Read) Form
Post in this Folder (Compose Menu)
Replying to a Posted Item
Posting Information in a Public Folder

Overview of Remote Email Access to Microsoft Exchange

See Also

You can work with Microsoft Exchange using both your primary computer in your office and a secondary computer when you're away from the office. For example, if you travel with a laptop computer, use a desktop computer at home, or work exclusively offsite, you can use Remote Preview to establish a remote connection to your Microsoft Exchange server.

Remote Preview

Using Remote Preview, you connect to your Microsoft Exchange server with a modem and telephone line. You then check for new messages, view your mail headers, and download the messages you want to read. You can also send mail you've composed while offline. After you've performed these actions, you disconnect from the server.

You can also work with Microsoft Exchange when you're offline. For example, while on an airplane you can use a laptop computer to read messages, work with folders, and compose new messages. You can send the new messages when you later connect to your server using Remote Preview or when you return to your office.

You can use any type of personal computer to work with Remote Preview or to work offline---a dockable laptop, a laptop used as a secondary computer, or a desktop computer. The computer you use must have Microsoft Exchange installed.

Note These Help topics document the remote functionality available in this test release of Microsoft Exchange. Additional remote features will be available in later versions.

See Also

Preparing to Use Remote Preview
Retrieving and Sending Mail Using Remote Preview
Preparing to Work Offline

Preparing to Use Remote Preview

See Also

Before you can use Remote Preview, you must take the following steps:

1. Install Microsoft Exchange on both your primary computer (if you have one) and on the secondary computer you use for remote work. For information on installing Microsoft Exchange, see your administrator.
2. Create a profile for remote use. For more information, see the topic Creating a Profile for Remote Use.

   If you use a server-based mailbox and plan to connect your secondary computer to your server when you return after working remotely, you must create an additional profile for this purpose.
3. Create a personal information store on the hard disk of the computer you use for remote work. This personal information store will serve as your mailbox. For more information, see the topic Creating or Adding a Personal Information Store.
4. Configure your modem. For more information, see the documentation for your modem.
5. Copy the items you need---such as folders, forms, and your personal address book---from the server or your primary computer to the computer you use for remote work. If you use a dockable laptop computer, make sure all Microsoft Exchange-related files are on your hard disk before you undock it from your desktop computer.

Before you leave your office, make sure that you exit and log off from Microsoft Exchange. If you use a personal mailbox on the hard disk of your primary computer, you will not be able to use Remote Preview unless you have logged off.

If you share a computer---such as a company-owned laptop---each user should have a separate profile and personal information store for confidentiality and security.

See Also

Overview of Retrieving and Sending Mail Using Remote Preview
Creating a Profile
Creating a Profile for Remote Use

Overview of Creating a Profile for Remote Use

How To

Before you use Remote Preview to establish a remote connection to your Microsoft Exchange server, you must first create a new profile for remote use. This new profile will use Microsoft Exchange Remote instead of the regular Microsoft Exchange information service. Your profile will also include a personal address book and a personal information store that will serve as your mailbox.

Creating a Profile for Remote Use

Overview

See Also

To create a profile for remote use

1. In the Windows Control Panel, double-click the Profiles icon.
2. On the General tab, choose the Add button, and then select the Manually Configure Information Services option.
3. In the Profile Name box, type a name (up to 64 characters).

   If your administrator has modified the default services that are added to new profiles, the following steps may vary.
4. On the Services tab, choose the Add button, and then select Personal Information Store and choose OK.
5. In the Create/Open Personal Information Store dialog box, to create a new personal information store, type a path and filename. To specify an existing personal information store, select it from the displayed folders. Choose Open or OK and then select the options you want.
6. On the Services tab, choose the Add button, and then select Personal Address Book and choose OK. Specify the path by typing it or by choosing the Browse button, and then choose OK.
7. On the Services tab, choose the Add button, and then select Microsoft Exchange Remote and choose OK. Be sure you select Microsoft Exchange Remote; you cannot use the regular Microsoft Exchange information service for remote work.
8. Specify the server name, user name, and other options and then choose OK.

   If you are not connected to your network when you create this remote profile, choose the Cancel button in step 8. Microsoft Exchange Remote will be added to your profile; you will be prompted for your server name, user name, and other options when you first use the Connect and Update Headers command or the Connect and Transfer Mail command on the Tools menu in Remote Preview.
9. On the Services tab, choose OK.

Note If you use a server-based mailbox, you can connect your remote computer to the server and transfer items from the server to your remote computer before you leave your office. You can also transfer items from your remote computer to the server when you return to your office after working remotely. To do this, you must create an additional profile on your remote computer. For more information, see the topic Creating a Profile.

See Also

Preparing to Use Remote Preview

Overview of Specifying Connection Options

How To

You can set or change the configurations that define your remote connection. For example, you can set the name and telephone number your modem uses to connect your computer to your Microsoft Exchange server. You can also set or change your user name, password, and domain.

Specifying Connection Options

Overview

See Also

To specify connection options

1. In Remote Preview, choose Options from the Tools menu.
2. Select the Connection tab.
3. In the Phone Book Entry box, select the entry that describes the connection for your modem to dial.
4. In the User Name, Password, and Domain boxes, type respectively your user name, password, and network domain name.
5. To set or change the remote setup configuration, choose the Setup button, and then select the options you want.

   For more information, choose the Help button in the dialog box that opens after you choose the Setup button.
6. Choose the OK button.

See Also

Changing Remote Connection Configurations

Overview of Changing Remote Connection Configurations

How To

If you use Microsoft Exchange Remote as your remote information service, you can schedule specific times for establishing a remote connection to transfer mail.

You can also set conditions limiting the types of messages to be transferred from your Microsoft Exchange server, and you can control when the remote connection ends.

Changing Remote Connection Configurations

Overview

See Also

To specify remote connection configurations

1. In Remote Preview, from the Tools menu, choose Options.
2. Select the Settings tab.
3. In the During Scheduled Connections, Transfer group, do any of the following:

- To transfer mail based on how you mark mail headers in Remote Preview, select the Marked Items check box.
- To transfer mail based on conditions you specify in the Filter dialog box, select the Items That Meet The Following Conditions check box.

Note The above two options apply only to scheduled connections.

- To open the Filter dialog box for specifying filter conditions, choose the Filter button.

4. Do any of the following:

- Under Automatically Disconnect After, select either or both of the check boxes to disconnect after updating headers and/or after transferring mail.
- Under Scheduled Connections, do either or both of the following:
- To connect automatically at one specific time, select the Connect At check box and then select the time in the AM/PM box.
- To connect automatically at specified intervals, select the Connect Every check box and then select the time interval in the Hours:Minutes check box.

5. Choose the OK button.

See Also

Filter Command (Remote Preview View Menu)
Retrieving and Sending Mail Using Remote Preview

Preparing to Work Offline

See Also

If you use a dockable laptop computer, use the first procedure. If you use a secondary computer, use the second procedure.

To prepare a dockable laptop computer

Note If you use a dockable laptop as both your primary computer and for remote and offline work, use a personal information store on your hard disk as your default mailbox.

1. Create a personal information store on your hard disk if you don't already have one.

   For information about creating a personal information store, see the topic Creating or Adding a Personal Information Store.
2. Create a profile that uses this personal information store as your working mailbox.

   For information about specifying your mailbox, see the topic Setting Mail Delivery Options.

   If you want to use your personal address book (PAB), include it in the profile.
3. To work with items or folders currently on the Microsoft Exchange server, move or copy them to your personal information store.
4. Exit and log off from Microsoft Exchange.

To prepare a secondary computer

Note If you use both a primary computer in your office, and a secondary computer for remote or offline work, use a server-based mailbox on your primary computer.

1. On your primary computer, move items that you want to work with offline---such as folders, forms, and your personal address book---to your server-based mailbox. Then exit and log off from Microsoft Exchange.
2. On your secondary computer, create a personal information store on your hard disk. For more information, see the topic Creating or Adding a Personal Information Store.
3. On your secondary computer, create two profiles: one that specifies a personal information store as your mailbox, and one that specifies your server-based mailbox. For more information, see the topic Creating a Profile.
4. Using your secondary computer, log on to Microsoft Exchange and select the profile that uses the server-based mailbox. Connect to your server, and copy or move the items you want to work with from the server mailbox to your personal information store.
5. Exit and log off from Microsoft Exchange.

See Also

Working Offline
Returning After Working Remotely or Offline

Overview of Working Offline

How To

See Also

You can work with Microsoft Exchange away from the office without establishing a remote connection to your server. When you do this, you're working offline. When you work offline, you can work with the messages that are already in your Inbox and compose new messages to send when you later connect to your network. This is useful when, for example, you're on an airplane.

If you use the remote features of Microsoft Exchange, you'll often work offline---for example, after you transfer new messages from your server to your remote computer and then disconnect from the server.

See Also

Preparing to Work Offline
Working Offline
Returning After Working Remotely or Offline

Working Offline

Overview

See Also

To work offline on a dockable laptop computer

1. Log on to Microsoft Exchange and select the profile that contains the personal information store you've created as your working mailbox.
2. Follow the usual procedures for working with Microsoft Exchange.

   Choosing the Send command on the File menu or clicking the Send button queues your message to the Outbox.

To work offline on a secondary computer

1. Copy the personal information store (.PST file) to your computer's hard disk if you haven't already done this. You can also create a new .PST file on your secondary computer.
2. If you don't already have one, create a profile that uses this personal information store as your mailbox.

   For information about creating a profile, see the topic Creating a Profile.
3. Log on to Microsoft Exchange, using this profile.
4. Follow the usual procedures for working with Microsoft Exchange.

   Choosing the Send command on the File menu or clicking the Send button queues your messages in the Outbox.
5. When you finish, exit and log off.

See Also

Moving or Copying Items to Other Folders
Preparing to Work Offline
Returning After Working Remotely or Offline

Overview of Retrieving and Sending Mail Using Remote Preview

How To

See Also

Use Remote Preview to retrieve and send mail when you're away from your office or if you work offsite. With Remote Preview, you can quickly view your message headers and select only the messages you want to download to your remote computer. This minimizes the time of your remote connection, which is an advantage if you pay long-distance charges or if your Microsoft Exchange server has a limited number of modems or is in great demand.

When you retrieve mail, you first download mail headers from the server to your remote computer. You then select one or more headers and specify the action you want to take. You can move or copy messages from the server to your remote computer, or you can delete messages from the server.

When you send mail, you transfer the mail from the Outbox of your remote computer to the server.

Before you can use Remote Preview, you must prepare your remote computer for remote use. For information, see the topic Preparing to Use Remote Preview.

See Also

[Creating a Profile for Remote Use]
[Specifying Connection Options]
[Changing Remote Connection Configurations]

Retrieving and Sending Mail Using Remote Preview

Overview

See Also

These procedures assume you use Microsoft Exchange Remote. If you use a different information service, consult the documentation for that service.

To download mail headers from the Microsoft Exchange server

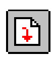
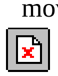
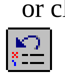
1. Make sure your computer and modem are properly connected.
2. Log on to Microsoft Exchange and select a profile you've created for remote use.
3. On the Tools menu, choose Remote Preview, and select Microsoft Exchange.
4. On the Tools menu, choose Options. On the Connection tab, specify the options you want. This is required only the first time you use Remote Preview; these settings are retained until you change them.
5. On the Tools menu, choose Connect And Update Headers, or click the Update Headers button.

Update Headers button

Microsoft Exchange establishes a remote connection to your server, downloads the headers of your most recent mail, and then disconnects.

To move, copy, or delete messages from the Microsoft Exchange server

1. Select one or more message headers, and then specify the action you want to take:

To	Do this
Move the messages to your personal mailbox and delete them from the server	From the Edit menu, choose Mark To Retrieve, or click the Mark To Retrieve button.  Mark To Retrieve button
Copy the messages to your personal mailbox without deleting them from the server	From the Edit menu, choose Mark To Retrieve A Copy, or click the Mark To Retrieve A Copy button.  Mark To Retrieve A Copy button
Delete the messages on the server without transferring them	From the Edit menu, choose Mark To Delete, or click the Mark To Delete button. The messages will be permanently deleted; they will not be moved to the Deleted Items folder.  Mark To Delete button
Remove all marks you've made to headers	From the Edit menu, choose Unmark All, or click the Unmark All button.  Unmark All button

The icons in the far-left column of Remote Preview show the action you choose for each message.

2. From the Tools menu, choose Connect And Transfer Mail, or click the Transfer Mail button.

Transfer Mail button

Note If you have messages queued in your Outbox, they will be sent automatically.

3. To work with the new messages, switch to the Inbox folder in your Mailbox.

After you disconnect from the server, you can work with your mail offline. For more information, see the topic Working Offline.

Note You can download headers, select messages, and send messages during the same connection instead of making a separate connection for each operation. To do this, choose the Options command from the Tools menu in Remote Preview. On the Settings tab, clear the options you want in the Automatically Disconnect After group.

To send mail

1. Make sure your computer and modem are properly connected.
2. Log on to Microsoft Exchange and select a profile you've created for remote use.
3. From the Tools menu, choose Remote Preview, and select Microsoft Exchange.
4. On the Tools menu, choose Options. On the Connection tab, specify the options you want. This is required only the first time you use Remote Preview; these settings are retained until you change them.
5. From the Tools menu, choose Connect And Transfer Mail, or click the Connect And Transfer Mail button.


Connect And Transfer Mail button

6. To close Remote Preview, from the File menu, choose Close.

Note To transfer copies of your sent mail to your primary computer, see the topic Returning After Working Remotely or Offline.

See Also

Creating a Profile
Creating a Profile for Remote Use
Specifying Connection Options
Changing Remote Connection Configurations

Overview of Returning After Working Remotely or Offline

How To

If you've used a secondary computer to work remotely or offline, you can transfer messages from your secondary computer to your primary computer when you return to your office. You can also send messages you've composed while offline and saved in your Outbox.

Returning After Working Remotely or Offline

Overview

See Also

To transfer items from a dockable laptop computer

1. Dock your computer.
2. Log on to Microsoft Exchange, selecting your usual profile.
3. If this profile uses your Microsoft Exchange mailbox, you may want to move items that you worked with from your personal information store into your Microsoft Exchange mailbox.
3. Any messages in your Outbox will be sent automatically.

   You can't move the Inbox, Outbox, Deleted Items folder, or Sent Mail folder; to move items from these folders, you must select the items and move them.

To transfer items from a secondary computer

1. Do one of the following:

If you have a laptop computer and a cable and file transfer utility, copy your personal information store (a .PST file) from your laptop directly to the directory that contains your .PST files on the hard disk of your primary computer. Then log on to Microsoft Exchange, add this personal information store to your active profile, and select and move the items to the folders where you want them stored.

For information about this method of transferring files, see the documentation for your file transfer utility.

If you use a laptop computer with network access, you can use a profile with a server-based mailbox and move messages from the laptop .PST file to the server mailbox. For information on creating a profile for this purpose, see the topic Creating a Profile.

2. On your primary computer, log on to Microsoft Exchange and select your usual profile.
3. Any messages in your Outbox will be sent automatically.

See Also

Moving or Copying Items to Other Folders
Preparing to Work Offline
Working Offline

Properties Command (Remote Mail File Menu)

Displays a dialog box for viewing and modifying the properties of the item selected.

Close Command (Remote Mail File Menu)

Closes Remote Mail and returns you to the last window you were working in.

You can also close Remote Mail by choosing the Close command on the window Control menu or by pressing ALT+F4.

Select All Command (Remote Mail Edit Menu)

See Also

Selects all mail headers in the Contents Pane of Remote Mail, regardless of whether any are already selected.

After you select the headers, you can mark them for transferring to your Inbox or for deletion.

See Also

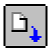
Retrieving and Sending Mail Using Remote Preview

Mark To Retrieve Command (Remote Mail Edit Menu)

See Also

Marks a message to be subsequently transferred from your Microsoft Exchange server to the Inbox on your computer.

You can also perform this task by clicking the Mark To Retrieve button.


Mark To Retrieve button

Before choosing Mark To Retrieve, you must first select the mail headers in the Remote Mail contents pane. You can mark more than one message -- or all of them -- to be transferred at a time. The marked message(s) will be transferred after you choose Connect And Transfer Mail from the Tools menu.

Each message that you've marked using this command is transferred to your computer and deleted from your Inbox on the server.

When you mark a message, the following symbol appears in the leftmost column of the contents pane next to the message's header:


Mark To Retrieve symbol

See Also

Retrieving and Sending Mail Using Remote Preview
Mark To Retrieve A Copy Command (Remote Mail Edit Menu)
Connect And Transfer Mail Command (Remote Mail Tools Menu)

Mark To Retrieve A Copy Command (Remote Mail Edit Menu)

See Also

Marks a message to be subsequently copied from your Microsoft Exchange server to the Inbox on your computer.

You can also perform this task by clicking the Mark To Retrieve A Copy button.

Mark To Retrieve A Copy button

Before choosing Mark To Retrieve A Copy, you must first select the mail headers in the contents pane of Remote Mail. You can mark more than one message -- or all of them -- to be copied at a time. The marked message(s) will be copied after you choose Connect And Transfer Mail from the Tools menu.

Each message that you've marked using this command is copied to your computer. The original message remains in your Inbox on the server.

When you mark a message, the following symbol appears in the leftmost column of the contents pane next to the message's header:

Mark To Retrieve A Copy symbol

See Also

[Retrieving and Sending Mail Using Remote Preview](#)
Mark To Retrieve Command (Remote Mail Edit Menu)
Connect And Transfer Mail Command (Remote Mail Tools Menu)

Mark To Delete Command (Remote Mail Edit Menu)

See Also

Marks a message to be subsequently deleted from the Microsoft Exchange server without transferring it to the Inbox on your computer.

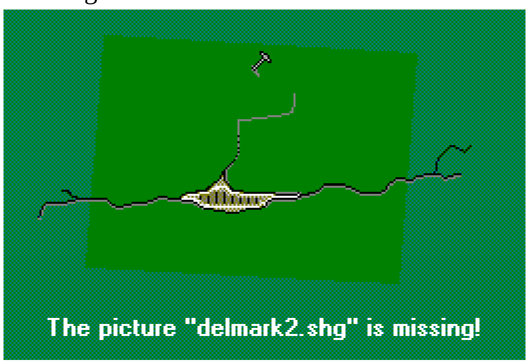
You can also perform this task by clicking the Mark To Delete button.

Mark To Delete button

Before choosing Mark To Delete, you must first select the mail headers in the contents pane of Remote Mail. You can mark more than one message -- or all of them -- to be deleted at a time. Marked messages will be deleted (moved to the Deleted Items folder) after you choose Connect And Transfer Mail from the Tools menu.

Each message that you've marked using this command is transferred to your computer and deleted from your Inbox on the server.

When you mark a message, the following symbol appears in the leftmost column of the contents pane next to the message's header:



Mark To Delete symbol

See Also

Retrieving and Sending Mail Using Remote Preview

Connect And Transfer Mail Command (Remote Mail Tools Menu)

Unmark All Command (Remote Mail Edit Menu)

See Also

Removes all marks you've made to mail headers in the contents pane of Remote Mail. For example, if you've marked some messages to retrieve and others to delete, the Unmark All command removes both types of marks.

When you choose this command, you undo all Mark To Retrieve, Mark To Retrieve A Copy, and Mark To Delete commands you've chosen since the last time you established a remote connection.

You can also perform this task by clicking the Unmark All button.

Unmark All button

Any messages that you've already transferred from the server by means of a previous remote connection are unaffected.

See Also

Retrieving and Sending Mail Using Remote Preview
Mark To Retrieve Command (Remote Mail Edit Menu)
Mark To Retrieve A Copy Command (Remote Mail Edit Menu)
Mark To Delete Command (Remote Mail Edit Menu)

Filter Command (Remote Mail View Menu)

See Also

Downloads a subset of newly arrived mail headers based on conditions you specify in the Filter dialog box. For example, you can display messages only from a specific person and filter out all other items.

Filter Dialog Box Options

Only Display the Items That Meet the Following Conditions:
Specify the conditions for the filter in this group.

From
Type one or more names, separating multiple names with semicolons.

Sent Directly To Me
Displays only mail headers that have your name on the To line.

Copied (Cc) To Me
Displays only headers that have your name on the Cc line.

Subject
To display messages with specific subject text, type the text in the box.

Advanced
Displays a dialog box in which you can specify additional filter conditions such as size, date received, and priority.

Clear All
Clears all conditions set in this dialog box and in the Advanced dialog box.

See Also

Filter Command (View Menu)

Connect Command (Remote Mail Tools Menu)

See Also

Establishes a remote connection to your server.

You can also perform this task by clicking the Connect button.

Connect button

Once a connection is established, your computer remains connected to the server until you choose the Disconnect command from the Tools menu.

Mail headers are not automatically downloaded during this connection. If you want to download headers, choose the Update Headers command.

See Also

Disconnect Command (Remote Mail Tools Menu)

Connect And Update Headers Command (Remote Mail Tools Menu)

Connect And Transfer Mail Command (Remote Mail Tools Menu)

Connect And Update Headers Command (Remote Mail Tools Menu)

See Also

Establishes a connection to the Microsoft Exchange server and transfers the headers of the most recent messages that have arrived in your mailbox, and then disconnects from the server.

You can also perform this task by clicking the Update Headers button.

Update Headers button

Your Remote Mail contents pane now contains the headers, and you can choose which of the messages you want to transfer to your Inbox. To designate messages for transferring, you use the Mark To Retrieve and Mark To Retrieve A Copy commands on the Edit menu, or the corresponding buttons on the toolbar.

The Connect And Update Headers command does not transfer the messages themselves. To do this, choose Connect And Transfer Mail from the Tools menu after you've marked the headers of messages you want to read.

See Also

Retrieving and Sending Mail Using Remote Preview
Mark To Retrieve Command (Remote Mail Edit Menu)
Mark To Retrieve A Copy Command (Remote Mail Edit Menu)
Mark To Delete Command (Remote Mail Edit Menu)

Connect And Transfer Mail Command (Remote Mail Tools Menu)

See Also

Establishes a connection to the Microsoft Exchange server and transfers messages. If you've marked mail headers in your Remote Mail contents pane, the corresponding items are now transferred to your Inbox from your Microsoft Exchange mailbox. If you've composed any messages and sent them to your Outbox, they are now transferred to your server and sent to the recipients. When all messages have been transferred, you are automatically disconnected from the server.

You can also perform this task by clicking the Transfer Mail button.

Transfer Mail button

See Also

Retrieving and Sending Mail Using Remote Preview
Connect And Update Headers Command (Remote Mail Tools Menu)

Disconnect Command (Remote Mail Tools Menu)

See Also

Ends a remote connection to your server.

You can also perform this task by clicking the Disconnect button.

Disconnect button

See Also

Connect Command (Remote Mail Tools Menu)

Options Command (Remote Mail Tools Menu)

See Also

Sets options controlling your remote connections. For example, you can set or change the telephone number for your server, and you can schedule specific connection times.

Options Command Dialog Box Options

Depending on the features of your remote information service, the Options command displays one or more tabs. For information about the options contained on a particular tab, choose the Help button on the tab or see the documentation for your remote information service.

See Also

Retrieving and Sending Mail Using Remote Preview

Connection Tab

See Also

Sets or changes your dial-in connection, password, and other logon settings.

Phone Book Entry

Select the entry that describes the connection for your modem to dial. This may be the name and telephone number of your Microsoft Exchange server.

The entry in this box will remain selected from session to session until you change it.

User Name

The account name you use for logging on to your organization's network.

Password

The password for your network account.

Domain

The name of your network domain.

Do Not Use Remote Networking Software

Disconnects the default remote networking software that comes installed with Microsoft Exchange. If you want to use a different remote networking software, you must select this check box.

If you want to use the default remote networking software that comes with Microsoft Exchange, clear this check box.

Setup

Displays options for managing your phone book entries and connection settings.

Apply

Immediately applies the changes you've made.

See Also

Retrieving and Sending Mail Using Remote Preview

Settings Tab

See Also

Specifies conditions for transferring messages from your Microsoft Exchange server. Other options on this tab set specific times for remote connections, and conditions for disconnecting from your server.

Automatically Disconnect After

You can instruct Microsoft Exchange to end a scheduled remote connection after completing its specified message-transferring task.

Updating Headers

If this box is selected, each scheduled remote connection will end immediately after the headers are updated.

Note This option is useful if you want to minimize the time of your remote connections. If minimizing your connection time is not a concern, you might want this option cleared. That way, you can download headers, mark some for retrieval, and transfer messages all in one session.

Transferring Messages

If this box is selected, each scheduled remote connection will end immediately after messages are transferred.

Scheduled Connections

You can specify when to establish a remote connection. You can also specify that Microsoft Exchange automatically retrieve all unread messages each time a connection is made.

Connect At

To specify a connection at one specific time, select the check box and select or type the time when you want the connection to be established.

Connect Every/Hours:Minutes

To specify connections at regular intervals, select the check box and select or type the interval in the Hours:Minutes box.

Next connection at

Displays the time of the next scheduled connection (if one or more are scheduled).

During Scheduled Connections, Transfer

Specify the conditions for transferring mail from your server.

Marked Items

Transfers messages based on how you mark mail headers in the Remote Mail contents pane.

Items that meet the following conditions

Transfers items based on conditions you set in a filter.

Filter

Displays the Filter dialog box for specifying filter conditions.

See Also

Retrieving and Sending Mail Using Remote Preview

Address Book

The directory of the address lists provided in your profile. These lists contain user, distribution list, and public folder names to which you can address messages. You have access to at least two address lists: the global address list and your personal address book. You can use the Address Book to address messages, search for names, get details about a name, add or delete entries in your personal address book, and create and edit personal distribution lists.

Address Box

A field for recipient names in a message or form. For example, in the Standard Send form, you add names to: the To box, the Cc box, or Bcc box. You can type the names in these boxes or select them from the Select Names dialog box.

Address List

A list of names, addresses, and other information. Names can include users, distribution lists, and public folders. You have access to at least two address lists: the global address list and your personal address book.

Administrator

A person who maintains your network operating system and its components, such as Microsoft Exchange. The administrator installs and configures new Microsoft Exchange Server computers, adds new users to the system, creates and installs new forms, and resolves problems when they arise. If you have questions about using Microsoft Exchange, you may want to use online Help before contacting your administrator.

Attachment

A file or message displayed as an icon with the filename underneath, or an embedded object displayed as an object or an icon. When you receive a message that contains an attachment, a paper clip appears in the Attachment column in the folder contents list. If you have the corresponding application on your computer, you can open the attachment from the message to view, edit, or print it.

Automatic Link

A type of link that automatically updates information in the destination file whenever the information changes in the source file. For example, if you link information in a Microsoft Excel spreadsheet to a message and changes are made to the spreadsheet, these changes will be reflected in the message the next time you open it. An automatic link ensures that the data in your message remains current.

Bcc (Blind Carbon Copy) Box

An address box where you enter names of recipients who will receive a copy of a message but who will not appear in the list of message recipients. For each person listed in the Bcc box, only that person and the sender of the message knows that the message was sent to him or her.

Cc (Carbon Copy) Box

An address box where you enter names of recipients who will receive a copy of a message but who are not the primary recipients of the message.

Custom Form

A specially designed form for entering or viewing information. Custom forms are created for a particular use and may have a customized layout, custom fields, and other functionality. For example, your administrator could create a custom form for a timecard that you turn in to your company's payroll department, or there may be a classified ad form that you must use to post advertisements in the Ads public folder.

Dynamic Data Exchange (DDE)

A process that enables Windows applications to exchange information and commands with each other.

Default

A predefined setting. You can use the default settings that come with Microsoft Exchange, or you can change them to suit your own preferences.

Deleted Items Folder

A built-in folder that stores the items you delete in the current session of Microsoft Exchange. You can retrieve an item from the Deleted Items folder until you quit Microsoft Exchange; the contents of the folder are permanently deleted upon quitting unless you have changed this option.

Destination File

A file that contains a copy of, or a link to, data, graphics, or other information contained in another file (the source file). Using a link, you can update information in a destination file whenever the information changes in the source file.

Distribution List

A name assigned to a group of recipients. When you address a message or form to a distribution list, each recipient in the list receives the message. Your administrator can create distribution lists and add them to an address list such as the global address list. You can create personal distribution lists and add them to your personal address book.

Personal Distribution List

A distribution list that you create and add to your personal address book. A distribution list is a name assigned to a group of recipients. When you address a message or form to a personal distribution list, each user in the list receives the message. The administrator creates and maintains distribution lists in the global address list; you create and maintain your personal distribution lists.

Embed

To insert information created in another application into a message. Once embedded, the information, called an object, becomes part of the message. An embedded object can be displayed in full or represented by an icon.

Embedded Object

Information, such as a chart, spreadsheet, document, or graphic, created in one application and inserted into another application. Both applications must support Windows and object embedding. In a message, an embedded object can be displayed in full or represented by an icon. When you receive a message that contains an embedded object, a paperclip is displayed in the Attachments column. You can open the object to view, edit, or print it if you have the corresponding application on your computer. Any changes you make to the object are reflected in the message.

Embedded Packaged Object

An object in a message that was created by the Windows Object Packager. The Object Packager is used to make objects out of files when the application that created the file cannot create an object.

Microsoft Exchange Server computer

A computer on your network where Microsoft Exchange Server software is installed. Each Microsoft Exchange Server computer provides workgroup services to one or more users. These services include messaging services, such as storing, routing, and delivering mail, and information sharing and retrieval services, such as public folders and group scheduling. Your mailbox, the global address list, custom forms, and public folders are stored on a Microsoft Exchange Server computer.

The administrator maintains and manages the Microsoft Exchange Server computers in your organization.

Microsoft Exchange Server Enterprise

A collection of Microsoft Exchange client computers and Microsoft Exchange Server computers, grouped into sites, that are linked together to provide workgroup services to your organization. These services include messaging services, such as storing, routing, and delivering mail; information sharing and retrieval services, such as public folders; and connectivity services. Depending on the size of your organization, the Microsoft Exchange enterprise may be worldwide, nationwide, or within a single building.

Global Address List

The directory of all Microsoft Exchange users and distribution lists that you can address messages to. The global address list may also contain some public folder names. The administrator creates and maintains this list. You can add entries from this list to your personal address book.

File Format

The format in which data is stored in a file. Microsoft Exchange can save messages as files in rich text format (.RTF), text-only format (.TXT), or message format (.MSG).

Filter

A set of conditions for displaying specified items in a folder. A filter displays only those items that match the conditions, while hiding other items. Some of the conditions you can specify are the sender of a message, the recipient, the subject line, or message text. When a filter is applied to a folder, a filter icon appears in the status bar when that folder is opened.

Folder

A container for messages, forms, files, and other folders. There are three types of folders: mailbox folders, personal folders, and public folders. The folder type is determined by its location. You can access your folders in the folder list in the Viewer. Folders are represented by the following icon:

To open a folder, double-click the folder, or select it and choose Open from the File menu.

Folder Contents List

The portion of the Viewer that displays the items in the open folder. The information displayed for each item is divided into columns. You can change the order of the columns, and hide or display other columns. You can also sort, filter, and group the items.

Folder List

The area on the left side of the Viewer that displays your folders. To display and hide the folder list, drag the bar separating the folder list and the folder contents list to the left or right. Use the plus (+) and minus (-) buttons to expand and collapse your folders.

Font

A particular style for a set of characters, such as:

- Times New Roman
- Courier New
- Helvetica

To see which fonts are available to you when formatting text, choose the Font command from the Format menu while you are composing or reading a message.

Font Size

The maximum height of any character in the font. Font size is measured in units called "points." One point is approximately 1/72 inch. Here are some examples of text at different point sizes:

- 10 points
- 12 points
- 18 points

Normal text ranges from 9 to 12 points. Headings and titles can range from 14 to 18 points.

Form

The electronic format used to enter and display information that you send and receive. Microsoft Exchange provides a series of built-in forms, including the Standard Send form for composing messages and the Standard Read form for reading messages.

Your administrator may have installed custom forms for specific types of messages. For example, to request supplies for your office, you may need to complete a purchase requisition form.

Formatting Toolbar

The toolbar that is available while composing or reading a message. You can use the buttons on the toolbar to change the format of selected text.

Global Forms Registry

A list of custom forms that are stored on Microsoft Exchange Server computers in your organization. These forms are available to all Microsoft Exchange users. To view the global forms that you can use, choose New Form from the Compose menu.

Personal Forms Registry

A list of custom forms that are stored in the location where you send and receive mail. Typically, you add forms to your personal forms registry that you want to use when working offline, or that are for your own personal use. Note that you must designate a set of personal folders as your mail delivery location if you want to use personal forms when you work offline. To add or remove personal forms, choose Forms Manager from the Tools menu in the Viewer.

Folder Forms Registry

A list of custom forms that are associated with a folder. Typically, folder forms are specially designed for a particular public folder and the type of information that folder contains. For example, in a Customer Tracking public folder, you may have a meeting report form and a customer profile form. The forms available in a folder are listed at the bottom of the Compose menu when that folder is open.

Gateway

A translator between different mail systems. When a message is sent from one mail system to another, the gateway filters out information specific to the originating mail system, attaches information the second mail system needs to deliver the message, and then sends the message.

If a gateway has been added to the Microsoft Exchange site or enterprise, you can display the gateway's address list in the Address Book.

Icon

A small picture or other graphic element that represents or gives access to something. For example, you can insert a file that is represented by an application icon in a message. Double-clicking the icon in the message opens the file in the application it was created in.

Inbox

A built-in folder that receives your new mail. Items that you haven't opened are displayed in bold type. To view the Inbox, choose Inbox from the View menu in the Viewer.

Information Service

A utility that enables Microsoft Exchange and other messaging applications to do one or more of the following:

- Send and receive mail via direct or remote connection.
- Store, share, and/or retrieve information
- Obtain user address information.

For example, you might have the Microsoft Exchange information service that gives you direct and remote access to your mailbox, public folders, group scheduling, and the global address list. Another example is the CompuServe Mail information service that enables you to address, send and receive your CompuServe mail in Microsoft Exchange.

Keywords

Words or phrases that are associated with features in Microsoft Exchange and with the corresponding online Help topics. You can find the Help topics you are looking for by searching for keywords. From the Help menu, choose Search For Help On.

Link

A connection from one file to another that enables the two files to share information. For each link, there is a source file that contains the original information and a destination file that contains a linked copy of the information. For example, you can link a sales report created in Microsoft Excel to a message in Microsoft Exchange. Linking ensures that data in your message remains current.

Linked information can be updated manually or automatically.

Personal Folder File

A file, similar to a database, that contains folders, messages, forms, and files. You can create and use any number of personal folder files to back up folders and items, archive old items, or store folders to work with offline or give to others. You can also designate a personal folder file as the delivery location for your incoming mail. When you add a personal folder file to your profile, it appears in the folder list with the default name, "Personal Folders."

You can work with personal folder files as you would any other file; you can save, copy, and move them to other locations on your hard drive, to a floppy disk, or to a file server. Personal folder files have a .PST extension.

Personal Folder

A folder located in a set of personal folders. A set of personal folders is displayed in the folder list with the default name, "Personal Folders." You can create and use one or more sets of personal folders and within each set, you can create any number of personal folders. You can also designate a set of personal folders as the delivery location for your incoming mail.

Each set of personal folders is stored in a personal folder file that is typically located on your computer's hard drive. Personal folder files have a .PST extension.

Manual Link

A type of link that updates information from the source file to the destination file when you specify. For example, if a message contains information that is linked to a Microsoft Excel file, and changes are made to this file, these changes are not reflected in the message until you choose the Links command from the Edit menu and then choose the Update Now button.

Message Area

The lower portion of the Standard Send form, Standard Read form, or other form, where you type or read the text of a message.

Find Window

The window where you define search conditions to locate particular items. Items that match the conditions are displayed in the lower portion of this window. To display the Find window, choose Find from the Tools menu in the Viewer.

Header

The row of information about a message, form, or file that is displayed in lists of items, such as the folder contents list or the Find window's matching items list. Depending on the displayed columns, the header may contain information about the item's sender, subject, and time and date received.

To change the columns that are displayed or the order of the displayed columns, choose Columns from the View menu.

Message Heading

The upper portion of a Standard Send form, Standard Read form, or other form, where you enter or read recipient names and the subject.

Messaging Application

An application that uses MAPI to provide one or more messaging functions: addressing, sending and receiving, and/or storing messages. MAPI is a standard set of functions that developers can use to create messaging-based applications or add messaging functionality to an application. For example, Microsoft Exchange is a messaging-based application becaue it provides the full range of messaging functions. Microsoft Word is an application that contains messaging functionality because you can address and send a document directly from Microsoft Word.

Messaging Session

The time you spend working in one or more messaging applications from log on to log off. Typically, you start a messaging session with a profile. When you first open a messaging application, you either specify a profile or your default profile is used automatically. Each messaging application that you subsequently open joins that session.

A profile contains a collection of information services that your messaging applications can access while logged on. For example, you might have the Personal Address Book (PAB) service in your profile that enables you to access a PAB while working in a messaging application. A messaging session remains active until you exit and log off one of your messaging applications.

Outbox

A built-in folder that holds mail you send until Microsoft Exchange sends it. Microsoft Exchange frequently checks the Outbox for outgoing mail. To view the items in the Outbox, choose Outbox from the View menu in the Viewer.

Password

A word or group of characters that you type to access a personal folder file or other information service. Although some information services may require passwords, password protection is optional for personal folder files.

Permissions

Specific authorization to perform an action, such as sending mail for another user, or to use an object, such as a public folder. This authorization includes which users have access and the type of access they have. For example, you may be able to read items in a public folder but unable to post items in that folder.

Personal Address Book

A customizable address list where you can add and delete names of users, public folders, and personal distribution lists that you frequently address messages to. You can create the entries or add them from another address list.

Personal address book files have a .PAB extension and can easily be copied to a floppy disk to take with you when you work offline.

Mailbox

A mailbox on a Microsoft Exchange Server computer. Each Microsoft Exchange user has a mailbox. Your mailbox is typically the location where you send and receive mail. It is displayed in your folder list as "Mailbox - Your Name."

Mailboxes are set up by the administrator.

Mailbox Folder

A folder stored in your mailbox on a Microsoft Exchange Server computer. This mailbox is displayed in the folder list as "Mailbox - Your Name."

Profile

A collection of information services used to configure Microsoft Exchange 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 work at home or on the road, you may need to create additional profiles to support different configurations for working in Microsoft Exchange or other messaging applications.

Properties

The characteristics of Microsoft Exchange as a whole or of a Microsoft Exchange object, such as a folder or message. Some properties are customizable. For example, the properties of a Standard Send form include its type, size, and location. Customizable properties include its priority, receipt status, and whether or not to save a copy in the Sent Mail folder.

Standard Read Form

The standard form in which most messages you receive are displayed. Messages that were composed and sent using the Standard Send form are displayed in the Standard Read form when you open them.

Recipient

The receiver of a message or form. A recipient can be a user, distribution list, or public folder.

Rule

A set of conditions and actions that helps you process and organize information. Each rule consists of two elements: one or more conditions that specify which items the rule applies to, and one or more actions that specify what to do with a qualifying item. For example, all messages that you receive from your manager can be automatically moved to a separate folder.

Standard Send Form

The standard form for composing, replying to, and forwarding messages. This form is displayed when you choose the New Message command from the Compose menu.

Sent Items Folder

A built-in folder that stores copies of mail that you send. By default, copies of all items you send are saved in the Sent Items folder. You can change this option and only save copies you select.

Source Application

The application used to create an embedded object, an inserted file, or linked data. If you have the source application or one that recognizes an object's or file's format, you can open an embedded object or inserted file from a message or form.

Source File

A file that contains data, text, or graphics that is linked to a message or form. When you change information in a source file, you can update the linked information in a message or form.

Spelling Checker

A feature in Microsoft Exchange that you can use to verify the spelling of a selected word or an entire message. The spelling checker checks the text in both the subject box and the message area. You can check the spelling of the active message, or you can set an option to check the spelling of all messages that you send.

Status Bar

A bar at the bottom of the several Microsoft Exchange windows, such as the Viewer and Standard Send form, that displays information about the current status of the window. The information includes descriptions of selected menu commands and buttons, folder contents statistics, progress indicators for activities such as printing, a filter indicator, the mail state, and the current date and time.

You can display or hide the status bar by choosing Status Bar from the View menu.

Title Bar

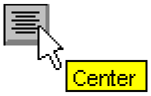
A horizontal bar at the top of a window or dialog box that shows the name of the application, the message or form, or the dialog box.

To Box

An address box where you enter names of recipients of a message.

ToolTip

The description of a toolbar button that appears when you place your mouse pointer over the button.



You can quickly survey the function of each button on a toolbar by moving your mouse pointer over the buttons. You can turn off ToolTips on the General tab, available when you choose Options from the Tools menu.

Toolbar

A bar with buttons that perform some of the most common tasks in Microsoft Exchange, such as replying to or sending a message, or copying and pasting text. Microsoft Exchange has a built-in toolbar for each window plus a Formatting toolbar. On most toolbars, you can rearrange, remove, and add buttons.

Top-Level Folder

A folder at the top of a folder hierarchy. A top-level folder contains subfolders but is not itself a subfolder of another folder.

User Name

A unique name that is assigned to each Microsoft Exchange user and distribution list by the administrator. You use this name to address messages.

Viewer

The main window in Microsoft Exchange. The left side of the Viewer contains the folder list, which displays your folders. The right side of the Viewer contains the folder contents list, which displays the items in the open folder.

You can open additional Viewer windows by choosing New Window from the View menu.

Public Folder

A folder that you and your co-workers can use to share a wide range of information, from project and work information, to discussions about a general subject, to classified ads. Public folders may have custom forms for posting information, rules and views for finding and organizing information, and access permissions that determine who can view and use the folder.

Public folders are stored on Microsoft Exchange Server computers.

Dockable Laptop Computer

A laptop computer that you use with a docking station. When you want to work away from the office, you can undock the laptop computer and take it with you. Your essential working files are contained on the dockable laptop's hard disk.

Modem

A device that enables a computer to transmit and receive information over a standard telephone line.

Online

Connected to a network.

Offline

Not connected to a network.

Primary Computer

The main computer you use in your office for working with Microsoft Exchange. Your primary computer is directly connected to your organization's network.

Remote Connection

A modem connection between your organization's network and your computer. You must have a modem to establish a remote connection with the network. Typically, you use a remote connection while traveling, working at home, or in any other situation when you cannot connect directly to the network.

Secondary Computer

A portable or desktop computer that you use away from the office. Unlike a dockable laptop computer, a secondary computer cannot be docked with your primary computer, so you must copy your working files to it separately if you want to work with them.

Right Mouse Button

The secondary mouse button unless you have switched the function of your mouse buttons. By default, the primary button is the left button.

Server

A computer that provides shared services to network users, such as file storage, file transfer, message transfer, and database queries. Depending on the type of service, a server can be called a file server, mail server, database server, or other type of server.

Folder Contact

A person who serves as a contact for Microsoft Exchange users who want to request additional permissions or other changes in a public folder. "Folder Contact" is a specific permission granted by a folder owner. Folder contacts usually have owner permissions which enable contacts to change access permissions, modify forms and views, and resolve public folder errors such as replication conflicts. There may be one or more contacts for a folder.

To view a list of folder contacts, select the folder and then choose About Current Folder from the Help menu.

Folder Owner

A person with owner permissions in a public folder. Initially, the user who creates a public folder is the folder owner. That user can then grant additional users owner permissions in the folder. With these permissions, a user can modify any part of the folder design (rules, forms, views, and permissions) and read, create, edit, and delete items, and create subfolders. An owner can also delete the public folder.

Folder owners are not specifically identified in the folder properties unless you have owner permissions in the folder.

Standard Post Form

The form that is displayed when you choose the Post In This Folder command from the Compose menu. You can use this form to post information to any type of folder. Typically, you use this form in public folders, such as a BBS discussion folder, where you converse and exchange ideas with other users.

Standard Post (Read) Form

The form used to display information that was previously posted using the Standard Post form. The post forms are most commonly used in public folders, such as a BBS discussion folder, where you converse and exchange ideas with other users.

Delegate Access

A feature where you can grant a representative permission to manage your mail, send mail for you, or both. To enable your delegate to manage your mail, you can share one or more folders in your mailbox with your delegate. In addition, you can grant your delegate permission to send mail for you. With these two types of access, you can customize a delegate's permissions based on the responsibility you want to assign.

Remote Mail Window

The window in Microsoft Exchange that you use when working remotely to view your new mail headers. You can select and download the mail you want to read.

View

A combination of settings for displaying and organizing the contents of a folder. In each view, you can select the columns you want to display, group items by a particular category, specify a sort order, and apply a filter. By default, folder contents are displayed in the Normal view.

There are two types of views: common views and folder views. Common views are available to all folders; the Normal view is a common view. Folder views, most commonly used in public folders, are available only in the folder in which they're created.

Normal View

The Microsoft Exchange default view. This is a common view used to display the contents of folders when they are first opened. If you select a different common view or folder view for a specific folder, the contents will be displayed in that view the next time you open the folder.

The Normal view displays the Importance, Item Type, Attachment, From, Subject, Received, and Size columns, and sorts the items in descending order by the Received date and time. You cannot edit the Normal view.

Common View

A view you can use to display the contents of any folder. There are four built-in Common views: Group by Conversation Topic, Group by From, Group by Subject, and Normal. You cannot edit these built-in views but you can create your own Common views.

Folder View

A view you can use to display the contents of a specific folder. A folder view is only available when the folder where it was defined is open. You cannot apply that view to another folder. Most commonly, you use folder views in a public folder to display the contents in a structured and helpful way. These views are designed by the public folder designer; you cannot edit them unless you have owner permissions in the folder. You can, however, define folder views for your own folders.

Subfolder

A folder within a folder.

Delegate

A representative who has special permissions to manage mail for another user, send mail for another user, or both. These permissions are granted by the other user or by the administrator.

Window

A view that shows different aspects of Microsoft Exchange. For example, the Viewer, the Standard Send form, and the Address Book are separate Microsoft Exchange windows. You can have one or more windows displayed at a time.

Custom Address

The address of a recipient outside your enterprise. This is sometimes called a "one-off address." To send a message to a custom address, use the following format:

[addresstype:address]

Be sure you include the brackets [ ], and separate the address type from the address by a colon (:). The following example shows a correctly typed custom address:

[smtp:annd@formidable.com]

Sign

To attach your digital signature to a message. When you sign a message, you must provide your advanced security password, known only to you. Signing ensures recipients that the message came from you and was not tampered with after you sent it. You can also seal a message for added protection.

Seal

To encrypt a message so that it can be read only by you and your message recipients. All recipients are verified before the message is decrypted.

Advanced Security Password

A password that you must specify when you sign or seal a message. Signing or sealing a message guarantees your recipients that the message came directly from you and has not been tampered with. As a result, your advanced security password should be known only to you, and you should change it frequently. It must be a minimum of six characters. You can change this password by choosing Options from the Tools menu and then selecting the Security tab.

Resend Form

The form that is displayed when you choose the Send Again button in a Non-Delivery Report form. Typically a message could not be delivered when one or more recipients could not be located. In the Resend form, the recipient names that the message could not be delivered to are displayed in the Resend address boxes. You can then edit these addresses.

Delivery Report Form

A notification indicating the date and time a message you sent was delivered. You can receive a Delivery Report for all messages you send or for individual messages.

Non-Read Notification Form

A notification indicating that a message you sent was not read by its recipient(s). You receive this notification if, when sending the message, you requested to be notified of the date and time the recipient(s) opened it. This notification can be generated when a recipient deletes your message without opening it or a recipient's Inbox Assistant forwards or deletes your message.

Read Notification Form

A notification indicating the date and time a message you sent was opened by its recipient(s). You can receive a read notification for all messages you send or for individual messages.

Non-Delivery Report Form

A notification indicating that a message you sent did not reach its recipient(s). The reason the message could not be delivered is included in the notification. Typically a message is undeliverable when one or more recipient(s) could not be located. You can use the Resend button in this form to edit any recipient names that could not be located.

Sensitivity

The level of privacy you assign to a message. The sensitivity you assign appears in the sensitivity column in your recipient's Inbox. The sensitivity options are Normal, Personal, Private, and Confidential. Private sensitivity prohibits any recipient from modifying your original message when it is replied to or forwarded.

Public Folder Shortcut

Your personal view of the set of public folders. You can create shortcuts to public folders that you frequently use. You can then quickly access and view the folders from your public folder shortcuts without searching through the set of public folders.

AutoText

Text and/or graphics that you have created and stored under a unique name in the AutoText entry list. You can then automatically insert this information in any message by selecting the entry from the list. You may want to create entries for information that you use often, such as a phrase, a boilerplate, your signature, or your organization's name. Each entry of text or graphics is recorded as an AutoText entry and assigned a unique name.

Auto-Signature

An AutoText entry containing text and/or graphics that you designate as your signature. Your Auto-Signature can be automatically applied to the end of all messages that you send or only to selected messages.

Folder Design Cue Cards

An assistance feature that guides you through the process of creating or modifying a folder. This process includes choosing forms for the folder, designing folder views, creating rules, setting access permissions, and selecting other properties. Although the Folder Design Cue Cards are primarily designed for public folders, you can also use them to create and design a private folder.

Forms Registry

A list of custom forms you can use. In Microsoft Exchange, forms registries can be in one of three locations: a Microsoft Exchange Server computer (global forms), the location where you send and receive mail (personal forms), or a folder (folder forms).

Overview of Working with Personal and Mailbox Folders

How To

NOTE TO EDITOR: TBD Overview for new section

How To

- Adding or Changing a Password for a Set of Personal Folders
- Compacting a Personal Folder File
- Creating a Backup Copy of a Folder
- Creating or Adding a Personal Folder File
- Creating or Renaming a Personal Folder
- Deleting a Folder
- Importing and Exporting Folders
- Moving or Copying a Folder
- Moving or Copying Items to Other Folders
- Opening a Folder
- Setting Mail Delivery Options

Overview of Setting Mail Delivery Options

How To

You can customize settings that control how messages and forms are sent and received. For example, if you have more than one set of personal folders in the active profile, you can specify which one incoming items are delivered to. This set of personal folders then becomes your default location, or Mailbox. You can also specify the order of the information services used to send outgoing items.

Setting Mail Delivery Options

Overview

See Also

To set mail delivery options for the active profile

1. From the Tools menu in the Viewer, choose Options For, and then Everything.
2. Select the Delivery tab, and then do one or more of the following:

To	Do this
Change the Inbox location for delivering incoming messages and forms	In the Deliver New Items To This Information Store box, select the set of personal folders where you want to receive incoming items.
Change the order for sending messages and forms	In the Outgoing Items Are Sent By The Information Services In The Order Listed Below box, select the information service whose priority you want to change, and then choose the up or down arrow button to change its position in the list.

3. Do one of the following:

- To apply these options to the next Microsoft Exchange session, choose the OK button.
- To apply these options immediately, choose the Apply button, and then choose the OK button.

Tip You can change options for other profiles by choosing the Mail And Fax icon in the Control Panel, and then choose the Show Profiles button. For more information, choose the Help button in the Microsoft Exchange Profiles dialog box.

See Also

Adding an Information Service to a Profile
Creating or Adding a Personal Folder File

Overview of Creating or Adding a Personal Folder File

How To

You can create a set of personal folders that contains messages, files, and forms. A set of personal folders is stored in a personal folder file that can be located on your computer's hard drive or on a file server that you have access to. You can create any number of personal folder files and save, copy, and move them like any other file. You may want to create a new file to:

- Back up folders.
- Give folders to others.
- Copy a small number of folders to a portable computer or floppy disk for working away from the office.
- Archive folders and items that you no longer use.

When you create a set of personal folders, it is automatically added to your active profile.

Creating or Adding a Personal Folder File

Overview

See Also

To create or add a personal folder file

1. From the Tools menu in the Viewer, choose Services, and then choose the Add button.
2. In the Available Information Services box, select Personal Information Store, and then choose the OK button.
3. In the File Name box, type the name of the personal folder file with a .PST extension.

- Use the Drives and Directories boxes to specify the location of the file.
- If you want the set of personal folders to be stored on a network, choose the Network button to specify the location. For more information, choose the Help button in the Connect Network Drive dialog box.
- In the Password box, type a password, if needed, and then type it again in the Verify Password box.

4. In the Create/Open Personal Information Store dialog box, modify the properties of the new set of personal folders as needed.

   For more information, choose the Help button in the dialog box.
5. Choose the OK button until all open dialog boxes are closed.

Note For information about moving and copying items and folders to the new set of personal folders, see the Moving or Copying a Private Folder and Moving or Copying Items to Other Folders topics.

Tip You can also create personal folders and files in other profiles by choosing the Mail And Fax icon in the Control Panel. For more information, choose the Help button in the Microsoft Exchange Profiles dialog box.

See Also

Adding an Information Service to a Profile
Compacting a Personal Folder File
Moving or Copying Items to Other Folders
Moving or Copying a Folder

Overview of Compacting a Personal Folder File

How To

A set of personal folders increases in size each time a new message, form, or file is added. It does not decrease in size when you delete or move items from it. To save disk space, you can compact the personal folder file that a set of personal folders is stored in.

You may need to compact a personal folder file every few weeks to every few months, depending on how often you work with that set of personal folders.

The time it takes to compact a personal folder file depends on its size. Often, it requires only a few minutes. The degree of compaction is based on the number of items and folders that have been moved or deleted since you last compacted the file.

Compacting a Personal Folder File

Overview

See Also

To compact a personal folder file

1. From the Tools menu, choose Services
2. In the The Following Information Services Are Set Up In This Profile box, select the personal folders file that you want to compact, and then choose the Properties button.
3. Choose the Compact Now button, and then choose the OK button until all dialog boxes are closed.

See Also

Creating or Adding a Personal Folder File
Adding an Information Service to a Profile

Overview of Importing Information

How To

When you are working in Microsoft Exchange, you may need to import messages or personal address book entries from Microsoft Mail. To do so, you must convert the information from its original format to a .PAB or a .PST file, which Microsoft Exchange adds to your active profile.

Importing Information

Overview

See Also

To import messages or personal address book entries

1. From the File menu, choose Import Mail Data.
2. Select the file you want to import.
3. Do one of the following:

- If you are importing messages, type the password for the .mmf file, if necessary, and then select the type of information you want to import.
- If you are importing personal address book entries, choose the OK button when you are asked to confirm the personal address book you selected.

3. TBD - See Guy Barker and/or Bill Mowat.

See Also

Moving or Copying a Folder

Moving or Copying Items to Other Folders

Overview of Adding or Changing a Password for a Set of Personal Folders

How To

When you create a set of personal folders, you can assign a password to the personal folder file to protect the information in the folders and make it accessible only to users who know the password. For example, if you are storing a personal folder file on a public server so that the file will be backed up automatically, you may want to assign a password to the personal folders. Using a password for a set of personal folders that you store on your computer also prevents another user from accessing that information if the user is working on your computer.

Adding or Changing a Password for a Set of Personal Folders

Overview

See Also

To add or modify a password for a set of personal folders

1. From the Tools menu, choose Services, and then select the set of personal folders in the The Following Information Services Are Set Up In This Profile box.
2. Choose the Properties button, and then choose the Change Password button.
3. In the Old Password box, type the existing password, if there is one. Otherwise, be sure this box is empty.
4. In the New Password box and the Verify Password box, type the new password.

   To retain the password in your password list file, select the Save This Password In Your Password List check box.
5. Choose the OK button.

See Also

Creating or Adding a Personal Folder File

Overview of Creating or Renaming a Folder

How To

You can create folders in your mailbox or in a personal folder file to store and organize your mail. If you want to further categorize messages, forms, and files, you can create folders within other folders.

Once you have created a folder, you can move or copy items to it.

Creating or Renaming a Folder

Overview

See Also

To create a folder or subfolder

1. Select the location for the new folder in the folder list by selecting either your mailbox or a set of folders, and then choose New Folder from the File menu.
2. Type the new folder name, and then choose the OK button.

To rename a folder

1. Select the folder you want to rename, and then choose Rename from the File menu.
2. Type the new folder name, and then choose the OK button.

See Also

Deleting a Folder
Displaying and Using the Folder List
Moving or Copying a Folder
Moving or Copying Items to Other Folders

Overview of Moving or Copying a Folder

How To

You can move or copy a folder to a new location in your mailbox or in a set of personal folders. You might want to move a folder to a location where someone else can access its contents. You can also copy a personal folder file (.pst) file to a file server for backup purposes.

If you are going to be working away from the office, you may need to take certain folders with you, but not your entire mailbox. In this case, you can create a personal folder file and drag the folders you want to the new set of personal folders.

Moving or Copying a Folder

Overview

See Also

To move or copy a folder

1. Select the folder you want to move or copy, and then choose Move or Copy from the File menu.
2. Select the new location for the folder, and then choose the OK button.

Tip You can also move a folder by dragging it to a new location. You can copy a folder by dragging it to a new location while holding down the CTRL key.

Notes

If you move or copy a folder with a name identical to another folder in the new location, Microsoft Exchange adds a version number to the name. For example, if you have a folder titled "Expenses" in a set of personal folders and you copied another folder titled "Expenses" to that folder, Microsoft Exchange would name the copied folder "Expenses1."

You can copy a personal folder file (.pst) file to a file server for backup purposes. To do this, you must quit Microsoft Exchange before copying the file.

See Also

Creating a Personal Folder File
Deleting a Folder
Moving or Copying Items to Other Folders

Overview of Opening a Folder

How To

Your folders are listed on the left side of the Viewer. This area is called the folder list.

To view the messages, forms, and files in a folder, you must open it. When a folder is open, all the items in it are displayed on the right side of the Viewer in the folder contents list. If a folder contains other folders, you can expand or collapse them in the folder list.

Opening a Folder

Overview

See Also

To open a folder

- Single- or double-click the folder.

Using the keyboard You can also open a folder by pressing TAB to move to the folder list, then using the arrow keys to select the folder you want to open, and then pressing ENTER.

To display subfolders

- Click the Plus button (+) next to the folder to display subfolders or the Minus button (-) to hide subfolders.

Using the keyboard Press the PLUS button (+) on the keyboard to display subfolders or the MINUS button (-) to hide subfolders.

Note The Plus and Minus buttons appear only next to folders that contain other folders.

See Also

Creating and Saving a View
Displaying and Using the Folder List
Finding Items

Overview of Deleting a Folder

How To

You can easily delete one or more folders. When you delete a folder, all messages, files, and other folders that are stored within that folder are deleted as well. Items you've deleted appear in the Deleted Items folder until it is emptied.

Deleting a Folder

Overview

See Also

To delete a folder

- Select the folder you want to delete, and then choose Delete from the File menu, or click the Delete button.
- Delete button

When you delete a folder, all subfolders and items in it are moved to the Deleted Items folder. You can retrieve items and folders from the Deleted Items folder until it is emptied.

Tips

- You can also delete a folder by dragging it to the Deleted Items folder.
- You can also delete a folder by using a shortcut menu. Select the folder you want to delete, click the right mouse button, and the select the Delete command.

See Also

Creating or Renaming a Folder
Moving or Copying Items to Other Folders
Retrieving a Deleted Item

Overview of Printing an Item

How To

You may want to print messages, files, or other items stored in your Microsoft Exchange folders to read later or to keep for your files. You can print items that are open, or you can print one or more items that you have selected in the folder contents list.

If you select more than one item, the items are printed in the same order as they were selected in the list. You have the option to print items continuously with no page breaks or to print each item starting on a separate page. You cannot print a selection of items that includes both messages and files. You can only print one selected file in a list at a time.

If a message contains an attachment, you can print it with the message if you have the application in which the file was created or a similar application. Embedded objects that appear in a message are automatically printed with the message exactly as they appear in the message.

Printing an Item

Overview

See Also

To print one copy with the current settings

Click the Print button.

Print button

If you are printing items in a list, you must first select the items.

To specify printing options before printing

1. From the File menu, choose Print, and then do one or both of the following:

To	Do this
Start each item on a new page	Under Options, select the Start Each Item On A New Page check box.
Print more than one copy of an item	In the Copies box, type the number of copies you want to print.

For more information on printing options, see the Setting Printing Options topic.

2. Choose the OK button.

Note You cannot print a selection of items that includes both messages or forms and files. You can only print one selected file in a list at a time.

See Also

Printing an Attachment
Printing to a File
Setting Printing Options

Overview of Printing Attachments in a Message

How To

An attachment in a message or other item may be represented as an application icon with the document name underneath it. You can print an attachment if you have the corresponding application installed on your computer. All attachments are printed when you choose to print them for a message.

An embedded object can be represented as an icon, or it can be displayed in the message as actual data, such as a chart or spreadsheet data. An embedded object that is displayed in a message or other item is printed with your message.

Printing Attachments in a Message

Overview

See Also

To print attachments in a message

1. From the File menu, choose Print.
2. Under Options, select the Print Attachments check box, and then choose the OK button.

If the attachment is open, you can use the Print command in the source application.

Note An embedded object displayed in a message or form as actual data is printed with the message.

Tips You can also print an attachment by:

- Using a shortcut menu. With the attachment selected, click the right mouse button, and then choose the Print File command.
- Choosing the File Object command from the Edit menu, and then choosing the Print command.

See Also

Printing an Item

Setting Printing Options When Printing

Overview of Setting Options for Printing

How To

You can choose from several printing options that affect what gets printed and how your messages, files, and other items are displayed when printed. For example, you can choose to print attachments in an item or to print more than one copy of an item.

Setting Options for Printing

Overview

See Also

To set printing options when printing

1. From the File menu, choose Print, and then do one or more of the following:

To	Do this
Start each item on a new page	Under Options, select the Start Each Item On A New Page check box.
Print more than one copy of an item	In the Copies box, type the number of copies you want to print.
Print attachments	Under Options, select the Print Attachments check box.

   For more information about printing options, see the Print command topic.

2. To print with the options you have selected, choose the OK button.

See Also

Printing an Item
Printing an Attachment

Overview of Printing Microsoft Exchange Documentation

How To

Printing Help topics is a convenient way to read lengthy information while you are at work or when you are away from the office. Also, you can print a topic that you like to refer to often.

You can also print Help topics by sections, or chapters, from the Contents screen.   NOTE TO REVIEWERS: can you really do this in Help??

You can print any Help topic that is displayed in a Help window. You cannot print topics (such as definitions of terms) that are displayed in popup windows.

Printing Microsoft Exchange Documentation

Overview

See Also

To print the current Help topic

In the Help window, choose the Print button.

To print a section of Help topics

1. From the Help menu, choose Microsoft Exchange Help Topics.
2. Select the Contents tab, and then select the section you want to print.
3. Choose the Print button, and then choose the OK button.

NOTE TO REVIEWERS: This doesn't work in build 451.

To print the Getting Started public folder

1. In the folder list, select Public Folders.
2. Select the Exchange public folder, and then select the Getting Started public folder.
3. In the folder contents list, select the topics you want to print.
4. From the File menu, choose Print, and then choose the OK button.

To print information in popup windows

1. Position the insertion point in the popup window, and then click the right mouse button.
2. Choose Print Topic, and then choose the OK button.

See Also

Getting the Information You Need

Overview of Printing to a File

How To

Printing to a file is useful when a printer is not immediately available or when you want to print a message, file, or other item from another computer that does not have Microsoft Exchange installed.

When you print to a file, the instructions to the printer for printing are included with the file. This allows you to print the file independently of Microsoft Exchange. When you're ready to print, copy the filename to the printer port in MS-DOS or Windows File Manager. The printer you use to finally print the item must be the same as that selected when you printed to the file in Microsoft Exchange. For more information, see your system or printer documentation.

Printing to a File

[Overview](#)

[See Also](#)

To print to a file

1. From the File menu, choose Print.
2. Select the Print To File check box, and then choose the OK button.

See Also

Printing an Item
Printing an Attachment

Overview of Printing Information

How To

Microsoft Exchange provides you with a variety of printing options. You can print a message or other item that is open, or one or more items selected in the folder contents list. Multiple items can be printed either continuously or on separate pages. Also, you can choose to print more than one copy of an item.

If a message includes an attachment, you can print the attachment with the message if you have the corresponding application or one that can read the file format. Embedded objects that are displayed in a message are automatically printed with the message exactly as they are seen in the message.

Printing Help topics is a convenient way to read lengthy topics while you are at work or away from the office. You may also want to print topics that you refer to often.

If a printer is not immediately available or if you want to print an item from a computer that does not have Microsoft Exchange installed, you can print to a file.

How To

- Printing a Help Topic
- Printing an Attachment
- Printing an Item
- Printing to a File
- Setting Printing Options

Overview of Creating a Profile

How To

When you install Microsoft Exchange, it automatically creates a default profile for you. A profile contains configuration information, such as the location of incoming information and the information services that are available to you while using Microsoft Exchange

Depending on how you use Microsoft Exchange, you may want to create additional profiles. If you send and receive information from different computers, you must have a profile on each computer. In addition, some users create more than one profile in order to maintain separate configurations for each information service they use to send and receive messages.

Creating a Profile

Overview

See Also

To create a profile

1. In the Control Panel, choose the Mail And Fax icon.


Mail And Fax Icon

2. Choose the Show Profiles button, and then choose the Add button.
3. In the Profile Name box, type the name of the profile (up to 64 characters), and then choose the OK button.

   If your administrator has modified the default services that are added to new profiles, the following steps may vary.

5. In the Personal Address Book dialog box, verify the name and path for the personal address book, and then choose the OK button.
6. In the Server Name box, type the name of your Microsoft Exchange server, and then choose the Change button.
7. In the User Name box, type your email name, and then choose the OK or Close button until all dialog boxes are closed.

Note To add information services to the profile, see the Adding an Information Service to a Profile topic.

See Also

Adding an Information Service to a Profile
Copying and Renaming a Profile

Overview of Removing a Profile

How To

If you no longer need to use a particular profile, you can remove it. For example, if you create a profile while evaluating a new information service and then decide not to use the information service, you can remove the profile.

Removing a Profile

Overview

See Also

To remove a profile

1. In the Control Panel, choose the Mail And Fax icon.

Mail And Fax Icon

2. Choose the Show Profiles button.
3. In the The Following Profiles Are Set Up On This Computer box, select the profile you want to remove, and then choose the Remove button.
4. To confirm that you want to remove the profile, choose the Yes button.
5. Choose the Close button.

See Also

Creating a Profile
Opening a Profile When You Start Microsoft Exchange

Overview of Setting Options for Starting Microsoft Exchange

How To

A profile contains a specific set of information services used while you are logged on to Microsoft Exchange. When you install Microsoft Exchange, a default profile is created for you and you may have other profiles you can use.

When you log on to Microsoft Exchange, you have two options:

- Log on using the default profile
- Choose the profile you want to log on to

While you are working in Microsoft Exchange, you can set options for opening a different profile the next time you log on. If you think you will want to use different profiles for your messaging sessions, you can set Microsoft Exchange to give you the option of selecting a profile each time you log on.

Setting Options for Starting Microsoft Exchange

Overview
See Also

To set options for starting Microsoft Exchange

1. From the Tools menu in the Viewer, choose Options For, and then Everything.
2. Select the General tab.
3. Under When Starting Microsoft Exchange, do one of the following:

- To automatically open a specific profile each time you start Microsoft Exchange, select Always Use Which Profile, and then select the profile name in the list below.
- To choose the profile you want to open each time you start Microsoft Exchange, select Pick The Profile That Will Be Used.

  Each time you start Microsoft Exchange, you will be prompted to specify the profile you want to work with.

4. Choose the OK button.

See Also

Creating a Profile

Overview of Copying and Renaming a Profile

How To

Depending on how you use Microsoft Exchange, you may create additional profiles. If you send and receive information from different computers, you must have a profile on each computer. In addition, some users create more than one profile in order to maintain separate configurations for each information service they use to send and receive messages.

You can easily create a new profile with information services that are similar to an existing profile. First, make a copy of the profile. Give the copy a unique name, and then change its settings as needed.

Copying and Renaming a Profile

Overview

See Also

To copy and rename a profile

1. In the Control Panel, choose the Mail And Fax icon.


Mail And Fax Icon

2. Choose the Show Profiles button.
3. In the The Following Profiles Are Set Up On This Computer box, select the profile that you want to copy, and then choose the Copy button.
4. In the New Profile Name box, type the new name of the profile, and then choose the OK button.
5. Choose the Close button.

See Also

Creating a Profile
Removing a Profile

Overview of Renaming an Information Service

How To

You can rename an information service that is listed in a profile. For example, you may have two sets of personal folders in a profile, one for storing miscellaneous messages, forms, and files and one for storing items relating to a specific project. You can rename one set Misc. Items and the other Project Notes.

Renaming an information service in the active profile does not change the name shown in the folder list. You can do that by choosing the Rename command from the File menu.

Renaming an Information Service

Overview
See Also

To rename an information service in the active profile

1. From the Tools menu in the Viewer, choose Options For, and then choose Everything.
2. Select the Services tab.
3. In the The Following Information Services Are Set Up In This Profile box, select the information service you want to rename, and then choose the Properties button.
4. In the Name box, type the new name of the information service, and then choose the OK button until all open dialog boxes are closed.

Tip You can rename information services in other profiles by choosing the Mail And Fax icon in the Control Panel, and then choosing the Properties button. For more information, choose the Help button in the Microsoft Exchange Profiles dialog box.

To rename an information service in the folder list

1. Select the information service you want to rename, and then choose Rename from the File menu.
2. In the New Name box, type the name you want, and then choose the OK button.

Note A set of personal folders is one type of information service.

See Also

Adding an Information Service to a Profile
Copying an Information Service

Overview of Adding an Information Service

How To

An information service controls how your messaging applications address, send, receive, and store messages, files, and other items. There are four types of information services:

- Directory services
- Storage services
- Transfer services
- Connectivity services

jim reitz:

When you install Microsoft Exchange, your administrator will determine which information services are added to your default profile. If you install additional information services, you can easily add them to your profile. You must add an information service to a profile before you can use the service while that profile is active.

Suppose, for example, you have just installed a fax information service. You must add that information service to the active profile before you can send a fax.

Adding an Information Service

Overview

See Also

To add an information service to the active profile

1. From the Tools menu in the Viewer, choose Options For, and then choose Everything.
2. Select the Services tab, and then choose the Add button.
3. In the Available Information Services box, select the set of personal folders or other information service that you want to add, and then choose the OK button.
4. Specify the filename and location or modify the new information service as needed.

   For more information, choose the Help button in the dialog box.
5. Choose the OK or Close button until all open dialog boxes are closed.

Tip You can also add information services to other profiles by choosing the Mail And Fax icon in the Control Panel. For more information, choose the Help button in the Microsoft Exchange Profiles dialog box.

Note You must install an information service before you add it to a profile. For more information on installing information services, see the Installing an Information Service topic.

See Also

Copying an Information Service
Installing an Information Service
Renaming an Information Service
Removing or Deleting an Information Service

Overview of Removing or Deleting an Information Service

How To

If you are no longer working with an information service in a specific profile, you can remove the information service from that profile. Removing an information service from a profile does not delete it from your computer. It will remain in any other profiles where you have added it.

If you no longer need to use a particular information service, you can delete it and all related files from your computer. Deleting an information service does not remove its name from the list of information services in profiles, but it is no longer valid. You must remove any instances of the information service listed in profiles separately.

Removing or Deleting an Information Service

Overview

See Also

To remove an information service from the active profile

1. From the Tools menu in the Viewer, choose Options For, and then choose Everything.
2. Select the Services tab.
3. In the The Following Information Services Are Set Up In This Profile box, select the information service that you want to remove, and then choose the Remove button.
4. To confirm that you want to remove the information service, choose the Yes button, and then choose the OK button.

Tip You can remove an information service from other profiles by choosing the Mail And Fax icon in the Control Panel. For more information, choose the Help button in the Microsoft Exchange Profiles dialog box.

To delete an information service from your computer

1. From the Tools menu in the Viewer, choose Options For, and then choose Everything.
2. Select the Services tab, and then choose the Add button.
3. In the Available Information Services box, select the information service you want to remove, and then choose the Remove button.
4. To confirm that you want to remove the information service and all related files from your computer, choose the Yes button, and then choose the OK button until all open dialog boxes are closed.

The selected information service and all related files are removed from your computer. However, the name of the information service will remain in your profiles.

See Also

[Adding an Information Service to a Profile]
[Copying an Information Service]

Overview of Copying an Information Service

How To

Once you have installed an information service on your computer and added it to one profile, you can easily copy a reference to the information service to any other profile. When you copy an information service, its original settings are maintained in the new profile.

Installing an information service makes it available to all profiles, but does not include it in any. You install a service only once, but then must add it individually to each profile where it is needed.

Copying an Information Service

Overview

See Also

To copy an information service from the active profile

1. From the Tools menu in the Viewer, choose Options For, and then choose Everything.
2. Select the Services tab.
3. In the The Following Information Services Are Set Up In This Profile box, select the information service that you want to copy, and then choose the Copy button.
4. In the Copy To Profile box, select the profile to which you want to copy the information service, and then choose the OK button until all open dialog boxes are closed.

Tip You can also move or copy information services from other profiles by choosing the Mail And Fax icon in the Control Panel. For more information, choose the Help button in the Microsoft Exchange Profiles dialog box.

See Also

Adding an Information Service to a Profile
Removing or Deleting an Information Service
Renaming an Information Service

Overview of Installing an Information Service

How To

When you want to use a new information service, you must first install it and then add it to the profile that you will be working with. You can install a new information service from a disk or a network server.

Installing an information service makes it available to all profiles, but does not include it in any. You install an information service only once, but then must add it individually to each profile where it is needed.

If you install a new information service for the active profile you can do so while working in Microsoft Exchange. To install or add new information services to other profiles, you must choose the Mail And Fax icon in the Control Panel.

Installing an Information Service

Overview

See Also

To install an information service in the active profile

1. From the Tools menu in the Viewer, choose Options For, and then choose Everything.
2. Select the Services tab.
3. Choose the Add button, and then choose the Have Disk button.
4. Type the location of the setup file for the new information service, and then choose the OK button.

   You can use the Browse button to search for files. If the setup file for the information service is located on a disk, insert the disk.

   The files are copied to your computer and the information service is added to the list of available information services.
5. In the Available Information Services box, select the information service that you want to add to your profile, and then choose the OK button.
6. Modify the new information service as needed.

   For more information, choose the Help button in the dialog box.
7. Choose the OK button until all open dialog boxes are closed.

Tip You can also install or add new information services to other profiles by choosing the Mail And Fax icon in the Control Panel, and then choosing the Properties button. For more information, choose the Help button in the dialog box.

See Also

Adding an Information Service to a Profile

Overview of Profiles and Information Services

How To

Profiles

A profile contains essential information for Microsoft Exchange. It contains the delivery location for incoming messages, files, and other items, the location of your personal address book, and a list of all the information services that are available.

When Microsoft Exchange is installed, a default profile is created. Generally, this is the only profile you will need. If more than one person uses the same computer or if you take your computer with you to work at home or on the road, you will need to create additional profiles. You can copy a profile, rename it, and then modify it as needed.

Information Services

Information services control how your messaging applications address, send, receive, and store messages, forms, and files. The Microsoft Exchange enterprise provides you with a group of information services that includes the Address Book and public folders. Other examples of information services include fax drivers for sending information to a fax machine and connections to other mail systems, or gateways.

A set of personal folders is one type of information service, which is a database where you can organize and save folders, messages, forms, and files.

On your computer, you can create a set of personal folders to use as additional storage for messages and other items. Some sets of folders, such as your set of Microsoft Exchange public folders, are saved on the Microsoft Exchange server computer.

How To

- Adding an Information Service to a Profile
- Adding or Removing an Additional Microsoft Exchange Mailbox
- Changing Mail Delivery Options
- Copying an Information Service
- Copying and Renaming a Profile
- Creating a Profile
- Installing an Information Service
- Opening a Profile When You Start Microsoft Exchange
- Overview
- Removing a Profile
- Removing or Deleting an Information Service
- Renaming an Information Service

Overview of Using Another Computer on Your Network

How To

If you have access to another computer running Microsoft Exchange on your network, you can use this computer to work with your mail. This allows several users to share a computer and gives you access to your server if, for example, you're in a different company building or visiting a field office.

If your mail is delivered to the Inbox in your mailbox on the Microsoft Exchange server computer, using another computer is almost identical to using your primary computer. However, if you want to access items that are stored in personal folders, you must copy or move them to your mailbox folders before you leave your office.

If your mail is delivered to the Inbox in a set of personal folders on your primary computer, using another computer on your network requires additional steps. In particular, you must log off from your primary computer before you leave your office.

Using Another Computer on Your Network

Overview

See Also

To use another computer on your network if mail is delivered to your Mailbox

1. Create a profile on the computer you want to use.

   For more information, see the Creating a Profile topic.

2. Log on to Microsoft Exchange and open your new profile. Enter the name of your Microsoft Exchange server computer, your user name, and your password, if required.

   For more information, see the Logging On to Microsoft Exchange topic.

Note Certain forms and views that are available on your primary computer may not be available at another location. In addition, to work with personal folders that are stored on your primary computer, you must first move or copy them to your mailbox.

To use another computer on your network if mail is delivered to a set of personal folders

1. Before you leave your office, exit and log off from Microsoft Exchange on your primary computer.

   For more information, see the Quitting Microsoft Exchange topic.

2. At the other computer, create a profile that delivers incoming mail to your mailbox.

   For more information, see the Creating a Profile topic.

   Copies of sent mail will be stored in the Sent Mail folder in your mailbox.

3. Log on to Microsoft Exchange and specify your profile. Enter the name of your Microsoft Exchange server computer, your user name, and your password, if required.

   For more information, see the Logging On to Microsoft Exchange topic.

4. When you finish your session, exit and log off from Microsoft Exchange.

   When you return to your primary computer, log on as you normally do. The Inbox in your mailbox contains copies of all messages that you received at the other site (except those you deleted or moved).

Note If you want to keep local copies of messages you sent while using the other computer, move or copy them from the Sent Mail folder in your mailbox to the Sent Mail folder in your set of personal folders.

See Also

Creating a Profile

Logging On to Microsoft Exchange - TBD

Overview of Sharing Information in Public Folders

Unlike mailbox and personal folders where you store information for your own private use and access, public folders provide an easy and effective way to share information with others on your team or across your entire organization. Located on Microsoft Exchange Server computers, public folders provide an easily accessible location where you and other users can collect, organize, and share information. This ensures that everyone in your organization always has access to the most up-to-date information no matter where they are: at the office or a different site, at home, or on the road.

Public folders are created and designed by administrators and other users with permission to do so. Following are a few examples of the types of folders you might use in your organization:

- Bulletin Board

  Enhances collaboration and facilitates interactive discussion. For example, a technical users group can post issues and resolutions, or a workgroup can brainstorm and provide feedback on new product ideas.

- Tracking

  Enables users to record and review information that is constantly updated. For example, you might keep track of customer service requests and followup, or meeting agendas and action items.

- Reference

  Provides quick and easy access to information. For example, you might use the Employee Handbook folder to find information about policies, or the Product Documentation folder to get information on a particular product feature.

The information in a public folder can be in any format: messages, documents, spreadsheets, slide shows, and other items.

Accessing Information

Access to a public folder may be restricted to a few individuals or a team, or it may include an entire organization. Further, administrators and folder designers can define specific permissions for each user. For example, you might have read-only access to a public folder while other users have permission to read, create, and edit items.

Creating Shortcuts to Public Folders

To find a particular public folder, you may have to search through a long list. To make this task easier, you can create a shortcut to public folders you use often and want quick access to.

Structuring Communication with Forms

You may be required to use a custom form for posting information in a particular folder. Because custom forms can be designed for specific information purposes, they are particularly useful in public folders where structured and consistent information is important. For example, in a Client Tracking folder, you may use a Call Report form, a Meeting Report form, and a Client Profile form to post information to the folder.

Organizing Information with Views

Many public folders contain predefined views that enable you to organize the folder's contents in a way that makes information quick and easy to find. Each view may display specific columns, and group, sort, and filter, the information in a different way. For example, in a Product Information Library, there may be a view that groups the information by product and then sorts the entries by date, and another view that displays only current information.

Overview of Creating and Maintaining a Public Folder

See Also

Using public folders, you can share information with others on your team or across your entire organization. A public folder can be designed to contain any type of information, from project and work information, to classified ads, to discussions about a general subject.

Creating a public folder involves creating the folder itself, setting design properties for the folder, testing it, and then releasing it for public use.

You can then copy the design from another folder, or you can set the design properties for the folder from scratch. Following are the properties you can set and the best order in which to set them:

- Add custom forms for posting information. For information about creating custom forms, see the *Microsoft Exchange Application Designer's Guide*.
- Create folder views for organizing and finding information.
- Set design overview properties, such as user instructions.
- Define permissions and other general design properties.
- Create rules for processing items posted to the folder.

When designing a public folder, it is usually a good idea to start with a personal folder, particularly if you do not have permission to create a folder directly in the set of public folders. In a personal folder, you can add forms, create views, and then test their functionality. This is a large part of the work in the folder design process. After completing these steps, you or the administrator can move or copy the folder to the set of public folders and then complete the design of the folder. You must have specific permission granted by your administrator to create or move a folder to the set of public folders. For more information about your organization's policy for creating public folders, contact the administrator.

You can use the Folder Design Cue Cards to guide you through the process of creating and designing a public folder. The Cue Cards outline 10 steps and provide information about related optional steps as well as testing and troubleshooting information. It is helpful to use the Cue Cards the first few times you design a public folder to familiarize yourself with all of the possible design properties and the best order in which to set them.

Microsoft Exchange Server provides a variety of sample folders. If the Sample Applications are installed on your Microsoft Exchange Server computer, you can use them to familiarize yourself with what public folders can do, implement them in your organization, or use them as a starting point for your own public folder. For more information, see the *Microsoft Exchange Application Designer's Guide*.

Overview of Creating or Renaming a Public Folder

How To

You create a public folder in the same way you create a mailbox folder or a personal folder except that you must have specific permissions to create a public folder.

To create and design a public folder, it's a frequently a good idea to start with a personal folder, particularly if you do not have permission to create a folder directly in the set of public folders. In a personal folder, you can add custom forms, design views, and test their functionality, all with the security of your local hard drive. This represents a majority of the work in the design process. After completing these steps, you, or the administrator, can then move the folder to the set of public folders and complete the design of the folder.

Note that when working with a folder in the set of public folders, it is a good idea to temporarily disable the folder or initally set the default access permissions to none while you set the design attributes.

To rename a public folder, you must have owner permissions in that folder. If you do not, you can create a shortcut to the folder and then rename the folder in your public folder shortcuts list.

Creating or Renaming a Public Folder

Overview

See Also

To create a public folder

1. In the folder list, select location in the set of public folders where you want to create your new folder.

   Note You must have specific permissions to create subfolders in the selected location.
2. From the File menu, choose New Folder.
3. Type the new folder name and then choose the OK button.

To rename a public folder

1. In the folder list, select the public folder you want to rename.

   Note You must have owner permissions in the folder to rename it.
2. From the File menu, choose Rename.
3. Type a new name and then choose the OK button.

See Also

Overview of Creating and Designing a Public Folder
Copying the Design of Another Folder
Using the Folder Design Cue Cards
Creating or Renaming a Folder

Overview of Using the Folder Design Cue Cards

How To

The Folder Design Cue Cards guide you step-by-step through the process of creating and designing a folder, with the primary emphasis on public folders.

The Cue Cards can be displayed in one of two ways depending on whether or not you have already created your folder. If you have, you start at step two instead of step one.

Each step provides an overview that describes and illustrates that step. Use the button bar available at the top of each Cue Card to view the list of steps, get more information about a specific topic, navigate through the Cue Cards, and print specific topics. If a button is gray, it is unavailable in the current Cue Card.

The folder design process contains 10 steps, some of which you can skip under certain conditions. Be sure to read each Cue Card before moving on to the next step.

Using the Folder Design Cue Cards

Overview

See Also

To use the Folder Design Cue Cards

- Do one of the following:
- If you have already created your folder and have it selected, from the Tools menu, choose Design This Folder.
- From the Help menu, choose Folder Design Cue Cards.

Tip The Cue Cards are set to always stay on top. If the current Cue Card is covering an area of your screen that you need access to, minimize the card. You can then restore it when you need to refer to it again.

See Also

[Overview of Creating and Designing a Public Folder]
[Creating or Renaming a Public Folder]

Overview of Granting or Changing Public Folder Access Permissions

How To

Each public folder contains an access list that determines who can view and use the folder. This access is granted on a per-folder basis. If you have owner permissions in a public folder, you can add names to and remove names from the access list, and you can change the permissions for selected names. You can add both user and distribution list names, and you can add the names of other public folders.

You need only add names to the access list for which you want to grant permissions other than the Default permissions. The Default permissions are granted to all users with access to public folders. After you add a name, you can grant individual permissions to that name, or to simplify the process, you can assign a role. Roles are predefined sets of access permissions.

Adding the name of another public folder is only necessary if the Default permissions are None or Read-Only and another folder contains a rule that automatically forwards items to your folder. To enable the other folder to post items, you must add the other folder's name to your access list and then grant the Create Items permission to the folder. Note that your folder does not inherit the permissions assigned in the other folder.

You can remove any name from the access list except Default and your own name if you are the sole user with owner permissions in the folder. This ensures the folder is not left without an owner. If you remove either Default or your name, it will reappear the next time you view the Permissions tab.

Granting or Changing Public Folder Access Permissions

Overview
See Also

To change public folder access permissions

1. In the folder list, select the folder you want.
2. From the File menu, choose Properties, and then select the Permissions tab.
3. To add a name to the name list, choose the Add button, select the names you want and then choose OK.

   The names you add automatically inherit the Default permissions.
4. In the Names list, select a name and then do one of the following:

To	Do this
Grant or change permissions for the name	Select a role from the Roles box, or create a Custom role by selecting the individual permissions you want to assign.
Remove the name	Choose the Remove button.
View the address entry for the name	Choose the Properties button.

   For more information about specific permissions or roles, choose the Help button in the Permissions tab.
5. Choose the OK button.

See Also

Changing the Default Public Folder Access Permissions
Checking Your Public Folder Access Permissions
Overview of Creating and Designing a Public Folder
Sharing a Private Folder

Overview of Changing the Default Public Folder Access Permissions

How To

Each public folder contains an access list that determines who can view and use the folder. One item in this list is Default. The permissions you assign to Default are granted to all users who have access to public folders.

If you want your public folder to be widely used, you can set the Default permissions rather than add a lot of individual names to the access list. Conversely, if you want to limit access to your folder, you can set the Default permissions to None and then add specific names you want.

As with any other name in the access list, you can grant individual permissions to that name, or to simplify the process, you can assign a role. Roles are predefined sets of access permissions.

You must have owner permissions in a folder to grant or change the access permissions. Note that you cannot remove Default from the Names list.

Changing the Default Public Folder Access Permissions

Overview OvrChangingDefaultAccessPermissions

See Also

To change the default public folder access permissions

1. In the folder list, select the folder you want.
2. From the File menu, choose Properties, and then select the Permissions tab.
3. In the Names list, select Default.

   The Default permissions are granted to all users with access to the set of public folders.
4. In the Roles list, select the role you want or create a Custom role by selecting the individual permissions you want.

   To limit access to only those users you specifically add to the Names list, select None from the Roles list.
5. Choose the OK button.

See Also

Granting or Changing Public Folder Access Permissions
Checking Your Public Folder Access Permissions
Overview of Creating and Designing a Public Folder
Sharing a Private Folder

Overview of Creating a Public Folder Shortcut

How To

If the public folder list is long, it may be time-consuming to find a particular folder. To make this task easier, you can create shortcuts to public folders that you use often and want quick access to. Public folder shortcuts are displayed in your folder list.

In each public folder shortcut, your access permissions, and the folder's views, and associated forms remain the same as in the set of public folders. When you create a shortcut to a public folder, you can also access its subfolders in your shortcuts list. You can only remove a subfolder from your shortcuts list by deleting the shortcut to the parent folder.

Creating a Public Folder Shortcut

Overview

See Also

To create a public folder shortcut

1. Select the public folder that you want to create a shortcut to.
2. From the File menu, choose Create Public Folder Shortcut.

You can then access this folder by opening Public Folder Shortcuts in your folder list. Note that you can also access its subfolders, if any.

To delete a public folder shortcut

1. In the folder list, open Public Folder Shortcuts and then select the folder that you want to remove from the shortcuts list.

   This cannot be a subfolder of a public folder shortcut.
2. From the File menu, choose Delete Public Folder Shortcut.

Note You can also use the Delete command on the File menu to remove a public folder shortcut from the list. If you have owner permissions in a folder and you delete a subfolder that you have not specifically created a shortcut to, that folder is deleted from the public folder store as well as the public folder shortcuts list.

See Also

Checking Your Public Folder Access Permissions
Posting Information in a Public Folder
Changing Public Folder Views
Editing Items in a Public Folder
Marking Items as Read and Unread

Overview of Posting Information in a Public Folder

How To

If you have permission to create items in a public folder, you can post information to the folder.

The public folder designer determines which forms you can use to post information. You may be able to:

- Use a custom form only.
- Use a custom form, Standard Post form. Standard Send form, and drag files, such as spreadsheets and documents, to the folder.
- Use any form you want.

If you post information using a form that is not accepted by the folder, or if you post information while the folder is disabled, or offline, the form is returned to you.

The custom forms provided for use in a folder are displayed at the bottom of the Compose menu when you are working in the folder. Typically, these forms are designed specifically for the public folder. There may be forms for initial postings and forms for replying to selected items in the folder.

The information in a Standard Post form and most custom forms is typically posted directly in the folder when you send it. For some forms, such as the Standard Send form, the message is sent through normal delivery routes, and as a result, a delay occurs between sending the message and seeing it in the public folder.

Posting Information in a Public Folder

Overview

See Also

Demo

To post information in a public folder

1. With the public folder open, do one of the following:

- From the bottom of the Compose menu, choose a custom form.
- From the Compose menu, choose the Post In This Folder command.
- From the Compose menu, choose New Message.

2. Enter the information you want in the form.
3. Choose the Send button.

Send button

Note Depending on options set by the folder designer, you may be limited to specific forms. To view which forms you can use in the folder, choose Properties from the File menu, and then select the Forms tab.

To reply to a public folder item

1. Open or select the item that you want to reply to.
2. Do one of the following:

- From the bottom of the Compose menu, choose a reply form, if one is available.
- From the Compose menu, choose Reply.

2. Enter the information you want in the form that is displayed. Depending on the form, you may also be able to specify additional recipients.
3. Choose the Send button.

Send button

To add a file to a public folder

1. Arrange the Viewer and the Windows File Manager so that you can see the contents of both windows on your screen.
2. Select the file in the File Manager and drag it to the public folder.

Tip If the public folder designer included instructions about using the folder, you can view them by selecting About *Public Folder* from the Help menu.

See Also

Checking Your Public Folder Access Permissions
Creating a Public Folder Shortcut
Moving or Copying Items in a Public Folder
Editing Items in a Public Folder
Deleting Items in a Public Folder

Overview of Editing Items in a Public Folder

How To

If you have permission to edit items in a public folder, you can either modify the messages, forms, and files that you post in the folder, or you can modify any item, depending on the extent of your permission.

If you and another user open and edit an item simultaneously, and if you are accessing the item from the same Microsoft Exchange server, the first person to close the item has the changes saved. The second person to close the item is warned that the item has changed and can either discard changes or save the item in his or her Inbox. If you are accessing the item from different Microsoft Exchange servers, a conflict message is displayed in the folder.

If you do not have editing permission in a public folder, items are opened with read-only status. In this case, you can select text, and copy and paste it into an item in another folder, but you cannot add to or change the existing text.

Editing Items in a Public Folder

Overview
See Also

To edit a public folder item

1. Double-click the item you want to edit, or select it and choose Open from the File menu.
2. Make your editing changes, and then close the item. When prompted to confirm that you want to save changes, choose Yes.

Note Depending on the extent of your editing permission, you can either modify only your own items or any item in the folder.

See Also

Checking Your Public Folder Access Permissions
Moving or Copying Items in a Public Folder
Deleting Items in a Public Folder
Editing an Embedded Object
Editing Linked Information

Overview of Resolving Conflicting Public Folder Information

How To

The set of public folders in your organization may be duplicated on one or more Microsoft Exchange servers. As a result, two or more users can access the same public folder on two or more different servers. When a change is made in a public folder on one server, the change is replicated in all instances of that public folder on Microsoft Exchange servers throughout your organization.

When two or more users simultaneously edit the same public folder item on separate Microsoft Exchange servers, a conflict occurs and a Conflict Message is displayed in the folder. The folder contacts and the users involved receive notification of the conflict. If there are no folder contacts, the notification is sent to the folder owner(s). These conflicts can be resolved by a folder contact, folder owner, or any user who has permission to edit all items in the folder.

A conflict also occurs when two or more folder owners change a public folder design at the same time. In this case, the last design change is saved, overwriting previous changes. No message is displayed in the folder, but each folder contact, or folder owner if there are no contacts, receives notification of the design conflict. You must have owner permissions to make changes to the design properties.

Resolving Conflicting Public Folder Information

- Overview
- See Also

To resolve conflicting items

1. In the public folder, double-click the Conflict Message, or select it and choose Open from the File menu.

   "Conflict Message" is in the subject column of the message header. This message contains all the conflicting versions of the message, form, or file.

2. Do one of the following:

- To combine the information in each of the edited items, pick one of the items listed in the Conflict Message and copy any information you want from the other items into it. Then choose the Resolve As Master button. The other conflicting items are deleted.
- To save all the conflicting items as separate items in the public folder, choose the Resolve As All button.

To resolve conflicting public folder design changes

- With the public folder open, choose Properties from the File menu. Review the design, and make any necessary changes.

See Also

Creating and Designing a Public Folder
Checking Your Public Folder Access Permissions

Overview of Moving or Copying Items in a Public Folder

How To

When you move or copy items between public folders, and between public and private folders, your access permissions in each public folder involved in the move or copy are checked before the action can take place. If you do not have the appropriate access permissions in both the source and destination folders, a message is displayed that tells you what permissions you need to complete the action.

You can copy any item that is displayed in a public folder to a private folder. To move items from a public folder, you must have permission to delete items in that folder. To move or copy an item to a public folder, you must have permission to create items in that folder. Moving or copying an item to a public folder is similar to forwarding the item to the folder. When you open the item, you are shown as the sender, the public folder is shown as the recipient, and the name of the original sender is shown in the message text. You "own" the item in its new location.

Moving or Copying Items in a Public Folder

Overview

See Also

To move or copy an item to or from a public folder

1. Select the items you want to move or copy.
2. From the File menu, choose Move or Copy.
3. Under Move To or Copy To, select the folder you want to move or copy the items to, and then choose the OK button.

Tips

To quickly move an item to another private or public folder, hold down the left mouse button and drag it to the folder.

To quickly copy an item to another private or public folder, hold down the CTRL key and drag it to the folder.

See Also

Checking Your Public Folder Access Permissions
Posting Information in a Public Folder
Deleting Items in a Public Folder
Moving or Copying Items to Other Folders

Overview of Moving or Copying a Public Folder

How To

You can move or copy a public folder the same way you do a private folder if you have the appropriate access permissions in both the source and destination folders. If you don't have the appropriate permissions to move or copy a public folder, a message is displayed that tells you what permissions you need to complete the action.

A folder can be moved or copied to another folder within the same set of folders or to a different set of folders, such as your mailbox or the set of public folders. When the destination is another folder, the folder you are moving or copying becomes a subfolder. If you want the folder to be a top-level folder, you must move or copy it to the information store.

When you move or copy a public folder, its contents and design properties, such as associated forms, views, rules, and permissions, are also moved or copied. While using the folder within a different information store, only the properties supported by that information store are available. For example, if you copy a public folder to a personal information store so that you can review it while working offline, the forms associated with that folder are available. However, you cannot view the access permissions for the folder because these are not accessible in a personal information store.

Moving or Copying a Public Folder

Overview

See Also

To move or copy a public folder

1. Select the public folder you want to move or copy.
2. From the File menu, choose Move or Copy.
3. Under Move To or Copy To, select the destination for the public folder.

   This can be another public folder, your Microsoft Exchange mailbox, or a personal information store.
4. Choose the OK button.

Note To move or copy a private or public folder to a public folder, you must have permission to create subfolders in the destination folder. To move a public folder, you must have owner permissions in the folder you are moving.

Tips

To quickly move a folder to a private or public folder, hold down the left mouse button and drag it to the folder.

To quickly copy a folder to a private or public folder, hold down the CTRL key and drag it to the folder.

See Also

Checking Your Public Folder Access Permissions
Deleting a Public Folder
Copying the Design of Another Folder
Moving or Copying a Private Folder

Overview of Deleting a Public Folder

How To

If a public folder is no longer used or its information has become obsolete, you can archive it by moving it to a personal information store, or you can delete it. You must have owner permissions in a public folder to delete it. When you delete a public folder, its contents and subfolders, including those in which you are not an owner, are deleted permanently.

If you delete a folder from your public folder shortcuts, the folder is removed from the shortcuts list, but the folder is not deleted from the set of public folders. However, if you delete a subfolder to which you have not specifically created a shortcut, that folder is deleted in the public folder store as well as the public folder shortcuts list.

Deleting a Public Folder

Overview

See Also

To delete a public folder

1. Select the public folder you want to delete.
2. From the File menu, choose Delete, or click the Delete button.

Delete button

Note When you delete a public folder, its contents and subfolders, including those in which you do not have owner permissions are deleted permanently.

See Also

Checking Your Public Folder Access Permissions
Moving or Copying a Public Folder
Moving or Copying a Private Folder

Overview of Deleting Items in a Public Folder

How To

If you have permission to delete items in a public folder, you can either delete only your own items, or any item in the folder, depending on the extent of your permission. When you delete an item in a public folder, it is permanently deleted instead of being moved to the Deleted Items folder.

Deleting Items in a Public Folder

Overview

See Also

To delete an item in a public folder

1. Select the items that you want to delete.
2. From the File menu, choose Delete, or click the Delete button.

Delete button

Note When you delete an item in a public folder, it is permanently deleted.

See Also

Checking Your Public Folder Access Permissions
Posting Information in a Public Folder
Moving or Copying Items in a Public Folder
Editing Items in a Public Folder

Overview of Copying the Design of Another Folder

How To

You can copy the design properties of a public or private folder to another folder without copying the items in the folder.

Copying a folder's design is useful when you want to:

- Create a new folder based on the design of an existing folder.
- Create a copy of an existing folder so that you can modify and test the design without disrupting users.
- Replace an existing folder design with the modified version.

You can select the properties you want to copy, including Forms & Views, Rules, Instructions, and Permissions. When you choose Instructions, all properties on the Design Overview tab, including Show Folder Name In Address Book, are copied.

When you copy a folder's design, all of the properties you select are copied even if one or more of the properties is not accessible in the destination folder. For example, if you copy a public folder's design to a folder in a personal information store, you can access only views and forms in that folder. If you then copy the design of that folder back to a public folder, all of the design properties will be accessible.

To copy a folder's access permissions, you must have owner permissions in the source folder. All other design properties are copied if you have read access to the folder.

Copying the Design of Another Folder

Overview

See Also

To copy the design of another folder

1. Create or open the folder you want to copy the design to (the destination folder).
2. From the Tools menu, choose Copy Design From.
3. In the Copy Design From This Folder box, select the folder with the design you want to copy (the source folder).
4. In the Copy Design Of box, select the design properties you want to copy, and then choose the OK button until all dialog boxes are closed.

Note When you copy a design to an existing folder, the design properties are merged if the source and destination folders are either public folders or folders in a Microsoft Exchange mailbox. If there are conflicting design properties or if the destination folder is a folder in a personal information store, the properties in the destination folder are overwritten.

See Also

Creating and Designing a Public Folder
Moving or Copying a Public Folder
Creating or Renaming a Private Folder

Overview of Checking Your Public Folder Access Permissions

How To

To use a public folder, you must have access permissions in that folder. These permissions define the extent of what you can do in the folder. For example, you may only be able to read items in the folder, or you may be able to read, create, edit, and delete items. If you try to perform an action for which you do not have permission, a message is displayed describing the permission you need. An easy way to check your access permissions is to view the public folder's Permissions Tab.

Your association with the folder and your permissions are displayed on the Permissions Tab. If you have permissions as an individual user, your name is displayed; if you have permissions as a member of a distribution list; the distribution list name is displayed; if neither of these apply, Default is displayed. The permissions for Default are granted to all users not specifically named in the access list.

Only folder owners can change your access permissions. To request that your permissions be changed, send mail to a folder contact.

Checking Your Public Folder Access Permissions

Overview

See Also

To check your public folder access permissions

1. Select the public folder, and then choose Properties from the File menu.
2. Select the Permissions tab.

Your association with the folder is displayed in the Name column and your role is displayed in the Permissions column. The individual permissions that role includes are selected in the Permissions box.

Note Other users are not displayed in the Name/Permissions list unless you have owner permissions in the folder.

See Also

Posting Information in a Public Folder
Creating a Public Folder Shortcut
Changing Public Folder Views
Editing Items in a Public Folder
Deleting Items in a Public Folder

Overview of Marking Items as Read and Unread

How To

Items that you have not yet opened are displayed in the folder contents list in bold type. Opening an item removes the bold type. The contrast between the bold and normal type visually organizes the item list, flagging those items that you have not yet read.

There may be times, especially when you are working in a public folder, when you will not want to read a particular item based on the item's header. Or, you may see low priority items that you don't want displayed in bold type. In these cases, you can mark items as read without opening them. In some types of public folders, such as a discussion forum, the default view may filter, or hide, items that you've opened or marked as read the next time you open the folder.

You can also change the status of an item from read to unread, changing the message header from normal to bold type. This is useful when, for example, you open an item but do not have time to read it and want to flag it to read later.

Marking Items as Read and Unread

Overview

See Also

To mark an item as read

1. Select the item that you want to mark as read.
2. From the Edit menu, choose Mark As Read.

To mark all items as read

With the folder open, choose Mark All As Read from the Edit menu.

Marking items as read changes the message header from bold type to normal type. If the default view for the folder you are working in filters, or hides, items you've read, these items will not be displayed the next time you open the folder. To display an item, see Displaying and Hiding Items You've Read.

To mark an item as unread

1. Select the item that you want to mark as unread.
2. From the Edit menu, choose Mark As Unread.

Marking items as unread changes the message header from normal type to bold type.

See Also

Displaying and Hiding Items You've Read
Changing Public Folder Views
Creating or Changing Private Folder Views

Overview of Displaying and Hiding Items You've Read

How To

In most folders, the items that you open and close continue to be displayed in the folder contents list. Using a filter, you can hide the items you've read. This is especially useful in folders where you need to see only new and edited items and replies. There may be some public folders in which this filter is part of the default view and is applied automatically when you open the folder.

You can easily change the filter in a folder to display or hide items you've read. Note that in a public folder, this filter is your own personal view of the folder and does not affect the folder view for other users.

When you first apply the filter in a public folder, or in a folder in your Microsoft Exchange mailbox, the items that meet your conditions are filtered out of view. If you then continue working in the folder, the filter is not applied again until you close and reopen the folder. In a personal information store folder, the view is updated dynamically as changes are made in the folder.

Displaying and Hiding Items You've Read

- Overview
- See Also

To display or hide an item you've read

1. With the folder open, choose Filter from the View menu.
2. Choose the Advanced button, and then do one of the following:

- To display items you've read in the folder, clear the Only Unread Messages check box.
- To hide items you've read, select the Only Unread Messages check box.

3. Choose the OK button.

Tips

- You can specify other conditions for filtering items in the folder, such as items older than a particular date. For more information, choose the Help button in the Filter dialog box.
- You can also display items you've read in the folder by choosing Common Views from the View menu and then selecting Normal. Note that this will only work if you have not modified the Normal view to filter out read items.

See Also

Marking Items as Read and Unread
Changing Public Folder Views
Creating or Changing Private Folder Views

Overview of Adding or Modifying Public Folder Views

How To

Each public folder can have one or more views defined for it. With views, users can display a folder's contents in a way that makes information quick and easy to find. You must have owner permissions in a public folder to add or modify a view.

In each view, you can group items by a particular category, specify a sort order, select the columns you want displayed, and apply a filter. If the folder contains custom forms, you can define views that organize information based on the fields in the forms. For example, you may have a public folder that contains a product library and for each entry, a custom form is used that contains fields for product name, category, price, and so on. You can define a simple view that displays, in alphabetical order, all products your organization has produced. You can also define a more structured view that filters obsolete products, groups the current products by category, and then within each category, sorts the products by price.

There may be some public folders in which it makes sense to filter, or hide, items that have been read. Read status is saved on a per-user basis so that items filtered for one user are not filtered for another user. For example, in a discussion folder, users may want to view only new and edited items and replies.

After defining views for a public folder, you can change the initial view for the folder. This view is the one that is displayed whenever the folder is opened. The default for the initial view is the common view, Normal.

Adding or Modifying Public Folder Views

Overview

See Also

To add or modify a public folder view

1. With the public folder open, choose Properties from the File menu.
2. Select the Views tab, and then do one of the following:
   - To create a new view, choose the New button, and then specify the name of the view you want to create.
   - To modify an existing view, select the view under Views, and then choose the Modify button.
3. Use the Sort, Group, Filter, and Columns buttons under Description to define or change the view.

   For more information about the options in the Sort, Group, Filter, and Columns dialog boxes, choose the Help button in the dialog box.
4. Choose the OK button until all dialog boxes are closed.

To change the initial view in a public folder

1. With the folder open, choose Properties from the File menu.
2. Select the Folder Design tab.
3. In the Initial View list box, select the View you want displayed each time the folder is opened, and then choose the OK button.

   The views available in this list are the Normal view, which is selected by default, and any views you've defined in the folder. Users can choose different views while working in the folder, but when the folder is next opened, the folder contents are again displayed in the initial view.

See Also

Creating and Designing a Public Folder
Selecting Forms for a Folder
Setting General Properties for a Public Folder
Creating a Rule for a Public Folder
Granting or Changing Public Folder Access Permissions

Overview of Changing Public Folder Views

How To

When you open a public folder, the folder contents are displayed in a view specified by the folder designer. The designer may have created additional views for the folder that display its contents in ways that make information quick and easy to find. You can select a folder view or a common view to display the folder contents. Note that common views can be applied to any folder and as a result, may not display the information in a particular public folder in a meaningful way.

You can change individual elements of a view by using the Sort, Group, Filter, and Columns commands on View menu. Changes that you make to a view affect only your view of the folder and are not saved when you close the folder. You must have owner permissions in a folder to permanently modify its views.

Changing Public Folder Views

Overview

See Also

To change a public folder view

Do one of the following:

To apply a folder view, from the View menu, choose Folder Views and then select the view from the submenu.

To apply a common view, from the View menu, choose Common Views and then select the view from the submenu.

Because common views are global views that can be applied to any folder, these may not display the information in a particular public folder in a useful way.

Tip You can also change individual elements of a view by using the Sort, Group, Filter, and Columns commands on the View menu. These changes are not saved when you close the folder.

See Also

Displaying and Hiding Items You've Read
Sorting Items
Filtering Items
Grouping Items
Creating or Changing Private Folder Views

Overview of Creating a Rule for a Public Folder

How To

If you have owner permissions in a public folder, you can create rules that organize and route items as they are posted. A public folder rule is a set of conditions that are compared to new items posted in the folder and the actions that are applied to those items that meet the conditions. For example, you can create a rule that forwards items marked urgent to another public folder or user, or you can reply with a template to items containing particular message text.

Public folder rules are similar to rules you create for your Inbox, except that there are fewer actions you can apply. When you create a rule, there are two things to keep in mind: the conditions, or what criteria an item must meet, and the actions, or what you want to happen if an item meets the specified conditions.

Rules do not have to be active all the time; you can easily turn a rule off without deleting it. Rules are carried out in the order in which they are listed.

Creating a Rule for a Public Folder

Overview

See Also

To create a rule for a public folder

1. Select or open the public folder, and from the File menu, choose Properties.
2. Select the Folder Design tab, and then choose the Rules button.
3. Choose the Add Rule button.
4. Enter the conditions that the item must meet for the action to occur. For more conditions, choose the Advanced button.

   Separate multiple conditions within a field with a semicolon (;). If you specify "Ann Devon;Hugo Zajac" in the From field, an item must be from Ann Devon OR Hugo Zajac for the condition to be true.

   For information about the options in the Edit Rule or Advanced dialog box, choose the Help button in the dialog box.
5. In the Perform The Following Actions box, select the options you want.

   You can specify more than one action. For example, you can forward an item and then delete it if you do not want a copy to remain in the folder.

   If you specify that an item should be deleted, no rules that follow it in the list will affect that item.
6. Choose the OK button.

Note When you create a new rule, it is turned on by default.

See Also

Overview of Creating and Designing a Public Folder
Selecting Forms for a Folder
Adding or Modifying Public Folder Views
Setting General Properties for a Public Folder
Granting or Changing Public Folder Access Permissions

Overview of Setting General Properties for a Public Folder

How To

If you have owner permissions in a public folder, you can set a variety of general properties, including the initial view for the folder, user instructions, and inclusion of the public folder name in the Address Book.

You can also set Microsoft Exchange to format items that are moved or copied to the folder as a forwarded items or as if the items were directly posted to the folder.

Setting General Properties for a Public Folder

Overview
See Also

To set general properties for a public folder

1. Select or open the public folder, and from the File menu, choose Properties.
2. Select the Design Overview Tab, and then do one or more of the following:

To	Do this
Include guidelines for posting information, using custom forms, or other instructions	In the User Instructions box, type the information you want.
Select the format for items moved or copied to the folder	From Drag/Drop Posting Is A, select the format you want.
Set the view that is selected whenever the folder is opened	Select the view you want from the Initial View list.
Include the folder in the enterprise address list	Select List Folder Name in Address Book.
Temporarily prevent other users from accessing the folder	Select Disable Folder.

   For more information about the options on the Design Overview tab, choose the Help button in the Properties dialog box.

3. Choose the OK button.

Tip Users can access the instructions you include for the folder by choosing the About Public Folder command from the Help menu when the folder is open.

See Also

Overview of Creating and Designing a Public Folder
Selecting Forms for a Folder
Adding or Modifying Public Folder Views
Creating a Rule for a Public Folder
Granting or Changing Public Folder Access Permissions

Overview of Disabling a Public Folder

How To

If you have owner permissions in a public folder, you can disable a folder to prevent other users from accessing it. Disabling a folder takes it offline. Any items that are submitted while the folder is disabled are returned to the sender with a note explaining the folder is offline and that only owners can access the contents.

If you are creating or installing a new folder in the public folder store, it is a good idea to disable the folder while you set the design properties. If you are modifying a folder that's currently in use, rather than disable it, you should copy the design to a new folder, modify the new folder, and then replace the original folder.

You may also want to disable a folder that is no longer used or for which the term has expired. For example, if you run a Best Product Suggestion contest in which users post their entries to a folder over the course of a month, you can disable the folder when the contest is over.

Disabling a Public Folder

Overview

See Also

To disable a folder

1. Select or open the public folder, and from the File menu, choose Properties.
2. Select the Design Overview Tab, and select Disable Folder.

To enable the folder, or put it back online, clear the checkbox.

3. Choose the OK button.

Note The Disable Folder property does not prevent access to the subfolders. This enables users to view and post items in a subfolder, while the parent folder is disabled.

See Also

Creating and Designing a Public Folder
Copying the Design of Another Folder
Setting General Properties for a Public Folder

Replying to a Posted Item

TBD.

Overview of Managing Incoming Mail with Rules

How To

You can use the Inbox Assistant and the Out Of Office Assistant commands to automatically respond to, file, and route mail as it arrives. The instructions these AutoAssistants use to accomplish this task are called rules. A rule is a set of conditions and actions that are applied to incoming mail. For example, you can create a rule that moves messages and forms to specific folders as they arrive. You can also create a rule that alerts you with a sound or a message when you receive a particular type of item, for example, a high-priority message. All rules are processed on the Microsoft Exchange Server computer.

Each rule consists of two parts: the conditions and the actions.

The conditions are the characteristics of the message or form the rule is looking for. Examples of conditions are who the message is from, who it is sent to, words in the subject box, or words in the message area. You can set specific or broad conditions so that only the items you want are affected by the rule. For example, you may set a rule to look for items from a specific sender.

The actions are what happens when the conditions of the rule are met. Possible actions include moving or copying the item to a particular folder, forwarding items when you are out of the office, or deleting certain items. You can create custom actions such as extracting information from a database or starting an application.

The AutoAssistants work even when you don't have Microsoft Exchange running. However, to protect your privacy, if you are out of the office, the Out Of Office Assistant will not forward a message regarding your absence outside of your organization.

If a rule's actions can be performed entirely in the Microsoft Exchange mailbox, the rule is performed when the item arrives. If completion of a rule requires access to your computer, to post an alert or move a message into a set of personal folders, for example, the action is completed when you start Microsoft Exchange.

How To

- Automatically Deleting or Forwarding Incoming Mail - TBD
- Automatically Moving or Copying Incoming Mail
- Changing or Deleting a Rule
- Creating a Rule
- Displaying an Alert for Certain Types of Mail
- Managing Incoming Mail While Out of the Office
- Specifying the Order in Which Rules are Performed
- Turning a Rule On or Off

Overview of Displaying an Alert

How To

Occasionally you may be expecting a message or form that will require immediate attention, for example, a message from your manager. You can create a rule that looks for your manager's name as the sender and then displays an alert message or plays a sound (a .WAV file) whenever a message from your manager arrives.

Displaying an Alert

Overview

See Also

To create a mail alert

1. From the Tools menu in the Viewer, choose Inbox Assistant, and then choose the Add Rule button.
2. Specify the conditions that the message or form must meet for the alert to occur.

   For more conditions, choose the Advanced button.
3. In the Perform These Actions box, select the Alert With option, and then choose the Action button.

- To display an alert message, choose the Notify With The Text option, and then type the text in the box.
- To play a sound, select the Play check box, choose the Sound button, and then locate and select the .WAV file you want to play.

4. Choose the OK or Close button until all dialog boxes are closed.

Note The rule you create to display an alert can perform other actions as well, such as moving the message or form to a specific folder.

See Also

Changing or Deleting a Rule
Turning a Rule On or Off

Overview of Automatically Moving or Copying Incoming Mail

How To

To help you keep the messages and forms in your Inbox organized, you can use the Inbox Assistant to automatically move specific items to specific folders. For example, you may want to move all items that are sent to the Sailing distribution list into a folder called Sailing.

When you use the Inbox Assistant to move items, they are automatically moved out of your Inbox and into the specified folder as they arrive. Unless you check the specified folder for new messages, you will only know when new messages have arrived by the fact that the folder name becomes bold. To be notified when a new item has arrived, you can add an alert to the rule.

All rules processing occurs on the Microsoft Exchange Server computer.

Automatically Moving or Copying Incoming Mail

Overview

See Also

To automatically move or copy incoming messages or forms to a specific folder

1. From the Tools menu in the Viewer, choose Inbox Assistant, and then choose the Add Rule button.
2. Specify the conditions that the item must meet for the move or copy to occur.

   For more conditions, choose the Advanced button.
3. In the Perform These Actions box, select the Move To or Copy To check box, and then choose the Folder button.
4. Select the folder you want the items moved or copied to, and then choose the OK or Close button until all open dialog boxes are closed.

Tip Because items are moved to other folders without being displayed in the Inbox, you might want to add an alert to this rule so that you know when a new item has arrived.

See Also

automatically deleting or fowarding incoming mail - tbd

Changing or Deleting a Rule

Displaying an Alert

Overview of Automatically Deleting or Forwarding Incoming Mail

How To

To help you keep the messages and forms in your Inbox organized, you can use the Inbox Assistant to automatically move specific items to specific folders. For example, you may want to move all items that are sent to the Sailing distribution list into a folder called Sailing.

When you use the Inbox Assistant to move items, they are automatically moved out of your Inbox and into the specified folder as they arrive. Unless you check the specified folder for new messages, you will only know when new messages have arrived by the fact that the folder name becomes bold. To be notified when a new item has arrived, you can add an alert to the rule.

Automatically Deleting or Forwarding Incoming Mail

Overview

See Also

To automatically delete incoming messages or forms

1. From the Tools menu in the Viewer, choose Inbox Assistant, and then choose the Add Rule button.
2. Specify the conditions that the item must meet to be deleted.

   For more conditions, choose the Advanced button. For more information, choose the Help button in the Advanced dialog box.
3. In the Perform These Actions box, select the Delete check box.
4. Choose the OK or Close button until all open dialog boxes are closed.

To automatically forward an incoming message or form to another folder

1. From the Tools menu in the Viewer, choose Inbox Assistant, and then choose the Add Rule button.
2. Specify the conditions that the item must meet for the move or copy to occur.

   For more conditions, choose the Advanced button. For more information, choose the Help button in the Advanced dialog box.
3. In the Perform These Actions box, select the Forward To check box, and then choose the Folder button.
4. Select the folder you want the items forwarded to, and then choose the OK or Close button until all open dialog boxes are closed.

Tip Because items are moved to other folders without being displayed in the Inbox, you might want to add an alert to these rules so that you know when a new item has arrived.

See Also

automatically moving or copying incoming mail - tbd
Changing or Deleting a Rule
Displaying an Alert

Overview of Managing Incoming Mail While Out of the Office

How To

If you are not able to check your mail for a period of time, you can use the Out Of Office Assistant to notify the sender of a message or form that you are out. The Out Of Office AutoAssistant rule sends a message to each sender only once so that the sender won't receive several out of office messages from you. The default Out Of Office rule is predefined and cannot be deleted. All you have to do is type the text you want to send in response, and specify that you are out of the office.

You can create your own rules that are performed only when you have selected the Out Of Office option. For example, you can forward a copy of each high-priority message you receive to another person, or reply to a specific form with another form.

If any Out Of Office rules conflict with rules you have created using the Inbox Assistant command, the Out Of Office rules take precedence over the Inbox Assistant rules. All rules processing occurs on the Microsoft Exchange Server computer.

Managing Incoming Mail While Out of the Office

Overview

See Also

To send out of office notifications to mail senders

1. From the Tools menu in the Viewer, choose Out Of Office Assistant.
2. In the I Am Currently box, select the Out Of The Office option button.
3. In the AutoReply Only Once To Each Sender With the Following Text box, type the message you want to send to others, for example, "Out of the office until the tenth of this month."
4. Choose the Close button

To create out of office rules

1. From the Tools menu in the Viewer, choose Out Of Office Assistant.
2. Choose the Add Rule button.
3. In the When A Message Arrives That Meets The Following Conditions box, specify the conditions that the message or form must meet for the action to occur.

You can enter more than one condition in each box. For example, you can enter "Bill Sprague;Jon Heinen" in the From box. In this case, the rule performs the action if the message is from either Bill Sprague or Jon Heinen. However, when you enter more than one type of condition for a rule, both types of conditions must be met before the specified action of the rule takes place. For example, if you specify Bill Sprague as the sender and Marketing Meeting in the Subject box, the rule performs an action only when items meeting both conditions are found.

For more information, choose the Help button in the Edit Rule dialog box.

4. In the Perform These Actions box, select the options you want to be performed on items that meet the criteria you established above.

You can specify more than one action. For example, you can move an item to a particular folder and forward it to another person. You might also want to receive an alert message when this event occurs.

If you specify that an item should be deleted, no rules that follow it in the list will affect that item.

For more conditions, choose the Advanced button. For information about the options in the Advanced dialog box, choose the Help button in the Advanced dialog box.

5. Choose the OK or Close button until all dialog boxes are closed.

   The rule appears in the Status box of the Out Of Office Assistant dialog box.

When you create a rule, it is active by default. To turn off a rule, select the check mark to clear it.

Note When you log on to Microsoft Exchange with the Out Of Office Assistant turned on, a notice is displayed to remind you to turn it off.

See Also

Changing or Deleting a Rule
Turning a Rule On or Off

Overview of Creating a Rule

How To

A rule is a set of conditions that is compared against incoming mail and the actions that are applied if the conditions are met.

If you want specific actions to occur when certain kinds of mail arrive, you can create a rule. For example, you may be expecting an important message from Bill Sprague, and you would like to be notified when it arrives. You can easily create a rule with an alert.

When you create a rule there are two things to keep in mind: the condition, or what criteria a message or form must meet, and the action, or what you want to happen if an item meets the condition.

You can create rules that you don't want to be active all the time. In this case, you can easily turn a rule off without deleting it. Rules are carried out in the order in which they are listed. All rules processing occurs on the Microsoft Exchange Server computer.

Creating a Rule

Overview

See Also

To create a rule

1. From the Tools menu in the Viewer, do one of the following:

   - To create a rule for your Inbox, choose Inbox Assistant.
   - To create an out-of-office rule, choose Out Of Office Assistant.

2. Choose the Add Rule button.
3. In the When A Message Arrives That Meets The Following Conditions box, specify the conditions that the message or form must meet for the action to occur.

   - You can enter more than one condition in each box. For example, you can enter "Bill Sprague;Jon Heinen" in the From box. In this case, the rule performs the action if the message is from either Bill Sprague or Jon Heinen. However, when you enter more than one type of condition for a rule, both types of conditions must be met before the specified action of the rule takes place. For example, if you specify Bill Sprague as the sender and Marketing Meeting in the Subject box, the rule performs an action only when items meeting both conditions are found.
   - For more information, choose the Help button in the Edit Rule dialog box.

4. In the Perform These Actions box, select the options you want to be performed on items that meet the criteria you established above.

   - You can specify more than one action. For example, you can move an item to a particular folder and forward it to another person. You might also want to receive an alert message when this event occurs.
   - If you specify that an item should be deleted, no rules that follow it in the list will affect that item.
   - For more conditions, choose the Advanced button. For information about the options in the Advanced dialog box, choose the Help button in the Advanced dialog box.

5. Choose the OK or Close button until all dialog boxes are closed.

   The rule appears in the Status box of the Inbox Assistant or Out of Office Assistant dialog box.

Note When you create a new rule, it is active by default. To cancel a rule, select the check mark to clear it.

See Also

Changing or Deleting a Rule
Specifying the Order in Which Rules are Performed
Turning a Rule On or Off

Overview of Changing or Deleting a Rule

How To

When you want to change a rule's conditions or actions, you can edit the rule.

You can delete rules that you no longer use. If you have rules that you do not want to take effect at the present time but may want to use later, you can turn them off rather than delete them. You can also change the order in which rules are performed so that if two different rules affect the same message or form, the actions occur in the correct order.

Changing or Deleting a Rule

Overview

See Also

To change a rule

1. From the Tools menu in the Viewer, do one of the following:
   - To change a rule for your Inbox, choose Inbox Assistant.
   - To change an out-of-office rule, choose Out Of Office Assistant.
2. In the Status box, select the rule you want to change, and then choose the Edit Rule button.

   If you want to change the order of rules, select a rule, and then choose the Move Up or Move Down button.
3. Make the changes you want to the rule's conditions or actions.

   For more information, choose the Help button in the Edit Rule dialog box.
4. Choose the OK or Close button until all dialog boxes are closed.

To delete a rule

1. From the Tools menu in the Viewer, do one of the following:
   - To delete a rule for your Inbox, choose Inbox Assistant.
   - To delete an out-of-office rule, choose Out Of Office Assistant.
2. In the Status box, select the rule you want to delete, and then choose the Delete Rule button.
3. When Microsoft Exchange prompts you to confirm that you want to delete the rule, choose the Yes button, and then choose the Close button.

Note When an action specified in a rule cannot be performed, an error dialog box is displayed. To fix the error, choose the Edit Rule button and make the necessary changes. If you do not fix the error, an X will appear next to the rule in the Inbox Assistant or Out Of Office Assistant dialog box. This means that the rule is no longer in effect.

See Also

Creating a Rule
Displaying an Alert
Turning a Rule On or Off

Overview of Turning a Rule On or Off

How To

You may have rules that you don't want to have active all the time. For example, you might have a notification rule that you want to have on only when you are very busy. Or, just for a period of time, you may want to move all messages or forms concerning a particular subject to a folder so that you can look at them later. You may also have complex rules that you only want to use occasionally. You can easily turn a rule off and on.

By reviewing the Inbox Assistant or Out of Office Assistant dialog box, you can quickly see which rules are active. Active rules have a check mark next to them in the Status box; disabled rules have an O next to them. If an error occurs while a rule is being performed, an X is displayed next to it.

Turning a Rule On or Off

Overview

See Also

To turn a rule on or off

1. From the Tools menu in the Viewer, do one of the following:
   - To turn a rule for your Inbox on or off, choose Inbox Assistant.
   - To turn an out-of-office rule on or off, choose Out Of Office Assistant.
2. In the Status box, select the rule you want to turn on or off.
3. Choose the Close button.

NOTE A rule that is turned on has a check mark beside it. To cancel a rule, click the check mark. To activate a rule, click the check box beside the rule.

See Also

Changing or Deleting a Rule
Creating a Rule
Specifying the Order in Which Rules are Performed

Overview of Specifying the Order in Which Rules are Performed

How To

Rules are performed in the order in which they are listed in the Status box of the Inbox Assistant or Out Of Office Assistant dialog box. Generally, the order in which rules are performed is not critical; however, it may be important if you receive a message or form that meets the conditions of more than one rule. All rules processing occurs on the Microsoft Exchange Server computer.

For example, you might have a rule that checks for incoming mail from Bill Sprague and another rule that checks for mail with "marketing strategy" in the subject line. If you receive mail from Bill Sprague that has "marketing strategy" in the subject, the actions specified in both of these rules will be performed.

If one of the rules specifies that the item be deleted, the item is deleted, and no further rules are performed on that item. Therefore, if you want to perform several rules on an item, including a delete item rule, the delete item rule should be at the end of the list.

Specifying the Order in Which Rules Are Performed

Overview

See Also

To change the order in which rules are performed

1. From the Tools menu in the Viewer, do one of the following:
   - To change the order of rules for your Inbox, choose Inbox Assistant.
   - To change the order of out-of-office rules, choose Out Of Office Assistant.
2. In the Status box, select the rule you want to move up or down in the list, and then do one of the following:
   - To move a rule up one line, choose the Move Up button.
   - To move a rule down one line, choose the Move Down button.
3. Choose the Close button.

See Also

Changing or Deleting a Rule
Creating a Rule
Turning a Rule On or Off

Parts of the Microsoft Exchange Screen

See Also

To get information about the elements in a particular Microsoft Exchange window, select the window name you want.

Viewer

Address Book

Find Window

Remote Preview

Standard Send Form

Standard Read Form

Standard Post Form

Standard Post (Read) Form

Report Form

Resend Form

See Also

Menus, Commands, and Dialog Boxes
Keyboard Shortcuts
Toolbars and Buttons

Address Book

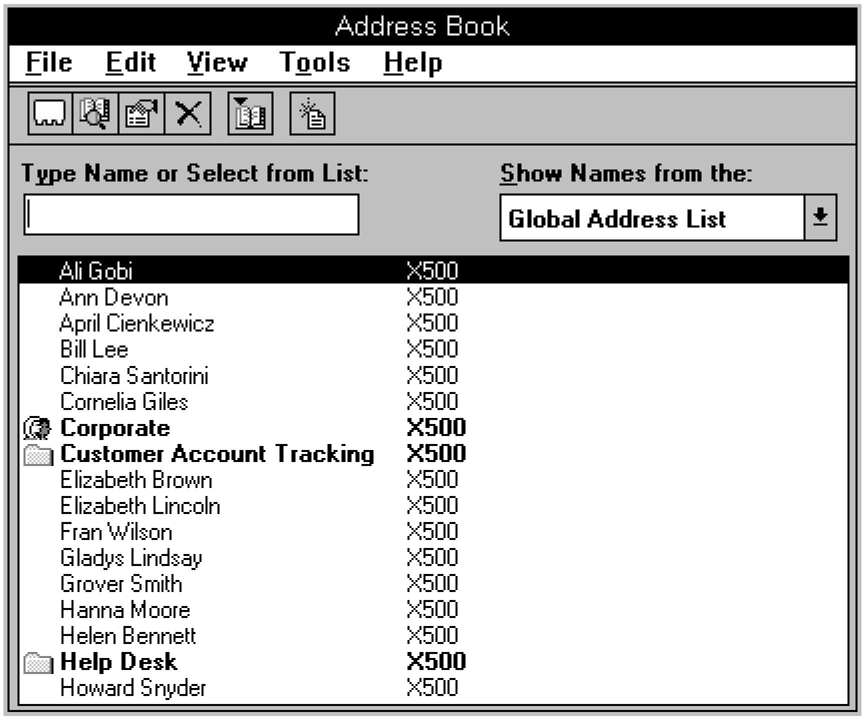
See Also

The Address Book contains lists of user, distribution list, and public folder names that you can send mail to.

Use the options, menu commands, and toolbar buttons to search for names; add or delete entries in your personal address book (PAB); create and edit personal distribution lists; and get details about a user, distribution list, or public folder.

Address Book Window Options

Click the window region you want information about, or press TAB until the region is highlighted and then press ENTER.



Show names from the

Select the address list that contains the names you want.

You can choose the enterprise address list, your personal address book, or other address list used in your organization. The enterprise address list contains an entry for every recipient in your enterprise. Your personal address book contains entries you create and maintain.

Type name or select from list

Type or select a name in the list. As you type the letters of the name, the address list scrolls to match the letters.

Find

Opens the Search dialog box where you can specify conditions for searching for names. When the search is completed, all matching names are displayed in a list titled "Search Results."

Depending on the address list that is selected in the Show Names From The list, you may have different options for specifying conditions in the Find dialog box.

Address List Contents

A list of recipient names and other information. Names can include user names, distribution list names, and public folder names. The information about each name can include department name, office location, phone number, and other details.

Distribution lists and public folders are displayed in bold type and represented by the following icons.

Distribution List

Public Folder

Title Bar

Displays the name of the active application, message, form, or dialog box.

The title bar may also display additional information, such as the currently open folder or the subject of the active message.

Menu Bar

Lists the menu names, such as File and Edit.

Scroll Bars

Vertical and horizontal bars at the side and bottom of a window. You use the scroll bars to move through list or long message. The scroll boxes inside the scroll bars indicate your vertical and horizontal location.

Use the horizontal scroll bar to move left and right, just as you use the vertical scroll bar to move up and down.

Address Book Toolbar

Provides buttons for quick mouse access to the most commonly used commands and features in the Microsoft Exchange Address Book. You can hide or display the Address Book toolbar by choosing the Toolbar command from the View menu.

You can see the name of each toolbar button in a ToolTip. When you point to a button with the mouse, the button name will appear in a box on your screen. To display or hide ToolTips, choose the Options command from the Tools menu and then select the General tab.

For more information, see the Address Book Toolbar. topic.

Viewer

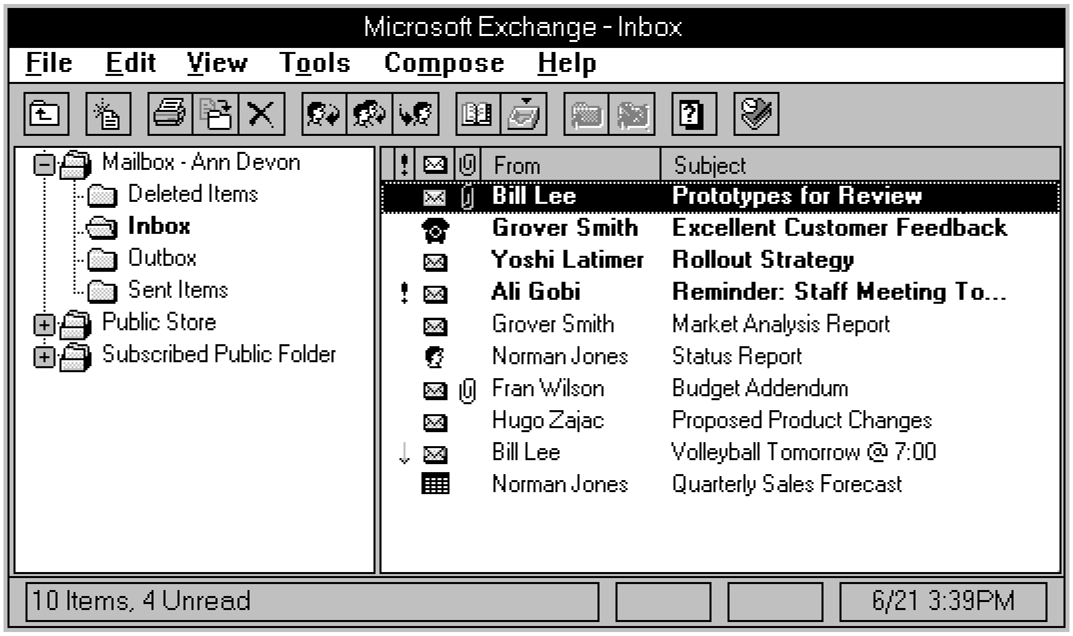
See Also

The Microsoft Exchange Viewer is your window to information. The left side of the Viewer lists your sets of folders, and the right side lists the contents of the selected folder.

Use the menu commands and toolbar buttons to read, process, and organize items, specify rules, search for a particular message or recipient, and customize Microsoft Exchange for the way you work.

Viewer Window Options

Click the window region you want information about, or press TAB until the region is highlighted and then press ENTER.



See Also

Overview of Working with Information
Overview of Viewing and Organizing Information
Opening a Folder
Opening an Item
Deleting an Item

Folder List

Displays a list of your information stores and folders. To display and hide the folder list, drag the bar that separates the folder list and the folder contents list to the left or right.

To open a folder or information store with the contents displayed in the view defined for the currently open folder, click the folder or information store name. To display the contents in the view defined for the folder or information store you are opening, double-click the name.

The folder list may contain the following icons.

 Folder. A folder can contain other folders, messages, forms, and files.

 Currently open folder.

 Information store. An information store can contain folders, messages, forms, and files.

 Currently open information store.

 Indicates a folder or information store contains subfolders. To view subfolders, click the plus sign.

 Indicates that subfolders are displayed. To hide subfolders, click the minus sign.

Folder Contents List

Displays a list of items in the open folder. These items may include messages, forms, documents, spreadsheets, folders, and other types of information. You can select one or more items to open, delete, move, copy, reply to, or forward.

The information displayed for each item is divided into columns. The Item Type, Attachment, Priority, From, Subject, Received, and Size columns are displayed by default. You can change the order of columns, and hide or display other columns. You can also sort, filter, and group the items.

The folder list may contain the following icons and visual distinctions.

Bold	Unread item.
	Standard message. You may see other icons in the Item Type column that represent custom forms and files.
	Item contains an attachment.
	Sender has marked the item high priority.
	Sender has marked the item low priority.

Viewer Toolbar

Provides buttons for quick mouse access to the most commonly used commands and features in the Microsoft Exchange Viewer. You can hide or display the Viewer toolbar by choosing the Toolbar command from the View menu.

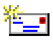
You can see the name of each toolbar button in a ToolTip. When you point to a button with the mouse, the button name will appear in a box on your screen. To display or hide ToolTips, choose the Options command from the Tools menu and then select the General tab.

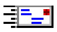
For more information, see the Viewer Toolbar. topic.

Status Bar

Displays information about Microsoft Exchange. While you use Microsoft Exchange, the status bar displays: a description of a selected command or button; the progress of an operation such as printing or searching; the number of read, unread, and selected items in the open folder; the date and time; and the current status of Microsoft Exchange. You can hide and display the status bar by choosing Status Bar from the View menu. When the status bar is displayed, this command is checked on the menu.

The following icons indicate the current status of Microsoft Exchange.

 You have new mail in your Inbox.

 Mail in your Outbox is being sent.

 Mail is being delivered to your Inbox.

 Your computer is not connected to your Microsoft Exchange server.

 A filter is applied to the current view of the folder contents.

Find Window

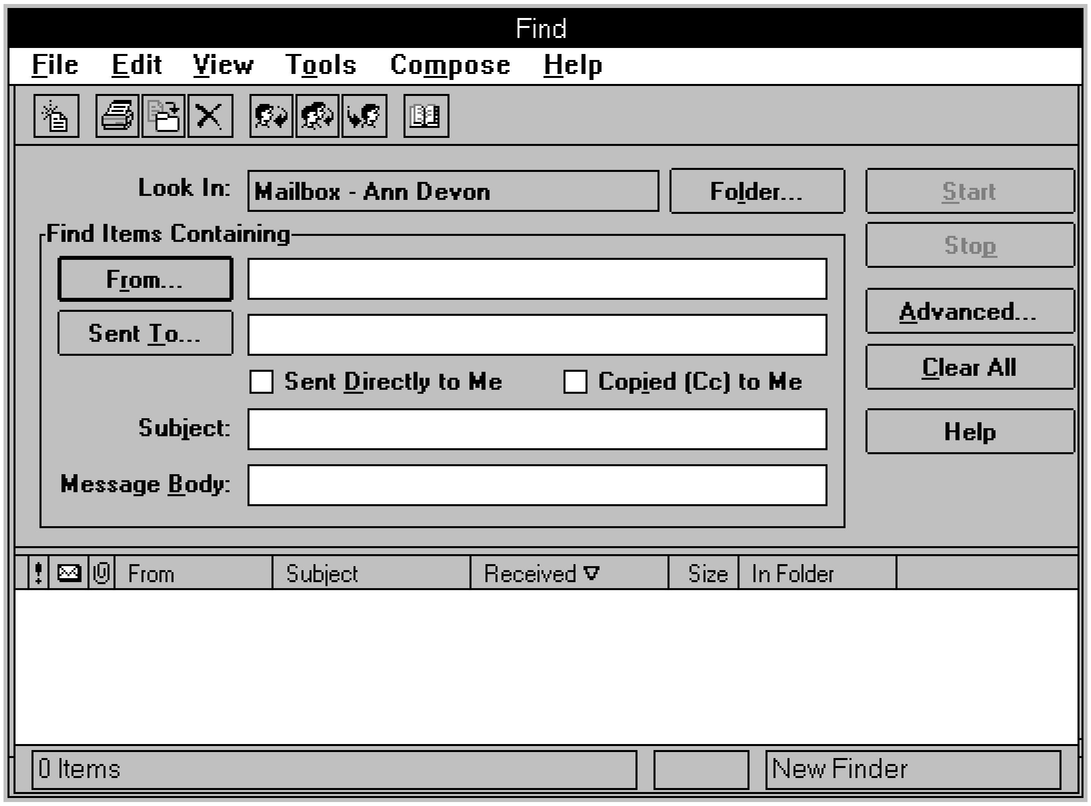
See Also

In the Find window, you can define conditions and search for items that meet those conditions. For example, you can find messages from a particular person, about a particular subject, or to various recipients. You can specify one or more conditions for each field. The items that match your conditions are displayed in the lower half of the Find window.

Use the menu commands and toolbar buttons to work with the matching items. You can open, move, copy, and delete items, reply to and forward items, and sort and group items. As long as the Find window is open or minimized, the list of matching items is updated with new mail that meets your conditions.

Find Window Options

Click the window region you want information about, or press TAB until the region is highlighted and then press ENTER.



Find Window Toolbar

Provides buttons for quick mouse access to the most commonly used commands and features in the Microsoft Exchange Find window. You can hide or display the Find toolbar by choosing the Toolbar command from the View menu.

You can see the name of each toolbar button in a ToolTip. When you point to a button with the mouse, the button name will appear in a box on your screen. To display or hide ToolTips, choose the Options command from the Tools menu and then select the General tab.

For more information, see Find Window Toolbar.

Find Window Title Bar

Displays the title of the active Find window. If you have specified conditions, the first condition is displayed in the title bar, for example, "Items sent to: Ann Devon." If you have changed the window title using the Change Window Title command, that title is displayed.

Look In *Folder*

Locates items in the named folder or information store that meet the conditions you specify.

Folder

Displays the Find Items In Folder dialog box where you can select a different folder or an entire information store. To search an information store, you must select the store name and then choose the Include All Subfolders option.

Note that in public folders, you can search only one folder at a time.

From

Locates items from a sender you specify. Type the name of the sender in the box, or choose the From button to select the name from the Select Names dialog box. To find more than one sender, separate the names with a semicolon (;).

Sent to

Locates items addressed to a recipient you specify. Type the name of the recipient, or choose the Sent To button to select the name from the Select Names dialog box. To find more than one recipient, separate the names with a semicolon (;).

Sent directly to Me
Locates items in which your name appears in the To box.

Copied to Me

Locates items in which your name appears in the Cc box.

Subject

Locates items with a subject you specify. Type the complete or partial text of the subject you want to find. To find more than one subject, separate them with a semicolon (;).

Message Text

Locates items with message text that you specify. Type the phrase or text string that 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 (;).

Start

Begins the search using the conditions you have specified.

Stop

Stops the search.

Advanced

Displays the Advanced dialog box where you can specify additional search conditions. For example, you can locate items that have attachments, that are a particular size, or that do *not* meet the conditions you specify.

Clear All
Clears the conditions you've specified.

Matching Items List

Displays a list of the items that match the conditions you've specified. You can select one or more items to open, delete, move, copy, reply to, or forward.

The information displayed for each item is divided into columns. The Priority, Item Type, Attachment, From, Subject, Received, Size, and In Folder columns are displayed by default. You can change the order of columns, and hide or display other columns. You can also sort, filter, and group the items.

The matching items list may contain the following icons and visual distinctions.

Bold	Unread item.
	Standard message. You may see other icons in the Item Type column that represent custom forms and files.
	Item contains an attachment.
	Sender has marked the item high priority.
	Sender has marked the item low priority.

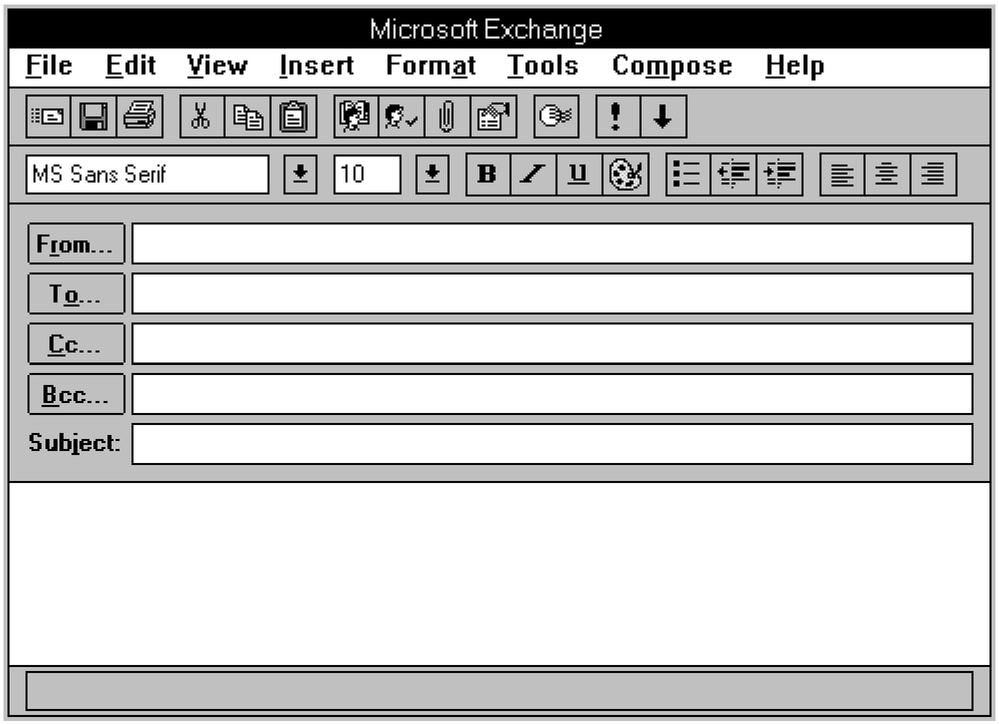
Standard Send Form

See Also

The Standard Send form is the default form you use to compose a message. This form may be the Standard Send form provided with Microsoft Exchange or a custom form specified by your administrator. If you are using a form specified by your administrator, it may appear different from the form shown in this topic.

Use the menu commands, toolbar buttons, and options to address, compose, format, and send your message.

Click the window region you want information about, or press TAB until the region is highlighted and then press ENTER.



See Also

Overview of Sending Messages
Addressing a Message
Formatting Text
Sending a Message
Saving a Copy of an Item

Send Form Toolbar

Provides buttons for quick mouse access to the most commonly used commands and features in the Microsoft Exchange Standard Send form. You can hide or display the Send Form toolbar by choosing the Toolbar command from the View menu.

You can see the name of each toolbar button in a ToolTip. When you point to a button with the mouse, the button name will appear in a box on your screen. To display or hide ToolTips, choose the Options command from the Tools menu and then select the General tab.

For more information, see Send Form Toolbar.

Formatting Toolbar

Provides buttons for quick mouse access to formatting commands. This toolbar is available while composing or reading a message. You can hide or display the Formatting toolbar by choosing the Formatting Toolbar command from the View menu.

You can see the name of each toolbar button in a ToolTip. When you point to a button with the mouse, the button name will appear in a box on your screen. To display or hide ToolTips, choose the Options command from the Tools menu and then select the General tab.

For more information, see Formatting Toolbar.

To

Type the name(s) of the message recipients in this box or choose the To button and select the names from the Select Names dialog box. To specify more than one name, separate the names with a semicolon (;).

You can type or select user, distribution list, and public folder names. Double-click any underlined name to get details about that recipient.

Cc

Type the name(s) of the recipients you want to receive a "carbon copy" of the message, or choose the Cc button and select the names from the Select Names dialog box. To specify more than one name, separate the names with a semicolon (;).

Bcc

Type the name(s) of the recipients you want to receive a "blind carbon copy" of the message, or choose the Bcc button and select the names from the Select Names dialog box. To specify more than one name, separate the names with a semicolon (;).

This box is not displayed by default. To display or hide the Bcc address box, choose the Bcc Box command from the View menu.

From

Type the name of the mailbox you are sending the message from. This is required only for delegate access. The mailbox name may be a user name or a general name, such as Supply Requests. You must have the appropriate permissions to send a message from a mailbox other than your own. You can successfully send a message with a name in the From box if you have been granted permission by the administrator or by an individual user who wants you to send mail on his or her behalf.

This box is not displayed by default. To display or hide the From address box, choose the From Box command from the View menu.

Subject
Type the subject of your message in this box. The subject is displayed in your recipient's folder contents list.

Message Area

Type the message text in this area. You can

- Format your text.
- Check the spelling.
- Paste text and graphics from other sources.
- Include an AutoText entry that you have created.
- Insert files, other messages, and objects.

Remote Preview

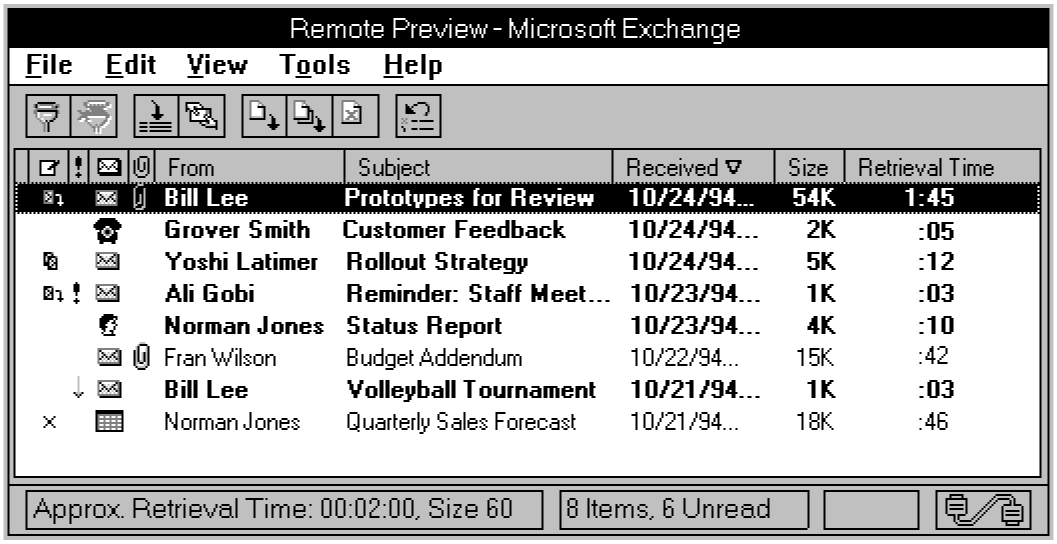
See Also

The Remote Preview window gives you access to your incoming mail when you're working at home or on the road.

Use the menu commands and toolbar buttons to establish a remote connection to your Microsoft Exchange server; sort and apply a filter to the displayed mail headers; mark the messages and forms you want to download; and set options for connecting, disconnecting, and transferring mail.

Remote Preview Options

Click the window region you want information about, or press TAB until the region is highlighted and then press ENTER.



See Also

Remote Preview Contents List

Displays the incoming mail on your Microsoft Exchange server that is waiting to be delivered to your Inbox. You can select one or more items to move or copy from your Microsoft Exchange server to the Inbox on your local computer, or to delete.

The information displayed for each item is divided into columns. The Remote Action, Priority, Item Type, Attachment, From, Subject, Received, Size, and Retrieval Time columns are displayed by default. You can change the order of columns, and hide or display other columns. You can also sort, filter, and group items.

The Remote Preview contents list may contain the following icons and visual distinctions.

Bold	Unread item.
Plain	Item has been downloaded to your local computer but a copy remains on your Microsoft Exchange server.
	Moves the item from your Microsoft Exchange server to the Inbox on your local computer.
	Copies the item from your Microsoft Exchange server to the Inbox on your local computer.
	Deletes the item from your Microsoft Exchange server.
	Standard message. You may see other icons in the Item Type column that represent custom forms and files.
	Item contains an attachment.
	Sender has marked the item high priority.
	Sender has marked the item low priority.

Remote Preview Toolbar

Provides buttons for quick mouse access to the most commonly used commands and features in the Remote Preview window. You can hide or display the Remote Preview toolbar by choosing the Toolbar command from the View menu.

You can see the name of each toolbar button in a ToolTip. When you point to a button with the mouse, the button name will appear in a box on your screen. To display or hide ToolTips, choose the Options command from the Tools menu and then select the General tab.

For more information, see Remote Preview Toolbar.

Remote Preview Status Bar

Displays information about when you last updated your mail headers; the estimated retrieval time and size of the mail marked for downloading; the total number of items and how many are unread; and the current status of the remote preview window. You can hide and display the status bar by choosing Status Bar from the View menu.

The following icons indicate the current status of the Remote Preview window.

	Your computer is not connected to your Microsoft Exchange server.
	A filter is applied to the Remote Preview contents list.

Remote Preview Title Bar

Displays the title of the remote information service that you selected when you chose the Remote Preview command.

Standard Read Form

See Also

The Standard Read form is the form in which most messages you receive are displayed. This form may be the Standard Read form provided by Microsoft Exchange or a custom form specified by your administrator.

Use the menu commands and toolbar buttons to reply to, forward, print, move, copy, or delete messages you receive. To get additional information about a user, distribution list, or public folder displayed in the message heading, double-click the name. You can add or edit text in the message area, and in the subject line, but not the rest of the message heading.

See Also

Replying to a Message
Forwarding a Message
Deleting an Item
Moving or Copying Items to Other Folders
Setting Options for Replying or Forwarding

Report Form

See Also

The Report form provides the status of a message that you've sent. If you requested a delivery or read notification, you receive a Delivery Report or Read Report when that message is delivered or opened. If a message cannot be delivered or if one for which you requested read notification is not read, you receive a Non-Delivery Report or a Non-Read Report.

Use the menu commands and toolbar buttons in the Report form to print, move, copy, or delete the Report form. If you received a Non-Delivery Report, you can use the Send Again button to resend the message. When you choose this button, the Resend form is displayed containing the original message.

See Also

Requesting a Receipt
Resending Undelivered Mail

Resend Form

See Also

The Resend form is displayed when you choose the Send Again button in a Non-Delivery Report form. Typically a message could not be delivered when one or more recipients could not be located. In the Resend form, the list of recipients that the message could not be delivered to are displayed in the Resend address boxes. You can then edit these addresses. All other recipients and the original message text are displayed under Original Message.

Type the correct names or use the Resend To, Resend Cc, Resend Bcc, or Resend From buttons to select the correct names from the Select Names dialog box. When you choose Send, the original message is sent with the revised addresses. The fact that you resent the message is not apparent to the recipient(s).

See Also

Resending Undelivered Mail

Standard Post Form

TBD

Standard (Post) Read Form

TBD

Overview of Sending a Message

How To

You can send a message or other item to one or more Microsoft Exchange users, distribution lists that you or your administrator have created, and users on other mail systems.

When addressing a message using a Standard Send form, you can type recipient names in the address boxes, or you can use the Address Book to select names. Before you send the message, you can check your spelling, assign it a high or low importance, and request automatic notification when the recipient receives or opens the message. If you want to keep a copy of the message, either include your name in the Cc box or have a copy automatically saved in the Sent Items folder.

When you send a message, file, or other item, a progress bar on the status bar shows the progress of the sending process; when the bar reaches the end, the item is placed in the Outbox and is sent a short time later.

Sending a Message

Overview

See Also

To send a message using a Standard Send Form

1. Choose New Message from the Compose menu, or click the New Message button in the Viewer.

New Message button

2. To address the message, do one of the following:

Click the To, Cc, or Bcc button to select names from the Address Book.

In the To, Cc, or Bcc box, type the names of the primary recipients, users whom you want to receive a carbon copy, and users whom you want to receive a blind carbon copy. Separate multiple names with semicolons (;).

You may also be able to send some custom forms by selecting recipients from the Address Book.

3. In the Subject box, type the subject of the message.
4. In the message area, type your message.
5. From the File menu, choose Send, or click the Send button.

Send button

To save a copy of all outgoing messages

1. From the Tools menu, choose the Options For command, and then choose Everything.

NOTE: This command will change.

2. Select the Send tab.
3. Under When Sending A New Item, select the Save A Copy Of The Item In The 'Sent Items' Folder check box, and then choose the OK button.

Using the Properties command You can set Microsoft Exchange to save a copy of a particular message by choosing Properties from the File menu. For more information, choose the Help button in the Properties dialog box.

See Also

Adding a   From or Bcc Box to a Standard Send Note
Addressing a Message
Assigning Importance to a Message
Checking Spelling
Inserting a File from the File System
Saving a Copy of a Message You Send

Overview of Saving an Incomplete Message

How To

If you are unable to complete a message or other item that you are composing, you can save it in the Inbox of the set of folders where you are currently receiving mail and finish it later. You can open the item later, finish composing it, and then send it.

When you open an item from another folder or directory in your file system, make changes to it, and then save it, the changes are saved in the message in the previous location.

You can also save a message you receive as a file that you can open and edit in a different application. Messages can be saved in message format, text or rich text format and stored in any directory on your computer.

Saving an Incomplete Message

Overview

See Also

To save an incomplete message

From the File menu, choose Save, or click the Save button. Then close the message.

Save button

Unsent messages and forms are saved in the Inbox of the set of folders where you are currently receiving mail, unless you originally opened the message from another folder or directory in your file system. You can open the item later, finish composing it, and then send it.

Note You can also save a message you receive as a file that you can open and edit in a different application.

See Also

Addressing a Message
Saving a Copy of a Message You Send
Sending a Message

Overview of Resending Undelivered Mail

How To

When a message or other item cannot be delivered because of problems with the Microsoft Exchange server computer or other messaging server, you will receive a notification message with the subject Undeliverable: *Message Subject*. The message lists the subject of the original item, lists the recipients who could not receive the item, and may provide you with information about why the item could not be delivered. You can try to send the item again.

Resending Undelivered Mail

[Overview](#)

[See Also](#)

To resend undelivered mail

With the undeliverable message or form open, correct the address, if necessary, and then choose the Send Again button.

Note If a message cannot be successfully delivered to the address listed in your personal address book, you may want to try to send it again by inserting the address from the systems address list instead. If the user's address changed, you may not have the most current address stored in your personal address book.

See Also

Addressing a Message
Sending a Message

Overview of Sending Messages

How To

When sending messages to individuals, groups of users (distribution lists), or users of other mail systems, Microsoft Exchange provides you with a variety of options. The options you choose can vary, and can be applied to a specific message or to all messages. Some of your options are:

- Saving a copy of messages you send.
- Assigning high or low importance to messages.
- Requesting a Delivery or Read Receipt so that you know when a message has been received or opened.
- Adding a From or Bcc box to your message heading.

Additionally, Microsoft Exchange provides options related to message security and confidentiality. You can mark a message as private. This setting prevents recipients from modifying the text when forwarding or replying to the message, and from copying and pasting it into a new message. You can also sign or seal a message. If a message is signed, the recipient can be confident that it came from you and was not tampered with. If it is sealed, only recipients that you have addressed the message to can open it.

If you want to indicate to a recipient that a message is personal or confidential, you can designate it as such. When the message appears in the Inbox, the setting is indicated in the Sensitivity column of the item header if this header is displayed.

If a message cannot be delivered, for example, if the Microsoft Exchange Server computer is unavailable, you will receive a notification message with a Send Again option.

How To

- Adding a From or Bcc Box to the Standard Send Form
- Adding Sensitivity to a Message - TBD
- Assigning Importance to a Message
- Changing Your Advanced Security Password
- Requesting a Receipt
- Resending Undelivered Mail
- Saving a Copy of a Message You Send
- Saving an Incomplete Message
- Sealing a Message
- Sending a Message to a User of Another Mail System
- Sending a Message
- Sending Private, Personal, or Confidential Messages
- Setting Up Advanced Security
- Signing a Message

Overview of Saving a Copy of a Message You Send

How To

You can specify that you want to save a copy of a specific message or a copy of each item you send. These copies are stored in the Sent Items folder in the Mailbox. You can then move the items as you would any others to a specific folder or delete them at a later date.

Saving a copy of an item means that you do not have to copy yourself by inserting your name in the Cc box when you send information that you want to save.

If you choose to save a copy of each item you send, you will not have to remember to copy yourself. However, you will want to delete items you don't need in the Sent Items folder from time to time so that you will have more disk space available.

Saving a Copy of a Message You Send

Overview
See Also

To save a copy of a message when you send it

1. From the File menu, choose Properties, and then select the General tab.
2. Under Options For This Item, select the Save Copy In Sent Items Folder check box, and then choose the OK button.

To save a copy of all messages you send

1. From the Tools menu, choose Options, and then select the Send tab.
2. Under When Sending A New Item, select the Save A Copy Of The Item In The 'Sent Items' Folder check box, and then choose the OK button.

Microsoft Exchange automatically creates a Sent Items folder and saves a copy of each message when it is sent.

See Also

Assigning Importance to a Message
Requesting a Receipt
Saving a Message as a File

Overview of Requesting a Receipt

How To

When you want to be sure that a message you send is received or when you need to know exactly when it is opened by the recipient, you can request a Delivery Receipt or a Read Receipt for the message. These options are similar to sending a registered letter. As soon as the recipient receives or opens the message, you will be sent a receipt that tells you that the message was received or opened.

You can request receipts for a specific message or for all messages you send. To always request receipts automatically, use the Options command on the Tools menu in the Viewer. To request a receipt for a specific message, use the Properties command on the File menu in the Standard Send form.

Requesting a Receipt

- Overview
- See Also

To request a receipt for an open item

1. From the File menu, choose Properties, and then select the General tab.
2. Under Options For This Item, do one of the following:

- To receive a receipt when the recipient opens the item, select the Read Receipt check box.
- To receive a receipt when the recipient receives the item, select the Delivery Receipt check box.

3. Choose the OK button.

To request a receipt for all items

1. From the Tools menu, choose Options, and then select the Send tab.
2. Under Request That A Receipt Be Sent Back When, do one of the following:

- To receive a receipt when the recipient opens the item, select the The Item Has Been Read check box.
- To receive a receipt when the recipient receives the item, select the The Item Has Been Delivered check box.

3. Choose the OK button.

When the recipient receives or opens the item, you are sent a receipt. The receipt provides information about when the original item was sent, and when it was received or opened by the recipient.

See Also

Assigning Importance to a Message
Resending Undelivered Mail
Saving a Copy of a Message You Send

Overview of Assigning Importance to a Message

How To

When you send a message, by default it is sent with normal importance. You have the option of assigning high or low importance to a specific message or changing the default setting for all messages.

Marking a message with high or low importance does not affect the speed with which the message is delivered, but it affects the visual appearance of the message header in the Inbox. High importance messages are marked with an exclamation point and low importance messages are marked with a down arrow. These icons indicate the urgency of a message to recipients.

NOTE: High importance mail may actually be delivered faster on the Exchange server. See Mark Ledsome.

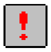
Assigning Importance to a Message

Overview

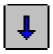
See Also

To assign high or low importance to an open message

- Click one of the following:
- The Importance: High button.


Importance: High button

- The Importance: Low button.


Importance: Low button

To assign importance to all messages

1. From the Tools menu, choose Options, and then select the Send tab.
2. Under When Sending A New Item, do one of the following next to Set Importance:
   - To send a message with high importance, select the High option button.
   - To send a message with low importance, select the Low option button.
3. Choose the OK button.

A high-importance message is marked with an exclamation point in the recipient's message list, and a low-importance message is marked with a down arrow. A message sent with normal importance is not marked with a special symbol.

See Also

Requesting a Receipt

Saving a Copy of a Message You Send

Overview of Sending Private, Personal, or Confidential Messages

How To

When you want to prevent information in a message from being modified or forwarded to unauthorized recipients, you can mark the message as private. Information in a private message cannot be modified or copied and inserted into another message.

You can also designate a message as personal or confidential. Personal and confidential settings are displayed for your information only in the Sensitivity column of the item header for a message.

You can apply one of these settings to a specific message or to all messages that you send.

Sending Private, Personal, or Confidential Messages

Overview

See Also

To send a private, personal, or confidential message

1. From the File menu, choose Properties, and then select the General tab.
2. In the Sensitivity box, do one of the following:

To send a message	Select
Marked as Personal in the Sensitivity column of the item header	Personal
That contains restricted information that cannot be modified when it is forwarded	Private
Marked as Confidential in the Sensitivity column of the item header	Confidential

3. Choose the OK button.

To send all messages as private, personal, or confidential

1. From the Tools menu, choose Options, and then select the Send tab.

NOTE: This may be changing.

2. In the Set Sensitivity box, select Personal, Private, or Confidential, and then choose the OK button.

See Also

Addressing a Message
Sending a Message
Formatting Text

Delivering Mail

How To

When you want to send or receive messages, you must choose the Deliver Now command. This action on your part causes Microsoft Exchange to do two things:

- Send messages that are in your Outbox to the receipients the messages are addressed to
- Deliver messages to the Inbox where you are currently receiving mail

When you are using only one information service to deliver mail, the command name is simply Deliver Now. If you are using more than one information service to deliver mail, the command name changes to Delivery Now Using, which displays a cascading menu that lists all information services that you have included in your active profile. Simply select the information service you want, and it will deliver your mail.

Delivering Mail

Overview

See Also

To deliver mail

- From the Tools menu, do one of the following:
- To deliver mail when only one information service for transporting messages is listed in your active profile, choose Deliver Now.
- To deliver mail when more than one information service for transporting messages is listed in your active profile, choose Deliver Now Using, and then choose the name of the information service you want to deliver the mail.

See Also

Deliver Now command

Control Menu

Use this menu to adjust the appearance of windows in Microsoft Exchange. For more information, choose a command name.

Restore Command

Move Command

Size Command

Minimize Command

Maximize Command

Close Command

Switch To Command

Restore Command (Control Menus)

See Also

Returns the active window to the previous size and location (before you maximized or minimized the window).

You can also restore a window by clicking the Restore button in the upper-right corner of the window when it is maximized, or by double-clicking the title bar.


Restore button

To restore a minimized window, click the icon and choose the Restore command, or double-click the icon.

See Also

[Minimize Command (Control Menus)]
[Maximize Command (Control Menus)]
[Keys for Working with Windows and Menus]

Move Command (Control Menus)

See Also

Moves the active window or dialog box. When you choose Move, the insertion point becomes a four-headed arrow. Use the arrow keys on the keyboard to move the window. When the window is in the location you want, press ENTER.

This command is unavailable if you maximize a window.

You can also move a window that is not maximized or an open dialog box by dragging the title bar.

See Also

Moving or Copying Items to Other Folders
Moving or Copying a Private Folder

Size Command (Control Menus)

See Also

Changes the size of the active window. When you choose Size, the insertion point becomes a four-headed arrow. Use the arrow key on the keyboard to select the corresponding border you want to size. For example, use the right arrow key to resize the right border. When the window is the size you want, press ENTER.

This command is unavailable if you maximize a window.

You can also size a window that is not maximized by dragging one of the window's borders or one of its four corners. When you position the insertion point over one of the window's borders, the insertion point becomes a 2-headed arrow, at which point you can drag the window until it is the size you want.

See Also

[Minimize Command (Control Menus)]
[Maximize Command (Control Menus)]
[Keys for Working with Windows and Menus]

Minimize Command (Control Menus)

See Also

Reduces the active window to an icon.

You can also reduce a window to an icon by clicking the Minimize button in the upper-right corner of the window.


Minimize button

To restore a minimized window, click the icon and choose the Restore command, or double-click the icon.

See Also

[Keys for Working with Windows and Menus]
[Maximize Command (Control Menus)]
[Size Command (Control Menus)]

Maximize Command (Control Menus)

See Also

Enlarges the active window to fill the screen.

Maximize button

You can also maximize the active window by clicking the Maximize button in the upper-right corner of the window, or by double-clicking the title bar.

See Also

Keys for Working with Windows and Menus
Minimize Command (Control Menus)
Size Command (Control Menus)

Close Command (Control Menu)

See Also

Closes the active window or an open dialog box. If you try to close a message in composition, Microsoft Exchange suggests that you save the unsent message before you close it. If you close a message without saving it, you lose any information that you have typed.

The Close command on the Control menu closes Microsoft Exchange, but leaves other messaging applications running. You can also do this by choosing Exit from the File menu in Microsoft Exchange.

To close the active window, you can also choose the Close command on the File menu in Microsoft Exchange.

You can also close a window by double-clicking the control menu box in the upper-left corner of the window.

To quit Microsoft Exchange and sign out of all messaging applications, choose Exit And Log Off from the File menu in Microsoft Exchange.

See Also

Close Command (File Menu)
Exit And Log Off Command (File Menu)
Exit Command (File Menu)

Switch To Command (Control Menu)

See Also

Displays a list of all open applications so that you can switch to or close any application in the list. You can also display the list by pressing CTRL+ESC or by double-clicking a blank area on your desktop.

Task List Dialog Box Options

Task List
Select the application you want to switch to or close.

New Task
Type or select an additional task.

Run
Runs the selected application or new task.

Switch To
Activates the selected application.

End Task
Closes the selected application.

Cascade
Arranges open windows so they are equally sized and overlapping with all title bars visible. Minimized windows and icons are arranged across the bottom of your desktop.

Tile
Arranges open windows so that they do not overlap. Minimized windows and icons are arranged across the bottom of your desktop.

Arrange Icons
Arranges the icons for all minimized windows across the bottom of your desktop.

See Also

Close Command (File Menu)
Exit And Log Off Command (File Menu)
Exit Command (File Menu)
Keys for Working with Windows and Menus

Toolbars and Buttons

See Also

Microsoft Exchange provides several toolbars to help you perform your work easily and efficiently. Each toolbar is displayed with a specific window, and contains a set of buttons that you click to perform the most common tasks in that window. On some toolbars, you can rearrange and remove buttons and add buttons for commands that you use more frequently. There are buttons for nearly all menu commands.

For more information about the default toolbars and buttons you can add, see:

Toolbar Index

Getting Button Information with ToolTips

Place your mouse pointer over the button.

A ToolTip appears that briefly describes that button. A more complete description is displayed on the status bar at the bottom of your screen.

Tip After you display a ToolTip for one button, the tips display more quickly for other buttons. You can then quickly survey the function of each button on a toolbar by moving your mouse pointer over them.

Getting Detailed Information About a Button

Click the Help button and then click the button or toolbar you want more information about.

{help.shg} Help button

A Help topic about the button or toolbar is displayed.

See Also

Displaying a Toolbar

Toolbar Index

Adding or Removing a Toolbar Button

Restoring a Toolbar to its Original Settings

Toolbar Index

See Also

The toolbars in Microsoft Exchange are listed below. You can add, remove, and rearrange buttons on the Viewer, Send Form, Read Form, and Find window toolbars. For more information about a toolbar, select the toolbar name below.

Viewer Toolbar

Send Form Toolbar

Read Form Toolbar

Post Form Toolbar

Read Post Form Toolbar

Report Form Toolbar

Resend Form Toolbar

Formatting Toolbar

Address Book Toolbar

Find Window Toolbar

Remote Preview Toolbar

See Also

Displaying a Toolbar
Adding or Removing a Toolbar Button
Moving a Toolbar Button
Restoring a Toolbar to its Original Settings

Viewer Toolbar

See Also

This toolbar is displayed in the Viewer window. To remove or rearrange the default buttons or add one or more of the optional buttons, choose Customize Toolbar from the Tools menu. Click on any of the buttons below to see more information about that button.

Default buttons	**Optional buttons**
Parent Folder button	Open button
New Message button	Save As button
Print button	Copy button
Move button	New Folder button
Delete button	Rename button
Reply button	Properties button
Reply To All button	Select All button
Forward button	Mark As Read button **?? not in build**
Address Book button	Mark As Unread button **??not in build**
Inbox button	Outbox button
Create Public Folder Shortcut button	Post in This Folder button
Delete Public Folder Shortcut button	Deliver Mail button
Folder Design Cue Cards button	Find button
Show Schedule button	
Help Button	

See Also

Displaying a Toolbar
Adding or Removing a Toolbar Button
Moving a Toolbar Button
Restoring a Toolbar to its Original Settings

Send Form Toolbar

See Also

This toolbar is displayed in a Standard Send form, which you use to compose, reply to, and forward messages. To remove or rearrange the default buttons or add one or more of the optional buttons, choose Customize Toolbar from the Tools menu. Click on any of the buttons below to see more information about that button.

Default buttons	Optional buttons
Send button	Move button
Save button	Copy button
Print button	Delete button
Cut button	Undo button
Copy button	Select All button
Paste button	Find button
Select Names button	Replace button
Check Names button	AutoText button
Insert File button	Previous button
Properties button	Next button
Read Receipt button	Insert Message button
High Importance button	Insert Object button
Low Importance button	New Message button
Help Button	Spelling

Read Form Toolbar

See Also

This toolbar is displayed in a Standard Read form. Messages that you receive are usually displayed in the Standard Read form. To remove or rearrange the default buttons or add one or more of the optional buttons, choose Customize Toolbar from the Tools menu. Click on any of the buttons below to see more information about that button.

Default buttons

- Print button
- Reply button
- Reply To All button
- Forward button
- Move button
- Delete button
- Previous button
- Next button
- Help Button

Optional buttons

- Copy button
- Properties button
- Undo button
- Select All button
- Cut button
- Copy button
- Paste button
- Find button
- Replace Button
- Insert Message button
- Insert Object button
- New Message button
- Spelling

Post Form Toolbar

See Also

This toolbar is displayed with the Standard Post form. You can use this form to post information in a public folder or any other type of folder. To remove or rearrange the default buttons or add one or more of the optional buttons, choose Customize Toolbar from the Tools menu. Click on any of the buttons below to see more information about that button.

Default buttons

- Post button
- Print button
- Cut button
- Copy button
- Paste button
- Insert File button
- Properties button
- High Importance button
- Low Importance button
- Help Button

Optional buttons

- Move button
- Copy button
- Delete button
- Undo button
- Select All button
- Find button
- Replace button
- AutoText button
- Previous button
- Next button
- Insert Message button
- Insert Object button
- New Message button
- Spelling
- Check Names button

Post (Read) Form Toolbar

See Also

This toolbar is displayed with the Standard Post (Read) form An item that you post in a folder using the Standard Post form, is displayed in this form you open the item. To remove or rearrange the default buttons or add one or more of the optional buttons, choose Customize Toolbar from the Tools menu. Click on any of the buttons below to see more information about that button.

Default buttons

- Print button
- Reply button
- Forward button
- Copy button
- Delete button
- Previous button
- Next button
- Help Button

Optional buttons

- Save button
- Move button
- Properties button
- Undo button
- Select All button
- Cut button
- Copy button
- Paste button
- Find button
- Replace button
- Insert File button
- Insert Message button
- Insert Object button
- New Message button
- Reply To Author button
- Spelling

Formatting Toolbar

See Also

This toolbar is displayed by default with a Standard Send form. You can also display it with the Standard Read form and the Standard Post (Read) form by choosing Formatting Toolbar from the View menu. Click on any of the buttons below to see more information about that button. Note: this toolbar is not customizable.

Default buttons

Font Name box

Font Size box

Bold button

Italic button

Underline button

Color button

Bullet button

Decrease Indent button

Indent button

Align Left button

Center button

Align Right button

Find Window Toolbar

See Also

This toolbar is displayed in the Find window. Using the Find window, you can search for messages, forms, and files that meet criteria you specify. To remove or rearrange the default buttons or add one or more of the optional buttons, choose Customize Toolbar from the Tools menu. Click on any of the buttons below to see more information about that button.

Default buttons	Optional buttons
New Message button	Open button
Print button	Save As button
Move button	Copy button
Delete button	Undo button
Reply button	Cut button
Reply To All button	Copy button
Forward button	Paste button
Address Book button	Select All button
Help Button	Mark As Read button
	Mark As Unread button
	Find button

Address Book Toolbar

See Also

This toolbar is displayed in the Address Book window. You can use the Address Book to search for names, add or remove names from your personal address book (PAB), view properties for a user such as his or her office number, or create a distribution list. Click on any of the buttons below to see more information about that button. Note: this toolbar is not customizable.

Default buttons

New Entry button

Find button

Properties button

Delete button

Add to Personal Address Book button

New Message button

Help Button

Remote Preview Toolbar

See Also

This toolbar is displayed in the Remote Preview window. You can use the Remote Preview to view and process your incoming mail across a remote connection. Click on any of the buttons below to see more information about that button. Note: this toolbar is not customizable.

Default buttons

- Connect button
- Disconnect button
- Update Headers button
- Transfer Mail button
- Mark To Retrieve button
- Mark To Retrieve Copy button
- Mark To Delete button
- Unmark All button
- Help Button

Report Form Toolbar

See Also

This toolbar is displayed in the Delivery and Non-Delivery Report forms, and in the Read Notification and Non-Read Notification forms. These forms report the status of a message that you send. Click on any of the buttons below to see more information about that button. Note: this toolbar is not customizable.

Default buttons

- Print button
- Move button
- Delete button
- Previous button
- Next button
- Help Button

Resend Form Toolbar

See Also

This toolbar is displayed in the Resend form. This form is displayed when you choose the Send Again button in a Non-delivery Report form. Click on any of the buttons below to see more information about that button. Note: this toolbar is not customizable.

Default buttons

- Send button
- Save button
- Select Names button
- Check Names button
- Properties button
- Previous button
- Next button
- Help Button

Read Receipt Button

See Also

Sends you notification when a message you send to another user or post in a folder is opened. To turn on the receipt request, click this button prior to sending the active message. To turn off the receipt request, click the button again. The Read Receipt button appears by default on the Send Form toolbar.

Read Receipt button

Tip To receive a read receipt for all messages you send or post, choose Options from the Tools menu and then select the Send tab.

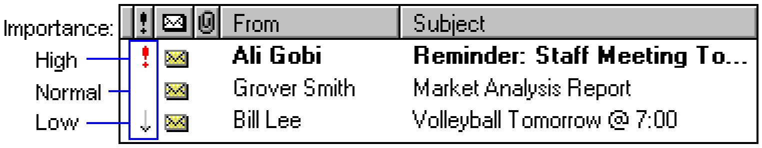
See Also

Requesting a Receipt
General Tab (Message)

High Importance Button

See Also

Assigns high importance to a message or form. The importance of an item is reflected in the importance column of the header; a high importance item appears with a red exclamation point.



The importance you assign does not affect the speed of delivery. To restore the importance to normal, click the button again. The High Importance button appears by default on the Send Form toolbar.

High Importance button

Tip To assign high importance to all messages that you send or post, choose Options from the Tools menu and then select the Send tab.

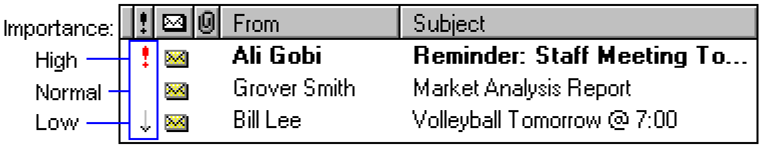
See Also

Assigning a Priority to a Message
Low Importance Button
General Tab (Message)

Low Importance Button

See Also

Assigns low importance to a message or form. The importance of an item is reflected in the importance column of the header; a low importance item appears with a down arrow.



The importance you assign does not affect the speed of delivery. To restore the importance to normal, click the button again. The Low Importance button appears by default on the Send Form toolbar.

Low Importance button

Tip To assign low importance to all messages that you send, choose Options from the Tools menu and then select the Send tab.

See Also

Assigning a Priority to a Message
High Importance Button
General Tab (Message)

Font Name Box

See Also

Displays the available fonts that you can apply to selected text. Change the font by selecting the text you want to change, and then selecting the name you want from the list or typing the name in the font box. The Font Name box is located on the Formatting toolbar.

Font Name box

Font Size Box

See Also

Displays the sizes available for the font selected in the Font Name box. Change the font size by selecting the text you want to change, and then selecting the size you want in the list or typing the size in the Font Size box. The Font Size box is located on the Formatting toolbar.

Font Size Box

Bold Button

See Also

Applies bold formatting to selected text. If you select text that is formatted as bold, clicking this button removes the bold formatting. The Bold button is located on the Formatting toolbar.

Bold Button

Tip To apply bold formatting to text using the keyboard, press CTRL+B.

Italic Button

See Also

Applies italic formatting to selected text. If you select text that is formatted as italic, clicking this button removes the italic formatting. The Italic button is located on the Formatting toolbar.

Italic Button

Tip To apply italic formatting to text using the keyboard, press CTRL+I .

Underline Button

See Also

Applies a single underline to selected text. If you select text that is underlined, clicking this button removes the underline. The Underline button is located on the Formatting toolbar.

Underline Button

Tip To underline text using the keyboard, press CTRL+U .

Color Button

See Also

Displays the colors you can apply to selected text. Apply a color by selecting the text you want to change, and then selecting the color you want from the list. The Color button is located on the Formatting toolbar.

Color Button

Bullet Button

See Also

Inserts a bullet at the beginning of the paragraph in which the insertion point is located. When you press ENTER while the Bullet button is pressed, or enabled, the bullet formatting is carried forward for the new paragraph. Click this button again to turn off bullets or to remove a bullet from a paragraph. The Insert Bullet button is located on the Formatting toolbar.

Bullet Button

Tip To enable and disable bullets using the keyboard, press CTRL+SHIFT+L.

Decrease Indent Button

See Also

Moves the paragraph in which the insertion point is located to the left one-quarter of an inch. To move the paragraph to the right, click the Indent button. The Decrease Indent button is located on the Formatting toolbar.

Unindent Button

Indent Button

See Also

Moves the paragraph in which the insertion point is located to the right one-quarter of an inch. To move the paragraph to the left, click the Decrease Indent button. The Indent button is located on the Formatting toolbar.

Indent Button

Align Left Button

See Also

Aligns the paragraph in which the insertion point is located to the left margin. This is the default alignment. When you press ENTER while the Align Left button is pressed, or enabled, the left alignment carries forward to the new paragraph. The Align Left button is located on the Formatting toolbar.

Align Left Button

Tip To left align a paragraph using the keyboard, press CTRL+L.

Center Button

See Also

Aligns the paragraph in which the insertion point is located to the center. When you press ENTER while the Center button is pressed, or enabled, the center alignment carries forward to the new paragraph. Click this button again to return the alignment to the left margin. The Center button is located on the Formatting toolbar.

Center Button

Tip To center align a paragraph using the keyboard, press CTRL+E.

Align Right Button

See Also

Aligns the paragraph in which the insertion point is located to the right margin. When you press ENTER while the Align Right button is pressed, or enabled, the right alignment carries forward to the new paragraph. Click this button again to return the alignment to the left margin. The Align Right button is located on the Formatting toolbar.

Align Right Button

Tip To right align a paragraph using the keyboard, press CTRL+R **(??THIS DOESN'T WORK)**.

See Also

Formatting Text
Centering or Aligning Text
Creating a Bulleted List
Indenting Text
Paragraph Command (Format Menu)
Font Command (Format Menu)

Parent Folder Button

See Also

Opens the parent folder of the currently open folder. A parent folder can be any folder that contains one or more subfolders.

Parent Folder Button

See Also

Displaying and Using the Folder List
Opening a Folder

Show Schedule Button

See Also

Switches to Schedule+ where you can check your schedule. To return to Microsoft Exchange, you can then select the appropriate button in Schedule+.

Show Schedule button

See Also

An Overview of Microsoft Exchange

Help Button

See Also

Adds a question mark (?) to the mouse pointer as shown in the following illustration. You can then click a button, command, or other screen element to get additional information. The Help button remains selected until you click something, or press ESC.

Help button

See Also

Toolbars and Buttons
Parts of the Microsoft Exchange Screen
Menus, Commands, and Dialog Boxes
Getting Information About Using Microsoft Exchange

Add Information Service Dialog Box

Select an information service to add to the active profile. For example, to create another personal information store, select MS Personal Information Store. If the information service you want to add is not listed, you can install a new information service on your system. When you choose OK, other dialog boxes may display prompting you to configure the information service.

Available Information Services

Displays the information services installed on your computer. To add, remove, or get more information, select the information service you want in the list. You can only select one information service at a time.

Have Disk

Opens the Install Other Information Service dialog box where you can specify the location of a different information service.

Remove

Removes the selected information service from your system.

About

Displays details about the selected information service, such as its filename, size, manufacturer, and version.

Install Other Information Service Dialog Box

Specify the location of a different information service..

Insert the information service disk in the specified drive...
Type the drive and path of the location of the information service file.

Browse
Opens the Install Information Service dialog box where you can select the correct directory.

Use Personal Address Book Dialog Box

Select a new or existing personal address book (PAB) data file.

File Name

Displays the default file extension *.PAB. The list box displays all files with this extension in the current directory.

To create a new PAB file, type a filename with the extension .PAB. The filename can contain up to eight characters, plus the three-letter extension.

To select an existing PAB file, select the corresponding filename.

List Files of Type

Displays the available file format (PAB files.)

Directories

Displays the current directory and any subdirectories. Double-click the directories and subdirectories to move through the list and select the directory you want.

Drives

Displays the available drives. Select the drive you want.

Network

Opens the Connect Network Drive dialog box where you can select a network file server to connect to. For more information, choose the Help button in the dialog box.

Form Properties Dialog Box

Display or modify the properties for a custom form.

These options are not usually necessary for those who use custom forms; they are intended for forms developers, public folder designers, and administrators.

Display Name

Type the name of your form as you want it to appear at the top of the form and in Forms Available lists.

Category

Type a new category (optional) for the form in the box or select an existing category from the list. This sets the category in which the form name appears in the Forms Available lists.

Sub-Category

Type a new subcategory (optional) for the form in the box or choose an existing subcategory from the list.

Contact

Type the name of the contact for the form, the form designer, or other designated person.

Version

Displays the version number of the form. 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 operating systems that the form can be used on. These are specified when the form is created or modified.

Design Tool

Displays the tool, or application, used to create the form.

Message Class

Displays the message class of the form. This is specified by the form designer when the form is created or modified.

Description

Type a description of the form and its purpose.

Hidden

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

Customize Toolbar Command (Tools Menu)

See Also

Adds, removes, and rearranges buttons on the toolbars in the Viewer, Standard Send form, Standard Read form, and Find window.

Each of these toolbars contains a default set of buttons; you can remove buttons that you don't use, add other buttons for commands that you frequently use, and specify the order in which the buttons appear on the toolbar.

You can also restore the default set of buttons on a toolbar by choosing the Reset button in the Customize Toolbar dialog box.

Customize Toolbar Dialog Box Options

Available Buttons

Displays the buttons that you can add to the toolbar in the active window. Buttons that are already on the toolbar are not included in this list.

Add

Moves the selected button in the Available Buttons list to the Toolbar Buttons list. The button is added to the toolbar in the active window. The button name appears above the currently selected button in the Toolbar Buttons list.

Remove

Moves the button selected in the Toolbar Buttons list to the Available Buttons list. The button is removed from the toolbar.

Toolbar Buttons

Displays the buttons and button names in the order they appear (from left to right) on the toolbar in the active window.

Reset

Restores the default set of buttons on the toolbar in the active window.

Move Up

Moves the selected button up one place. If another button is in that place, that button is moved down. On the toolbar itself, the button shifts left one place.

Move Down

Moves the selected button down one place. If another button is in that place, that button is moved up. On the toolbar itself, the button shifts right one place.

See Also

Adding or Removing a Toolbar Button
Displaying a Toolbar
Restoring a Toolbar to Its Original Settings
Moving a Toolbar Button
Toolbar Index

Inbox Assistant Command (Tools Menu)

See Also

Displays, creates, and modifies rules for processing your incoming mail as you receive it. Each rule consists of a condition that identifies which messages and forms the rule applies to, and an action that specifies what to do with the qualifying item. For example, you can define a rule that instructs Microsoft Exchange to play a sound when you receive a high importance message, or to place messages from your boss in a specific folder.

Each rule can contain multiple conditions and multiple actions. When an item meets all defined conditions, each action is performed.

Inbox Assistant Dialog Box Options

Status Column

Displays the status of each rule. A check mark indicates that the rule is enabled, an O indicates the rule is disabled, and an 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 forward certain messages to a name that does not exist in the Address Book, an error occurs. Rules that resulted in an error are not applied to new items until the problem is resolved.

Conditions Column

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

Add Rule

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

Edit Rule

Opens the Edit Rules dialog box with the selected rule displayed. You can change the conditions or actions for the rule.

Delete Rule

Deletes the selected rule.

Enable/Disable Rule

Changes the status of the selected rule.

Move Up

Moves the selected rule up one place in the list. The list order determines the order rules are applied.

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.

Move Down

Moves the selected rule down one place in the list. The list order determines the order rules are applied.

See Also

Automatically Moving or Copying Incoming Mail
Creating a Rule
Changing or Deleting a Rule
Turning a Rule On or Off
Specifying the Order in Which Rules Are Performed

Out of Office Assistant Command (Tools Menu)

See Also

Specifies an out-of-office reply, and displays, creates, and modifies rules for processing your incoming mail while you're away from the office. Each rule consists of a condition that identifies which items the rule applies to, and an action that specifies what to do with the qualifying item. For example, you can define a rule that automatically forwards messages marked urgent to a co-worker.

Your out-of-office reply notifies users who send you messages that you are away from the office and won't be able to reply right away. It is useful to include information about when you'll return and who to contact in the meantime. Your reply will only be sent once to a message sender, even if you receive multiple messages from that person.

Use the Out Of Office Assistant command to define rules that should only be applied when you are away from the office. Note that any rules you have defined using the Inbox Assistant command continue to be applied to incoming mail.

Out of Office Assistant Dialog Box Options

I am currently

Select your current status.

In the Office

Disables your out-of-office reply and the rules you've specified.

Out of the Office

Enables your out-of-office reply and the rules you've specified.

Reply only once to each sender with the following text

Type or edit your reply. This message is sent to each person that sends you mail while you're away from the office.

Status Column

Displays the status of each rule. A check mark indicates that the rule is enabled, an O indicates the rule is disabled, and an 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 forward certain messages to a name that does not exist in the Address Book, an error occurs. Rules that resulted in an error are not applied to new items until the problem is resolved.

Conditions Column

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

Add Rule

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

Edit Rule

Opens the Edit Rules dialog box with the selected rule displayed. You can change the conditions or actions for the rule.

Delete Rule

Deletes the selected rule.

Enable/Disable Rule

Changes the status of the selected rule.

Move Up

Moves the selected rule up one place in the list. The list order determines the order rules are applied.

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.

Move Down

Moves the selected rule down one place in the list. The list order determines the order rules are applied.

See Also

Managing Incoming Mail While Out of the Office
Automatically Moving or Copying Incoming Mail
Creating a Rule
Changing or Deleting a Rule
Turning a Rule On or Off

Tools Menu Commands

For more information, choose a command name. The commands are listed according to the Tools menus in the Viewer, the Standard Send form, the Standard Read form, the Address Book, the Find window, and the Remote Preview.

Viewer

Deliver Mail Now

Address Book

Find

Remote Preview

Customize Toolbar

Options

Forms Manager

Inbox Assistant

Out of Office Assistant

Folder Assistant (Not Yet Implemented)

Copy Design From

Folder Design

Send/Read Form

Spelling

Select Names

Check Names

Customize Toolbar

Options

Address Book

Find

Options

Find window

Deliver Mail Now

Address Book

Find

Customize Toolbar

Options

Remote Preview

Connect

Connect and Update Headers

Connect and Transfer Mail

Disconnect

Options

Deliver Mail Now Command (Tools Menu)

See Also

Initiates the delivery of incoming and outgoing mail. Incoming messages and forms are delivered to your Inbox, and messages and forms that are in your Outbox are sent to the recipients you have specified.

See Also

Changing Delivery Options
Sending a Message
Opening an Item

Select Names Command (Tools Menu)

See Also

Finds and selects names from one or more address lists. These names may be user, distribution list, or public folder names. The names you select are added to the corresponding recipient boxes in your message or form.

You can also display the Select Names dialog box by choosing the To, Cc, or Bcc buttons on the Standard Send form, or by choosing the Select Names button on the Send Form toolbar.

Select Names button

You can search for names, add or delete entries in your Personal Address Book (PAB), create and edit personal distribution lists, and get details about a user, distribution list, or public folder.

For more information about the options available in the Select Names dialog box, see Select Names Dialog Box.

See Also

[Addressing a Message]
[Searching for Names in the Address Book]
[Setting Addressing Options]
[Getting Information About a User]

Select Names Dialog Box

Find and select names from one or more address lists. These names may be user, distribution list, or public folder names. The title and captions in this dialog box may vary slightly depending on where you are adding the selected names. For example, you may be adding names to an address box in a message or to a conditions box in the Find window.

Show names from the

Select the address list that contains the names you want.

Type name or select from list

Type or select a name in the list. As you type the letters of the name, the address list scrolls to match the letters.

Find

Opens the Search dialog box where you can specify conditions for searching for names. When the search is completed, all matching names are displayed in a list titled "Search Results."

Depending on the address list that is selected in the Show Names From The list, you may have different options for specifying criteria in the Find dialog box.

To/Cc/Bcc

Adds the selected names to the corresponding box on the right. The Bcc button is only available if the Bcc address box is displayed on the Standard Send form.

Note The name of these buttons may vary. For example, if you are searching for messages from or to a particular name, the buttons are named From and Sent To buttons.

Message Recipients

Displays the names that you have added. Multiple names are separated with a semicolon (;). When you choose the OK button, these names are added to the corresponding name boxes in the form or dialog box you are working in.

Note The caption for the name boxes may vary. For example, if you are searching for messages from or to a particular name, the caption is Show Messages.

New Entry

Opens the New Entry dialog box where you can add a personal distribution list or individual user to your personal address book.

This button may not be available in some versions of this dialog box.

Properties

Displays information about the selected name.

Send Options

Displays the Send Options dialog box where you can specify options for the selected name. This button is not available if the selected name is from the global address list or the personal address book.

Find Dialog Box (Personal Address Book)

Specify conditions for searching for user, personal distribution list, or public folder names in the personal address book. When your search is completed, all matching names are displayed in a search results list.

Find Names Containing

Type any contiguous string of letters in the name that you want to search for. The more letters you type, the more useful your search results will be.

Apply Now

Starts the search without closing the dialog box. You can then review the search results and initiate a new search, if needed.

Find Dialog Box (Global Address List)

Specify conditions for searching for user, distribution list, or public folder names in the global address list. You can specify one or more of the following conditions to narrow your search. A name must meet all of the conditions you specify to be included in the search result.

When your search is complete, all matching names are displayed in the Search Results list.

Display Name

Type any contiguous string of letters in the name that you want to search for. Use this field to find any type of name; use the remaining fields to find user names.

First Name

Type any contiguous string of letters in the first name of the user you want to find.

Last Name

Type any contiguous string of letters in the last name of the user you want to find.

Title

Type the title of the user you want to find.

Manager

Type the name of the user's manager.

Division

Type the user's division name.

Comment

Type the comment that appears in the properties for the user.

Department

Type the user's department name.

Location

Type the location of the user.

Check Names Command (Tools Menu)

See Also

Verifies recipient names before you send a message.

You can also perform this command by choosing the Check Names button.

Check Names button

Microsoft Exchange checks each name against the address lists 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 is displayed where you can select the correct name.

If you don't choose this command prior to sending, Microsoft Exchange checks the names automatically as part of the sending process.

If you type part of a name in a address box and then choose the Check Names command, the full name automatically replaces the partial name if there is only one match for the string. If there is more than one match, the names are displayed in the Check Names dialog box. You can then select the name you want.

Check Names Dialog Box Options

Not in Address Book or Matches Multiple Names

Displays the recipient name that either cannot be found in your Address Book or that has multiple matches.

Change To

Displays the first name in the list. The list displays the entries in your Address Book that match the name in the Matches Multiple Names box. You can select the correct name in the list.

If there are no matching names, "No Suggestions" appears in the list. Choose the Select Name button to select the correct name.

Change

Replaces the recipient name with the selected name in the list. You can also double-click the name in the list to replace the recipient name.

This button is available only if there are one or more names in the Suggestions list.

Delete

Removes the unmatched name from the address box.

This button is available only if there are no matching names.

Properties

Displays information about the selected name.

Select Name

Select the correct name or add a new address for the name not found to your personal address book.

See Also

Checking Names Before Sending a Message
Addressing a Message
Getting Information About a User

Select Name Dialog Box

Select a name from an address list. The name you select can be a user, distribution list, or public folder name.

Show names from the

Select the address list that contains the name you want.

Type name or select from list

Type or select a name in the list. As you type the letters of the name, the address list scrolls to match the letters.

Find

Opens the Search dialog box where you can specify conditions for searching for names. When the search is completed, all matching names are displayed in a list titled "Search Results."

Depending on the address list that is selected in the Show Names From The list, you may have different options for specifying criteria in the Find dialog box.

New Entry

Opens the New Entry dialog box where you can add a personal distribution list or individual user to your personal address book.

Properties

Displays details about the selected name.

Address Book Command (Tools Menu)

See Also

Opens the Address Book. The Address Book contains lists of user, distribution list, and public folder names that you can address messages and forms to.

You can also perform this command by clicking the Address Book button.

Address Book button

Use the Address Book to search for names, add or delete entries in your personal address book (PAB), create and edit personal distribution lists, and get details about a user, distribution list, or public folder.

You may have more than one address list such as an global address list, a PAB, and others. When you first open the Address Book, the displayed list of names is your default address list, usually your global address list. To change your default address list, choose Options from the Tools menu.

To send a message to a name that you select in an address list, choose New Message from the Compose menu, or click the New Message button.

New Message button

For more information about the options available in the Address Book, see the Address Book topic.

See Also

Overview of Addressing Messages and Forms
Addressing a Message
Searching for Names in the Address Book
Setting Addressing Options
Getting Information About a User

Find Command (Tools Menu)

See Also

Opens a new Find window. In the Find window, you can define conditions and search for messages, forms, and files that meet those conditions.

You can find items from a particular sender, with a particular subject, received before a certain date, or that do *not* meet the conditions you specify.

You can search for items in an entire set of folders or limit your search to a single folder. In the set of public folders, you can search in only one folder at a time.

If you often use the same conditions when you search for items, minimize the Find window after you've defined the search rather than closing the window. The matching items list in the Find window is continuously updated with new incoming items that meet the conditions. To view the new items, restore the window.

Find Dialog Box Options

TBD

See Also

Overview of Finding Information
Find Window
Finding Items
Sorting Items
Filtering Items

Find Items in Folder Dialog Box

Select a folder or a set of folders to look in when searching for messages, forms, and files.

Look In

Select the information store or folder where you want to search for items. You can select only one folder or information store.

Include all Subfolders

Includes all subfolders in the selected folder or information store. If this option is disabled, only the selected folder is searched.

Advanced Dialog Box

Specify advanced conditions for searching for messages, forms, and files; filtering items in a folder; or defining rules.

Size (Kilobytes)

Locates items that are greater or less than a size you specify, or that are within a size range.

To view the size of items in the Viewer, choose Columns from the View menu and select the Size column.

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 or down arrows to adjust the value. Both fields are blank by default.

Received

Locates items that were last saved or sent on a specific date, after or before a specific date, or between two dates.

From/To

Select the From or To check box. Using your mouse or TAB, select the weekday, month, date, and year, and type a new value or use the up and down arrows to adjust the value.

Only Unread Items

Locates items that you have not yet read.

This option is not available when you are setting conditions for a rule.

Only Items with Attachments

Locates items that have attachments.

Only Items that do not Match these Conditions

Locates items that do *not* match any of the criteria you have specified.

Importance

Locates items assigned a high, normal, or low importance. Choose the importance that you want from the list on the right.

Sensitivity

Locates items assigned a normal, personal, private, or confidential sensitivity. Choose the sensitivity you want from the list.

The following dialog box options are only displayed if you use custom forms.

Show Custom Properties of

Displays the custom properties that are defined in custom forms that you specify or in forms associated with a particular folder. For example, a customer contact form may have properties for customer name, type of contact, and summary. Or, a job requisition form may have custom properties for position title, grade level, salary range, and description.

Selected Forms

Displays the custom properties defined in the specified forms.

Forms

Selects forms to add to the Selected Forms box.

Folder name

Displays the custom properties defined in forms associated with the currently open folder.

Custom Properties

Displays all custom properties defined in the forms specified under Show Custom Properties Of.

You can scroll through all the property names. To find all items that match the value you specify for one or more properties, select the property checkbox and enter the value in the box to the right of the property name. For example, if you have a form with Company Name as one of the custom properties, to find all messages with AAA Widgets in the Company Name field, select the checkbox to the left of Company Name, and type AAA Widgets on the right.

Select Forms Dialog Box

Select one or more custom forms. The fields in the forms you select will appear under custom properties in the Advanced dialog box. You can then use these fields to specify conditions for searching, rules, and filters.

Forms Registry Name

Displays the forms in the selected forms registry. To display a different set of forms, select the registry you want from the list. Select a form to add to the Selected Forms list.

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

Show Categories

Displays the forms organized by category.

Add

Adds the form selected under *Forms Registry Name* to the Selected Forms list.

Remove

Removes the selected form from the Selected Forms list.

Selected Forms

Displays the forms you have added.

Description

Describes the purpose of the selected form and displays the form number, version number, and contact name.

Folders Dialog Box

Select a folder or subfolder.

Folders

Select a folder from the list. You can only select one folder.

Find Command (Edit Menu in Address Book)

See Also

Specifies conditions for searching for a user, distribution list, or public folder name in an address list. The conditions you can specify vary according to the active address list.

For more information about the options you can specify, choose the Help button in the Find dialog box.

See Also

Searching for Names in the Address Book
Getting Information About a User

Folder Design Command (Tools Menu)

See Also

Designs and modifies a folder. The Folder Design Cue Cards are displayed alongside the Folder Design dialog box to assist you in the process.

To "design" a folder, you set properties for the folder. This command is most commonly used for designing a public folder although you can also use it to design a mailbox or personal folder. You must have permission from your administrator to create a public folder. To modify a public folder, you must be an owner of that folder.

When designing a public folder, you can add custom forms for posting information, define views for organizing and finding information, create rules for processing new information, and assign individual access permissions.

When designing a private folder, you can set only those properties supported by the set of folders that folder is located in. For example, when designing a folder in a set of personal folders, all properties except rules and permissions are available.

Folder Design Dialog Box Options

Use the options on these tabs to set your folder design properties. For more information about a particular tab, choose the tab name below.

General Tab
Rename or add a comment for the folder, or view its location.

Views Tab
Define views for the folder. You can set column and sort order, group items by a particular category, and apply a filter.

Design Overview Tab
View folder contacts, compose user instructions, add the folder to the Address Book, and set other options.

Forms Tab
Select forms that you want to associate with the folder.

Permissions Tab
Define the default permission for users of the folder, and set access permissions for specific users.

See Also

Creating and Designing a Public Folder
Associating Forms with a Folder
Adding or Modifying Public Folder Views
Changing Public Folder Access Permissions
Copying the Design of a Public or Private Folder

Design Overview Tab

Display and modify a variety of options for the selected folder. Some options on this tab are available for mailbox and personal folders, however, most of these options are specific to public folders. Each description assumes that a public folder is selected; options available for private folders are noted.

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

Folder Contacts

Displays the contacts for the selected public folder. You can add and remove names in this list using the Permissions tab.

Details

Displays information about the selected contact.

User Instructions

Displays instructions for using the folder. You can type and edit instructions for a public or a private folder.

Public folder users can view the folder instructions here or choose the About *Public Folder Name* command from the Help menu.

Initial View on Folder

Type or select the view that is displayed when a user opens the folder. The folder can be a public or a private folder. By default, the selected view is the Normal view.

Drag/Drop posting is a

Select the format for items moved or copied to the public folder. Forward formats moved or copied items as forwarded items; the item appears to be from the user who moved or copied it and the body text is modified to indicate that the item was forwarded. Move/Copy formats an item as if it were directly posted to the folder. The user that moved or copied the item to the folder is displayed.

Folder Rules

Opens the Rules Manager dialog box where you can view, create, and edit rules for processing new items posted to the public folder.

Show Folder Name in Address Book

Adds the public folder name to the global address list. This option is enabled by default.

Adding the name to the global address list enables users to easily address messages and forms to the folder. Users can also add the name to their personal address books.

Disable Folder

Disables the folder so that users cannot access it. You can disable a public folder or a private folder in your Microsoft Exchange mailbox that you have shared.

Use this option when you are creating or editing the folder design. Messages that are submitted while the folder is disabled will be returned to the sender with a note explaining that the folder is offline and that only owners can access it.

Apply Now

Immediately applies the changes you've made.

Edit Rule Dialog Box (Public Folders)

Create or modify a rule for processing messages, forms, and files as they are posted in the selected public folder. Each rule consists of a condition that identifies which items the rule applies to, and an action that specifies what to do with the qualifying item. For example, if you have a news folder, you can define a rule that automatically forwards items to a moderator subfolder where it can be reviewed by authorized users and then posted to the news folder if approved.

To define or modify rules, you must have owner permissions in the folder.

When a message arrives that meets the following criteria

Specify conditions for processing items using one or more of the following options. 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. 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 that you specify. Type the name of the sender, or choose the From button to select the name from the Select Names dialog box. To find items from more than one sender, separate the names with a semicolon (;).

Sent To

Locates items addressed to a recipient that you specify. Type the name of the recipient, or choose the Sent To button to select the name from the Select Names dialog box. To find items addressed to more than one recipient, separate the names with a semicolon (;).

Sent Directly

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 a subject that 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's subject line. To find items containing more than one subject, separate the subjects with a semicolon (;).

Message Body

Locates items with message text that you specify. Type the phrase or text string that 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

Displays the Advanced dialog box where you can specify additional search conditions. For example, you can locate items that have attachments, that are a particular size, or that do *not* meet the conditions you specify.

Perform these actions

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

Return to Sender

Returns the item to the sender.

Delete

Permanently deletes the item.

Reply with/Template

Using a template, sends an automatic reply to the sender. Choose the Template button to open a new standard send form. After you type your reply, add any additional recipients, and insert attachments you want to include, choose Close from the File menu.

Forward/To

Forwards the item to names you specify. Choose the To button to open the Select Names dialog box where you can select the names you want to forward the item to. The box displays the names to whom the item will be forwarded. Multiple names are separated with a semicolon (;).

Copy Design From Command (Tools Menu)

See Also

Copy another folder's design properties to the selected folder. The selected folder can be a public, mailbox, or personal folder. When you change the delivery location for your incoming mail, you use the Copy Design command to copy your personal forms and common views to the new mailbox.

Use this command to quickly create a new folder with the design of an existing folder.

The design properties you can copy include forms, views, rules, instructions, and permissions. If you select one set of folders as the source and another as the destination, your personal forms and common views are automatically copied.

To copy a folder's access permissions, you must have owner permissions in the source folder. All other design properties are copied if you have read access to the folder.

Copy Design Dialog Box Options

Copy design from this folder

Select the folder that contains the design you want to copy to the selected folder. You can select a public or private folder.

If you're copying personal forms and common views to a new mailbox, select your previous mailbox.

Copy design of

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

Forms & Views

Copies the custom forms and views. Selected by default.

Rules

Copies the rules defined for processing new messages, forms, and files. Selected by default.

Instructions

Copies the instructions for how to use the folder. Selected by default.

Permission

Copies the access permissions. You must have owner permissions in the selected folder to copy its access permissions. Disabled by default.

Comment

Displays a description of the folder. You cannot edit the comment.

See Also

Copying the Design of a Public or Private Folder

Creating and Designing a Public Folder

Forms Tab

Add a custom form to the selected folder. This may be a public, mailbox, or personal folder. A copy of the form is stored in the folder. Forms that are available in a public folder are listed on the Compose menu when the folder is opened.

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

Forms used in this folder

Lists the forms that are available in the folder.

Change

Opens the Forms Manager dialog box where you can select a form to add to the folder.

Comment

Displays a comment about the selected form. You cannot edit the comment.

Allow these forms in this folder

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

These options are dimmed for folders in a personal information store. For folders in your Microsoft Exchange mailbox, these options are available but only useful if you want to copy the design of the selected private folder to a public folder at a later time. You cannot send or post information to a private folder.

Only forms listed above

Only forms listed under Forms Used In This Folder.

Forms listed and the Standard forms

A form listed under Forms Used In This Folder, or a Standard Send form or Standard Post form.

Any Form

Any form.

Apply Now

Immediately applies the changes you've made.

Permissions Tab

Define and modify the default permissions for all users of the selected folder, and specific access permissions for individuals. Access permissions define the extent to which users can work with items in the folder. The folder may be a public folder or a mailbox folder.

To change the access permissions in a public folder, you must have owner permissions in that folder.

Name/Permissions

Displays user names and their respective permissions in the folder. The Default permission is the access granted to users not specifically shown in the access list.

Folder users can view only their own access permissions. If you are associated as an individual user, your name is displayed; as a member of a distribution list, the distribution list name is displayed; as an undefined user, the default permission is displayed.

Add

Opens the Add Users dialog box where you can select user or distribution list names to add to the Name/Permissions list.

Remove

Removes the selected name from the Name/Permissions list.

Details

Displays information about the selected name.

Permissions

Select a role or individual permissions for the selected name. The permissions associated with a role take precedence over the individual permissions.

Roles

Select a role for the selected name in the Name/Permissions list.

Owner

Grants all permissions in the folder.

Editor

Grants permission to read all items, create items, and edit and delete any item.

Author

Grants permission to read all items, create items, and edit and delete their own items.

Publishing Editor

Grants permission to read all items, create items, edit and delete any item, and create subfolders.

Publishing Author

Grants permission to read all items, create items, edit and delete their own items, and create subfolders.

Reviewer

Grants permission to read all items.

Contributor

Grants permission to create new items.

None

Grants no permissions in the folder. Use this as the Default permission when you want to limit the folder's audience to the users in the Name/Permissions list.

Custom

Displays when you select a combination of individual permissions for which there is not a pre-defined role. You cannot select Custom; it is displayed automatically.

Create Items

Grants permission to create new items.

Read Items
Grants permission to read all items.

Create Subfolder
Grants permission to create subfolders in the folder.

Folder Owner
Grants all permissions in the folder.

Folder Contact
Adds the user to the Folder Contacts list on the Folder Design tab. Contacts receive automated notifications from the folder such as replication conflict messages, and requests from users for additional permissions or other changes in the folder.

Edit Items
Select one of the following options.

- **None**
  Prevents the user from editing any item.
- **Own**
  Grants permission to edit their own items.
- **All**
  Grants permission to edit any item.

Delete Items
Select one of the following options.

- **None**
  Prevents the user from deleting any item.
- **Own**
  Grants permission to delete their own items.
- **All**
  Grants permission to delete any item.

Apply Now
Immediately applies the changes you've made.

Add Users Dialog Box

Select user and distribution list names from one or more address lists. Depending on where you are adding the selected names, the title, captions, and available options in this dialog box may vary slightly. The options, however, work as described.

Type name or select from list

Type or select a name in the list. As you type the letters of the name, the address list scrolls to match the letters.

Find

Opens the Search dialog box where you can specify conditions for searching for names. When the search is completed, all matching names are displayed in a list titled "Search Results."

Depending on the address list that is selected in the Show Names From The list, you may have different options for specifying criteria in the Find dialog box.

Add

Adds the selected names to the box on the right.

Note The name of this button may vary. If, for example, you are selecting names to add to a public folder permissions list, the button name is Add.

Name box

Displays the names that you have added. Multiple names are separated with a semicolon (;).

Note The caption for this list box may vary. If, for example, you are adding names to a public folder permissions list, the caption is Add Users.

New Entry

Opens the New Entry dialog box where you can add a personal distribution list or individual user to your personal address book.

This button may not be available in some versions of this dialog box.

Properties

Displays information about the selected name.

Remote Preview Command (Tools Menu)

See Also

Displays the Remote Preview window where you can establish a remote connection and view your mail headers. When you choose this command, you must also select a remote information service from the submenu. The information service controls what you connect to and how information is transferred. For information about which remote information service to select, contact your administrator.

To connect to your Microsoft Exchange server and view your incoming mail, select the Microsoft Exchange remote information service. You can then download the mail messages that you want to read. Note that this information service gives you access only to your incoming mail. If you need remote access to other resources on your Microsoft Exchange server, you will need to establish a continuous remote access service (RAS)connection.

See Also

Forms Manager Command (Tools Menu)

See Also

Modifies and updates a forms registry. This registry may be your personal forms registry or any other registry in which you have permissions.

- You can copy and remove custom forms, and update forms to reflect changes in the originals.
- When you copy forms to your personal forms registry, you get quick and easy access to forms you use often.
- To use a form in any forms registry, choose New Form from the Compose menu.

Forms Manager Dialog Box Options

Available Forms

Displays the custom forms in the enterprise forms registry. Select a form to copy to the forms list on the right.

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

Show Categories

Displays the forms organized by category.

Copy

Copies the selected form(s) from the Available Forms list to your personal forms registry. Only the form properties required to display and use the form on your current operating system are copied. If you plan to use the form on a different operating system, choose the Advanced button and then copy the form.

Update

Updates the selected form(s) to reflect changes in the originals. You can select a form in either list; you must have owner permissions in the selected forms registry to update a form.

Remove

Removes the selected form(s). You can select a form in either list; you must have owner permissions in the selected forms registry to remove a form.

Forms on this Computer

Displays your personal forms registry.

Description

Describes the purpose of the selected form and displays the contact name, form version number, and form identification number.

Advanced

Modify and update other forms registries in which you have owner permissions.

The advanced options are usually not necessary if you use custom forms; they are intended for forms developers, public folder designers, and administrators.

See Also

- Copying a Form
- Removing a Form
- Updating a Form
- Allocating Space for Forms on Your Computer
- Associating Forms with a Folder
- Changing Delivery Options

Advanced Forms Manager Dialog Box

Modify and update any forms registry in which you have owner permissions.

These options are usually not necessary if you use custom forms; they are intended for forms developers, public folder designers, and administrators.

Forms Registry Name

Select a form in the list to copy, update, remove or view its properties. To display a different forms registry, choose the Set button.

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

Show Categories

Displays the forms organized by category.

Copy

Copies the selected form(s) from the forms registry on the left to the forms registry on the right. You must have owner permissions in the destination registry to complete this action. All form properties are copied, including those required to display and use the forms on different operating systems.

Update

Updates the selected form(s) to reflect changes in the originals. You can select a form in either list; you must have owner permissions in the selected forms registry to update a form.

Remove

Removes the selected form(s). You can select a form in either forms registry; you must have owner permissions in the selected registry to remove a form.

Properties

View and edit the properties for the form, including the display name, category, and form contact name.

Forms Registry Name

Select a form in the list to update, remove, view its properties, or save as a file. To select a different forms registry, choose the Set button.

Install

Installs a new form in the selected forms registry. This file may have a *.CFG (Form Configuration File), a *.FDM (Form Definition Message), or other extension.

Save As

Specify a filename and save the selected form as a separate file in the file system. By default, the extension *.FDM is added to the filename that you enter.

Description

Describes the purpose of the selected form and displays the form identification number, form version number, and contact name.

Set Registry To Dialog Box

Select a forms registry.

Form Registry

Select the form registry you want from the drop-down list. The list contains the forms registry in your active profile. This may include the enterprise forms, your personal forms, and others.

Folder Registry

Select the folder that contains the forms list you want.

Edit Rule Dialog Box

Define or modify a rule for processing and organizing your incoming mail. You can specify multiple conditions and multiple actions for the rule.

When a message arrives that meets the following criteria

Specify conditions for processing items using one or more of the following options. 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. 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 that you specify. Type the name of the sender, or choose the From button to select the name from the Select Names dialog box. To find items from more than one sender, separate the names with a semicolon (;).

Sent To

Locates items addressed to a recipient that you specify. Type the name of the recipient, or choose the Sent To button to select the name from the Select Names dialog box. To find items addressed to more than one recipient, separate the names with a semicolon (;).

Sent Directly to Me

Locates items in which your name appears in the To box.

Copied (Cc) to Me

Locates items in which your name appears in the Cc box.

Subject

Locates items with a subject that 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's subject line. To find items containing more than one subject, separate the subjects with a semicolon (;).

Message Body

Locates items with message text that you specify. Type the phrase or text string that 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

Displays the Advanced dialog box where you can specify additional search conditions. For example, you can locate items that have attachments, that are a particular size, or that do *not* meet the conditions you specify.

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 have specified.

Alert with/Action

Notifies you when you receive the item. Choose the Action button to choose a notification message, a sound, or both.

Delete

Permanently deletes the item upon receiving it.

Move to/Folder

Places the item in the specified folder. Choose the Folder button to select a different folder.

Copy to/Folder

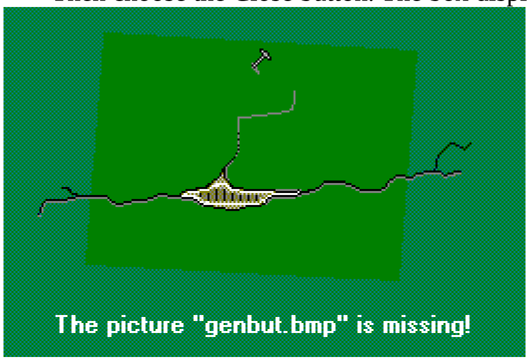
Copies the item to the specified folder. Choose the Folder button to select a different folder.

Forward/To

Forwards the item to names you specify. Choose the To button to open the Select Names dialog box where you can select the names you want to forward the item to. The box displays the names to whom the item will be forwarded. Multiple names are separated with a semicolon (;).

Reply with/Template

Using a template, sends an automatic reply to the sender. Choose the Template button to open a new standard send form. After you type your reply, add any additional recipients, and insert attachments you want to include. Then choose the Close button. The box displays the subject field of the template that will be sent.



Close button

Custom Action

Performs a custom action. Select the action you want from the drop down list. Custom actions are add-ons that are not provided by Microsoft Exchange.

Message Notification Dialog Box

This dialog box is displayed when you receive mail that meets the conditions you've specified for a rule.

Messages

Displays the mail headers for each new item that meets the specified conditions.

Notification

Displays the text that you typed in the Alert Actions dialog box when you defined a rule.

Read

Opens the selected item.

Alert Actions Dialog Box

Specify the alert actions to carry out when you receive mail that meets the conditions you've specified for the current rule. You can choose to display a message notification, play a sound, or both.

Notify with the text

Displays the Message Notifications dialog box that lists qualifying items you've received.

You can type an additional message in the box that will be displayed when you are notified of new items. For example, you can type a reminder of what to do with the items.

Play/Sound

Plays the specified sound when you receive a qualifying item.

Choose the Sound button to select the sound file that you want to play. Sound files typically have a .WAV extension.

Test

Plays the selected sound.

General Tab

Specify general options for working in Microsoft Exchange.

When New Items Arrive

Select one or more of the following options for how you are notified of new mail.

Play a sound

Plays a sound when you receive new mail.
Note that you can choose the sound in your operating system's Sound Control Panel. For more information, consult your system documentation.

Briefly change the pointer

Changes your pointer to an envelope when you receive new mail.

Display a notification message

Displays a pop-up message when you receive new mail and you are using another application. In the pop-up message, you can switch to Microsoft Exchange by choosing Yes, or you can choose No to continue in your current application.

Show ToolTips on Toolbars

Displays a ToolTip when the pointer is placed over any button on a toolbar.

Automatically Select Entire Word

Selects an entire word when part of the word is selected.

Deleting Items

Select one or more of the following options for how and when items are deleted.

Warn before permanently deleting items

Displays an alert in which you can confirm or cancel the permanent deletion of an item, folder, or address list entry.

Empty the Deleted Items folder upon exiting

Deletes all items in your Deleted Items folder when you quit Microsoft Exchange.

When starting Microsoft Exchange

Select one of the following options for logging on to Microsoft Exchange.

Pick the profile that will be used

Displays the Log On dialog box when you start Microsoft Exchange. You can select the profile you want to use. Select this option when you use different profiles for working in Microsoft Exchange, for example, if you have separate profiles for working at the office and on the road.

Always use which profile: *profile name*

Automatically logs on with the selected profile when you start Microsoft Exchange. If you have additional profiles, you can select a different profile from the list.

Mail Notification Dialog Box

This dialog box is displayed when you receive new mail and you are using another application. To turn off this notification message, choose Options from the Tools menu, choose the General tab, and then turn off Pop-Up Box under New Message Notification.

Do you want to read your new mail now?

Yes
Switches to Microsoft Exchange to view your new mail.

No
Closes this alert message. You can continue working in the active application.

Read Tab

Specifies options for reviewing messages, and formatting replies and forwards.

After moving or deleting an open item

Select the action that you want to occur after you move or delete an open item.

Open the next item above it

Opens the previous item in the folder contents list.

Return to Microsoft Exchange

Returns to the current folder so that you can select the next item to open.

Open the next item below it

Opens the next item in the folder contents list.

When replying to or forwarding an item

Select the options you want for replying to and forwarding messages.

Include the original text

Includes the text of the original message below the text of your reply.

Indent the original text

Indents the text of the original message in your reply.

Close the original item

Closes the original message when you choose Reply or Forward.

Use which font for the reply text: Font

Opens the Font dialog box where you can set the default font to use for text you type in replies and forwards.

Send Tab

Specify options for sending and formatting messages and forms. To change the options for an item, choose Properties from the File menu.

Use which: Font

Set the default font to use for new messages.

Request that a receipt be sent back when

Select one or both options.

the item has been read

Notifies you when a message you sent is opened by the recipient.

the item has been delivered

Notifies you when a message you sent is delivered to its recipient.

Set Sensitivity

Select the default sensitivity you want to assign to all outgoing mail: Normal, Personal, Private, or Confidential.

The sensitivity level you assign appears in the Sensitivity column in the message, if the column is displayed. Private sensitivity also protects your message when it is replied to or forwarded.

Normal

No sensitivity. The Sensitivity column of the item header is blank.

Personal

Displays Personal in the Sensitivity column. A personal message typically contains non-business related information.

Private

Displays Private in the Sensitivity column. Prohibits any recipient from modifying your original message when it is replied to or forwarded.

Confidential

Displays Confidential in the Sensitivity column. A confidential message or form should be treated according to your organization's policies on confidentiality.

Set Importance

Select the importance you want to assign to all outgoing mail.

Marking an item with high or low importance does not affect the speed with which it is delivered; it affects the visual appearance of the message header in the recipient's Inbox.

High

Displays an exclamation point (!).

Normal

Displays no icon.

Low

Displays a down arrow.

Save a copy of the item in the Sent Items folder

Saves a copy of every item that you send in the Sent Mail folder.

Spelling Tab

Specify options for using the spell-checker.

General Options

Select one or more of the following options.

Always suggest replacements for misspelled words
Displays a list of proposed suggestions whenever Microsoft Exchange finds a word that is not in the dictionary.

Always check spelling before sending
Checks spelling automatically before a message is placed in the Outbox. Clicking the Send button, or choosing the Send command, triggers the spell-check.

When checking, always ignore:

Select one or more of the following word categories to skip when spell checking a message.

Words in UPPERCASE
Skips all words that contain only uppercase letters.

Words with numbers
Skips all words that contain numbers.

The original text in reply or forward
Skips the original message text when you reply to or forward a message; includes only the subject and text you type in the spell-check.

Microsoft Exchange Tab

Specify options specific to the Microsoft Exchange information service.

Give Send on Behalf of permission to

Displays the user names that have permission to send mail on your behalf.

Add

Displays the Add Users dialog box where you can select names to add to the list.

Remove

Removes the selected name(s) from the list.

Temporary storage for forms

When you use a custom form, a copy of it is saved on your hard disk allowing quick access in subsequent Microsoft Exchange sessions. If you use several forms, it is a good idea to specify limits. When the limit is reached, the oldest form is automatically removed from your hard drive.

Maximum space on Hard Drive: *value* kilobytes

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

Addressing Tab

Specify options for using the Address Book.

Show This Address Book First

Displays the address lists in the active profile. Select the address list that you want use as the default. The default address list is displayed when you first open the Address Book and when you open the Select Names dialog box.

Your address lists may include a global address list, a personal address books, and others.

Keep Personal Addresses In

Displays the address books in the active profile to which you can add new entries. Select the address book you want to be the default when you add new names.

When Sending Items, Check Names Against The Following Address Books, In The Order Listed Below

When you send a message, or choose the Check Names button or command, all recipient names are checked against your address lists to ensure they have a valid mail address. To resolve names, Microsoft Exchange searches your address lists in the order in which they appear in the list. You determine which address lists are searched and the order in which they're searched.

Up/Down

Moves the selected address list up or down one place.

Add

Opens the Add Address Book dialog box where you can select one or more address lists to add.

Remove

Removes the selected address list.

Properties

Displays details about the selected address list.

Apply

Immediately applies the changes you've made.

Add Address Book Dialog Box

Select the address lists to search when Microsoft Exchange verifies recipient names. Microsoft Exchange verifies names prior to sending a message, or when you choose the Check Names button or command.

Address Books

Displays the address lists in the active profile. Select an address list to view its properties, or select one or more address lists to add to the Search In list.

Add

Adds the selected address list(s) to the Search In list.

Properties

Displays details about the selected address list.

Install Information Service Dialog Box

Specify the directory that contains the information service file that you want to install.

Directories

Displays the current directory and any subdirectories.   Double-click the directories and subdirectories to move through the list and select the directory you want.

Drives

Displays the available drives. Select the drive you want.

Network

Opens the Connect Network Drive dialog box where you can select a network file server to connect to. For more information, choose the Help button in the dialog box.

Copy Information Service Dialog Box

Copy the selected information service to a different profile.

Copy To Profile

Displays the other profiles installed your system. Select the profile where you want to copy the information service.

New Profile Dialog Box

Create a new profile on your system. When you create a new profile, a default set of information services are added to the profile. As a result, when you choose OK, you may be prompted to specify details about those information services.

Profile Name

Type a name for your new profile.

Services Tab

Specify options for the active profile.

The Following Information Services Are Set Up In This Profile

Displays the information services in the active profile. To configure an information service, select its name in the list.

Add

Opens the Add Service To Profile dialog box where you can select an information service to add to the active profile.

Remove

Removes the selected information service.

Properties

Opens a dialog box where you can edit the properties of the selected information service. The dialog box varies according to the information service you select.

Copy

Opens the Copy Information Service dialog box where you can select a profile to copy the information service to.

About

Opens the About Information Service dialog box where you can view details about the selected information service such as the files it uses, manufacturer, and version.

Show Profiles

Displays a list of profiles set up on your computer. You can add, remove, edit, or copy a profile. Note that this button is only available if you displayed this tab by running the Mail and Fax Control Panel applet. It is not displayed if you accessed this tab in Microsoft Exchange.

Apply

Immediately applies the changes you've made.

Delivery Tab

Specify where your incoming mail is delivered and the order in which your outgoing mail is sent.

Deliver New Items To The Following Location

Displays the location where your incoming mail is currently delivered. To change the delivery location for your mail, select a different location from the list.

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 which is usually located on your hard drive, select the name of the personal folders. By default, these are named Personal Folders. You may also have other information services to choose from.

Outgoing Items Are Sent By The Information Services In The Order Listed Below

Displays the information services in the active profile. Select an information service to change its position in the list. For example, if you have the Microsoft Exchange information service and a CompuServe service, you can specify which service sends first.

Up/Down

Moves the selected information service up or down one place.

Apply

Immediately applies the changes you've made.

Create/Open Personal Information Store File Dialog Box

Specify a new or select an existing personal information store file. Each personal information store in your profile must have a corresponding filename.

File Name

Displays the default file extension *.PST. The list box displays all files with this extension in the current directory.

- To create a new personal information store file, type a filename with the extension .PST. The filename can contain up to eight characters, plus the three-letter extension.
- To select an existing PST file, select the filename you want from the list.

List Files of Type

Displays the available file format (PST files.)

Directories

Displays the current directory and any subdirectories. Double-click the directories and subdirectories to move through the list and select the directory you want.

Drives

Displays the available drives. Select the drive you want.

Network

Opens the Connect Network Drive dialog box where you can select a network file server to connect to. For more information, choose the Help button in the dialog box.

Create Microsoft Personal Information Store Dialog Box

Specify options for a new personal information store.

File

Displays the path and filename of the personal information store file.

Name

Type a display name for the personal information store. This name appears in the folder list in the Viewer. The default is "Mailbox - Personal."

Encryption Setting

A personal information store file can be opened and read as a text file in other applications, even if it is password-protected. You can secure the file, however, by encrypting the information so that it will be unreadable in any other application.

Select one of the following for encrypting the information in your file. Note that this option cannot be changed after the personal information store is created.

No Encryption

Does not encrypt your file. The file can be opened and read as a text file in any word processing application.

Compressible Encryption

Encrypts your file in a compressible format. This means that, in addition to having the file encrypted, you can also compress the file so that it uses less space on your hard drive.

Best Encryption

Encrypts your file in an uncompressible format. This option offers the greatest degree of protection, however, you cannot compress the file if it gets too large.

Password

Password-protecting your personal information store is optional but provides added security. You will be prompted for the password when you start Microsoft Exchange or connect to the personal information store, unless you save the password in the password list.

Password

Type a password for your profile.

Verify Password

Re-type the password to verify it.

Save this Password in Your Password List

Stores your password in your password list so that you are not prompted for the password each time you connect to this personal information store. A password is required to connect to the file when you are logged on with a different name, or when a different user attempts to open the file.

Personal Information Store Password Dialog Box

Specify the password for the named personal information store.

Password

Type the password for the personal information store.

Save this password in your password list

Stores the password in your password list. When you store a password in the password list, you are not prompted for it each time you connect to this personal information store. A password is required to connect to the file when you are logged on with a different name, or when a different user attempts to open the file.

Microsoft Personal Information Store Dialog Box

Type a new password for the selected personal information store.

Old Password

Type your current password.

New Password

Type a new password for your profile.

Verify Password

Re-type the new password to verify it.

Save this password in your password list

Saves the password for the personal information store in your operating system's password list. The next time you log on, you will not be prompted for the password.

General Tab (Personal Information Store)

View and modify settings for the selected personal information store.

Path
Displays the location of the personal information store file.

Name
Displays the name of the personal information store. You can type a new name in the edit box.

Change Password
Displays a dialog box where you can change the password for the personal information store.

Compact Now
Compresses the personal information store file, reducing the size of the file.

Comment
Displays a comment about the personal information store. You type a new comment or modify the existing comment. It may be useful to include a description of the contents of the personal information store.

General Tab (Microsoft Exchange Information Service)

View and modify general options for the Microsoft Exchange information service. Some options apply also to the Microsoft Exchange Remote information service.

Server Name

Displays the server location of the global address list. Your Microsoft Exchange mailbox may also be located on this server.

User Name

Displays your Microsoft Exchange user name.

Change

Opens the Change User dialog box where you can specify your Microsoft Exchange user name.

Inbox Location

Select the location where you want your mail delivered. This section is dimmed, or unavailable, if you are configuring the Microsoft Exchange Remote information service.

Default Information Store For Profile

Delivers new messages to the Inbox for the active profile. This is set on the Delivery tab, when you choose the Options command from the Tools menu. Usually, this is your mailbox though it may be another set of folders, such as a set of personal folders.

Microsoft Exchange Information Store

Delivers mail to your mailbox. If you use this option, you can keep your personal information store as the default for the profile. This is useful if other information services use the personal information store and consequently require it to be the default.

Apply Now

Immediately applies the changes you've made.

Change/Add User Dialog Box

Specify a user name. When you choose OK, the name is verified in the global address list. If there are multiple matches for the name you specify, the Check Name dialog box is displayed where you can select the correct entry.

User Name

Type the user name.

Check Name Dialog Box

Select the correct user name.

Matches Multiple Names

Displays the name you typed in the user name box.

Change To

Displays the first matching name.

Suggestions

Lists all matching names found in the global address list. To select a name in this list, double-click it.

Advanced Tab (Microsoft Exchange Information Service)

Add or remove names of users who have granted you delegate access to their Microsoft Exchange mailboxes.

Open The Following Users' Mailboxes

Displays the mailboxes to which you have access. Typically, these are names of users who have granted you delegate access. When you start Microsoft Exchange, you will automatically be connected to the mailboxes you have added to this list.

Add

Opens the Add User dialog box where you can specify a user name to add to the list.

Remove

Removes the selected name from the list.

Apply Now

Immediately applies the changes you've made.

Spelling Command (Tools Menu)

See Also

Checks the spelling of a selected word or an entire message or form. If you're checking an entire message, the checking begins at the insertion point, runs to the end of the message and returns to the beginning. Both the subject field and the message area are included in the spell check; attachments and objects are not spell checked.

To spell check all messages that you send, select the Check Spelling On Send option on the Spelling Tab, available when you choose Options from the Tools menu.

The Spelling dialog box is displayed only if a misspelled word is found. You can change the current or all occurrences of a word; if the word is spelled correctly but not recognized by the dictionary, you can ignore the current or all occurrences.

If the Suggestions list does not contain the correct word, you can search for the word using wild card symbols: use a question mark (?) as a placeholder for one character and an asterisk (*) as a placeholder for one or more characters.

Spelling Dialog Box Options

Not in Dictionary

Displays the word if it is not found in the dictionary. The word may be misspelled or it may be a term or acronym not found in the dictionary.

Change To

Displays the first suggestion from the Suggestions list, a previous correction to the same word, or if no match is found, the misspelled word. You can edit the word in this box or select a word from the Suggestions list.

To search for a word using wild card symbols, type the word and appropriate symbols in the Change To box and then choose the Suggest button, if available, or press ENTER. Use a question mark (?) as a place holder for one character and an asterisk (*) as a place holder for one or more characters.

Suggestions

Displays up to six proposed words from the dictionary when you choose the Suggest button or if the Always Suggest option is enabled on the Spelling Tab. Select the correct word from the list.

If there are no matching words, "No Suggestions" is displayed in the list.

Ignore/Ignore All

Skips the current or all occurrences of the word. When you choose the Ignore All button, the word is ignored in all messages and forms that you spell check in the current Microsoft Exchange session.

Change/Change All

Changes the current or all occurrences of the word to the proposed word in the Change To box. You can also double-click a word in the Suggestions list to change the current occurrence of the word.

Add

Adds the word to the dictionary.

Suggest

Displays a list of proposed suggestions for the word in the Change To box. This button is not available if the Always Suggest option is selected. To select this option, choose the Options button.

Options

Displays the Spelling Tab. You can set options, such as spell checking, such as spell checking all outgoing mail, ignoring words with numbers, and always displaying a list of suggestions.

Undo Last

Reverses the last spelling change.

See Also

Checking Spelling

Setting Spelling Options

Copy Profile Dialog Box

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

New Profile Name
Type a name for the new profile.

Microsoft Exchange Profiles (General Tab)

Add and configure profiles for use with your messaging applications.

The following profiles are set up on this computer

Displays the profiles on your system. You can select a profile in the list to configure, rename, copy, or set as the default.

Add

Opens the Profile Wizard, which assists you in creating a new profile.

Remove

Removes the selected profile.

Properties

Edits the selected profile. You can add and configure information services, and change profile settings, such as delivery and addressing options.

Copy

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

When starting Microsoft Exchange, use this profile

Sets the selected profile as the default. Typically when you start Microsoft Exchange, a Log On dialog box is displayed with the default profile selected. You can then log on with the default or select a different profile.

Log On Dialog Box

Select the profile to use for your messaging session. This dialog box is displayed when you start Microsoft Exchange, Microsoft Schedule +, or other messaging application.

Profile Name

Select the profile you want to use.

Options

Choose to specify advanced options for logging on.

Set As Default Profile

Sets the selected profile as the default. You can set some messaging applications, such as Microsoft Exchange to automatically log on using your default profile.

Show Log On Screens For All Information Services

Displays the log on dialog boxes for each information service in the selected profile.

Security Tab (Options Command)

Specify default options for sending messages with advanced security. To change an option for an individual message, choose Properties from the File menu and then select the Security Tab.

When Sending An Item, Apply what Kind Of Security

Standard Security

Sends each message with the standard security options.

In Addition To Standard Security

Select the advanced security options you want for each message you send.

Sign Messages With Your Digital Signature

Signs each message to insure recipients that the message was not tampered with after you sent it and that the information in the message actually came from you.

Seal Up Messages By Encrypting Them

Seals each message so that only you and the recipients listed in the To, Cc, or Bcc boxes can read the message.

Both Sign And Seal Messages

Signs and seals each message.

Setup Advanced Security

Installs advanced security so that you can sign and seal messages. For more information, see the Setup Advanced Security Dialog Box topic and your administrator.

Change Password

Changes your advanced security password. For more information, see the Change Advanced Security Password Dialog Box topic.

Change Advanced Security Password Dialog Box

Changes your advanced security password.

Old Password

Type your existing advanced security password.

New Password

Type your new advanced security password. You must type a minimum of six characters.

Confirm Password

Type your new advanced security password again to confirm it.

Setup Advanced Security Dialog Box

Adds advanced security so you can sign and seal messages before sending them.

Enter The Special Token That Your System Administrator Has Given You

Type the keyword that your administrator gave you to add advanced security.

Your Advanced Security Information Is Stored In An Encrypted Security File At

Type the location of your advanced security file. This file contains configuration information that enables you to sign and seal messages. This file may be stored on a floppy disk or on your personal computer.

File

Opens the Select Security File Location dialog box where you can select an existing advanced security file.

Options Command (Tools Menu)

See Also

Sets options for working in Microsoft Exchange, including how you send and read messages, how you log on, and the information services available during your current Microsoft Exchange session. You can set options to:

- Turn on or off the ToolTips for buttons.
- Change the default font for new messages or for annotations in messages you reply to or forward.
- Include or exclude the original message in your reply, or open the next message after you move or delete an open item.
- Request a delivery receipt, or save a copy of all messages that you send in your Sent Mail folder.
- Check the spelling of all your messages before sending them.
- Automatically log on to your default profile when you start Microsoft Exchange.

Options Dialog Box Options

Depending on the active window, the Options command displays one or more of the following tabs. If Microsoft Exchange has been customized, you may see additional tabs in this dialog box. For more information about the options available on a particular tab, select the tab name below, or choose the Help button available in the tab.

General Tab
Sets general options, such as turning off ToolTips and specifying how you want to be notified of new mail.

Read Tab
Sets options for reviewing messages, and formatting replies and forwards.

Send Tab
Sets options for formatting and sending new messages.

Spelling Tab
Sets options for using the spelling checker.

Services Tab
Sets options for the active profile.

Delivery Tab
Specifies the delivery location for your incoming mail and the order in which your outgoing mail is sent.

Addressing Tab
Sets options for using the Address Book, such as specifying the default address list.

Microsoft Exchange Tab
Sets options specific to Microsoft Exchange, such as granting delegate access to another user.

Security Tab
Sets options for sending messages with advanced security.

DL Membership Tab
Not yet implemented

See Also

[Setting Options for Moving or Deleting](#)
Setting Options for Replying or Forwarding
Setting Notification Options
Changing the Default Text Format
Setting Addressing Options
Changing Delivery Options
Adding an Information Service to a Profile

Rule Errors Dialog Box

Delete or edit a rule that is causing an error.

Rule

Displays that rule that resulted in an error.

Error

Describes why the error occured.

Edit Rule

Edits the selected rule.

Delete Rule

Deletes the selected rule.

View Menu

Use the commands on this menu to modify and define how you view information while you are working in Microsoft Exchange. For more information, choose a command name from the list below.

Bcc Box Command
Change Window Title Command
Collapse All Command
Columns Command
Common Views Command
Define Views Command
Expand All Command
Filter (Remote) Command
Filter Command
Folders Command
Folder Views Command
Formatting Toolbar Command
From Box Command
Group By Command
Inbox Command
New Window Command
Next Command
Outbox Command
Previous Command
Sort Command
Status Bar Command
Toolbar Command

Toolbar Command (View Menu)

See Also

Displays or hides the toolbar for any Microsoft Exchange window that has a default toolbar.

The toolbar contains buttons for the most frequently used commands. You can add, delete, and move toolbar buttons by using the Customize Toolbar command on the Tools menu.

When the toolbar is displayed, the Toolbar command is checked on the View menu.

See Also

Displaying a Toolbar

Toolbar Index

Status Bar Command (View Menu)

Shows or hides the status bar at the bottom of the window.

- When the status bar is displayed, the Status Bar command is checked on the View menu.

The status bar in the Viewer displays the following information:

- The total number of items and the number of unread items in the active folder.
- Information about a selected command.
- Progress indicators when some actions are taking place, such as: printing a message, sorting items in a folder, searching for items, or attaching a file to a message.
- Whether or not you have a filter applied to the open folder.

The following icons indicate the current status of Microsoft Exchange.

- You have new mail in your Inbox.
- Mail in your Outbox is being sent.
- Mail is being delivered to your Inbox.
- Your computer is not connected to your Microsoft Exchange server.
- A filter is applied to the current view of the folder contents list.

The box on the right end of the status bar in the Viewer displays the current date and time.

New Window Command (View Menu)

See Also

Opens another Viewer window.

See Also

Keys for Working with Windows and Menus

Inbox Command (View Menu)

See Also

Displays the contents of your Inbox folder in the location where your mail is delivered.

You can also open the Inbox by clicking the Inbox button.

Inbox button

To check for new mail, you can use this command to quickly open your Inbox.

You can also open the Inbox by double-clicking Inbox in the folder list.

See Also

Viewing Items in Your Inbox

Outbox Command (View Menu)

See Also

Displays the contents of your Outbox folder in the location where your mail is delivered.

When you send a message, it is moved to your Outbox until it can be sent. If you need to make a last minute change to a message, you may be able to retrieve it from the Outbox before it is sent. The Outbox command gives you quick access to your Outbox.

You can also open the Outbox by double-clicking Outbox in the folder list.

See Also

Sort Command (View Menu)

See Also

Sorts items in the open folder by a specified property. For example, you can sort items by the sender's name to quickly find mail from a specific person.

Items can be sorted in ascending or descending order. When sorting by descending date, for example, the most recent date is at the top of the list.

You can also sort items by clicking the column heading button at the top of each column in the folder contents list. For example, to sort items by subject and in descending alphanumeric order, click the Subject button at the top of the Subject column. To reverse the sort order, press the CTRL key while clicking the column heading button.

Sort Dialog Box Options

Sort Items By

Select the property that you want to sort by. To display all the available properties, click the down arrow.

Ascending

Sorts items in alphabetical order, or with the least recent date or lowest value at the top of the list.

Descending

Sorts items in reverse alphabetical order, or with the most recent date or highest value at the top of the list.

See Also

Sorting Items

Grouping Items

Columns Command (View Menu)

See Also

Adds, deletes, or modifies property columns in the folder contents list. For example, you might want to display the column that shows the sender's name, or not display the column that shows message size. You can also change the width of columns by using this command.

Column settings are saved in the folder where you are working when you modify the columns. You can save views in individual folders to display items the way you want.

You can also change the width of a column by moving the mouse pointer between the column heading buttons and dragging the split bar to a new location.

Columns Dialog Box Options

Available Columns

Displays the properties that are not currently displayed in the Viewer. Select the column that you want to display in the Viewer.

Add

Adds the selected column to the Viewer. The property is moved from the Available Columns box to the Show The Following Columns box below the selected property.

Remove

Removes the selected column from the Viewer. The property is moved from the Show The Following Columns box to the Available Columns box.

Show The Following Columns

Displays the properties that are currently displayed in the Viewer. The top to bottom order is displayed from left to right in the Viewer. Select the column that you want to remove or change the order of.

Move Up

Moves the column selected in the Show The Following Columns box to the left in the folder contents list.

Move Down

Moves the column selected in the Show The Following Columns box to the right in the folder contents list.

Width

Displays the width in pixels of the selected property in the Show The Following Columns box. To change the width of the column, type the number of pixels you want to display.

Reset

Resets the columns to the default organization in the folder contents list.

See Also

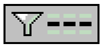
Changing the Order of Columns in the Folder Contents List
Creating or Changing a View for One Folder
Adding or Removing a Column from the Folder Contents List

Filter Command (View Menu)

See Also

Displays only the items you specify in the folder contents list. For example, if you want to display only correspondence with a single person in a folder, you can filter out all other messages.

Each folder can have a filter applied to it. When the filter is on, the filter icon is displayed in the status bar.


Filter Icon

Filtering applies to all items in a folder.

If you enter more than one condition for a filter, all conditions must be met for a message to be displayed. For example, if you specified messages from James Ott and also selected the Sent Directly To Me option, the only messages displayed in the folder contents list would be from James Ott and with your name on the To line.

Filter Dialog Box Options

Display Only The Items In The Folder That Meet The Following Conditions

Displays the name of the open folder. Set the conditions for the filter in this box.

From
Choose this button to select a name from the Address Book, or type a name.

Sent To
Choose this button to select a name from the Address Book, or type a name.

Sent Directly To Me
Select to display only items that have your name on the To line.

Copied (Cc) To Me
Select to display only items that have your name on the Cc line.

Subject
Displays only items with the text in the Subject line that you specify.

Message Body
Displays only items with the text in the message area that you specify.

Advanced

Displays additional filter conditions, such as size or date, or enables you to display items that do not meet the filter conditions. For more information, see the Advanced Dialog Box topic.

Clear All

Cancels the filter and clears all the conditions set in this dialog box and the Advanced Dialog Box, if used.

See Also

Filter Command (Remote Preview View Menu)
Filtering Items

Group By Command (View Menu)

See Also

Displays the items in the active folder in the folder contents list according to the categories you specify. Grouping is most useful when a folder contains a large number of items, such as in a public folder. For example, you could group the items in a folder so that messages are categorized first by company, then by region, then by division, and then by product group. Grouping items is similar to displaying them in an outline view by levels.

You can have up to four categories of items grouped in a folder.

When items in a folder are grouped, the columns in the folder contents list are arranged in the order you specified. For example, using the preceding categories, the Company column is furthest to the left, the Region column is displayed to its right, followed by the Division and Product Group columns.

You can change the sort order of the items in the lowest subcategory of a group. By default, the items are sorted by date.

The Group By dialog box has four levels. Enter the highest group first at the top of the dialog box. As you enter a group level, the next level down is enabled.

Group By Dialog Box Options

Group

Specify how you want to group items in up to four categories.

Group Items By

Select the first category. To display all the available categories, click the down arrow.

Ascending
Displays items in alphabetical order, or with the least recent date or lowest value at the top of the list.

Descending
Displays items in reverse alphabetical order, or with the most recent date or highest value at the top of the list.

Then By

Select the next category of information you want to group items by.

Ascending
Displays items in alphabetical order, or with the least recent date or lowest value at the top of the list.

Descending
Displays items in reverse alphabetical order, or with the most recent date or highest value at the top of the list.

Sort

Specify how you want to sort messages within the lowest level of grouping.

Then Sort Messages By
Specify the sort order for the final category of information. The default sort order is by date received and in descending order.

Ascending
Sorts items in alphabetical order, or with the least recent date or lowest value at the top of the list.

Descending
Sorts items in reverse alphabetical order, or with the most recent date or highest value at the top of the list.

Clear All

Clears all the categories and restores the sort order to the default setting.

See Also

Grouping Items

Define Views Command (View Menu)

See Also

Creates or redefines a folder view. Each folder has four default views: Normal, Group By From, Group By Subject, and Group By Conversation Topic. Normal view cannot be renamed or deleted.

All of the views for an active folder are displayed at the bottom of the View menu.

The views for a public folder are saved with that folder and can only be changed by the folder's owner. When you open a public folder, the owner-defined view is displayed.

To use a view in more than one of your folders, you can save it as a Common View.

If you will only be using a view in one folder, or if you want to share the folder with a specific view, save the view as a Folder View.

Define Views Dialog Box Options

Views

Displays all available views. Select the view you want to redefine.

New

Opens the New View dialog box, where you can define and save a new view. For more information, see the New View Dialog Box topic.

Modify

Opens the Modify View dialog box, where you can redefine the view selected in the Views box. For more information, see the Modify View Dialog Box topic.

Delete

Deletes the view selected in the Views box. Default views cannot be deleted.

List

Select the type of view you want to create or modify.

Folder Views
Create a new folder view for the active folder or modify one of the existing views for the folder listed in the Views box.

Common Views
Create a new common view.

Description

Displays the selections defined for the view. The filter is applied first, then the group and sort order.

Apply

Applies the view selected in the Views box to the open folder.

See Also

Creating a View for One Folder

New View Dialog Box

Creates a new view or saves an existing view. When you create a view, you can save it with a name and make it available either to all folders, as a common view, or to only the active or selected folder, as a folder view.

Name

Type a name for the new view.

Description

Use the buttons in this box to define the view. When you apply these properties to a view, the filter is applied first, then the categories and sort order.

Columns

Specifies the columns you want displayed in the folder contents list. If you group items for this view, the categories determine the order of the columns.

Group By

Specifies the categories you want in the view. The settings you choose for grouping may affect the sorting and display of the items in the folder contents list.

Sort

Specifies the sort order of the items.

Filter

Defines and applies a filterto the view.

Add To

Use these options to determine which folders the new view will be available in.

Folder Views

Makes the view available only in the active folder.

Common Views

Makes the view available in all folders.

Reset

Resets the view to the default view.

Modify View Dialog Box

Modifies the view selected in the Views box.

Name

Displays the name of the selected view.

Description

Use the buttons in this box to define the view. When you apply these properties to a view, the filter is applied first, then the grouping categories and sort order.

Columns

Specifies the columns of information you want to display in the folder contents list. If you group the items in the view, the group sets the order of the columns.

Group By

Specifies the categories you want in the view. The settings you choose for this button may affect the way the items are sorted and displayed in the folder contents list.

Sort

Specifies the sort order of the items in the folder contents list.

Filter

Defines and applies a filter for the items in the view.

Folder Views Command (View Menu)

See Also

Lists the views that have been created for this folder. Select the view you want.

See Also

Creating a View for One Folder

Common Views Command (View Menu)

See Also

Lists the views that have been made available for all folders. Select the common view that you want to use in the active folder.

The views described below are the default views that ship with Microsoft Exchange. You can add other common views that are available in all folders by choosing the Define Views Command on the View Menu.

Group By Conversation Topic

Displays the items in the active folder grouped by what is called the conversation thread. Even if the subject line is changed, the messages concerning a particular subject are grouped. Group By Conversation Topic has these default settings:

Sort Order	Ascending by Conversation Thread (in alphabetical order)
Group By	Conversation Topic
	NOTE TO REVIEWERS: Ascending or descending order???
Filter	Off
Columns Order	Conversation Topic, Importance, Item Type, Attachment, From, Subject, Received, Size

Group By From

Displays the items in the active folder grouped by sender. You can apply this view to a folder to quickly find all the messages from a single person. This view can be redefined, renamed, or deleted. It is saved as part of your profile, so if you redefine this view in one folder, it is changed for all your folders. Group By From has these default settings:

Sort Order	Descending by date received (most recent first)
Group By	Ascending by From (in alphabetical order)
Filter	Off
Columns Order	From, Importance, Item Type, Attachment, Subject, Received, Size

Group By Subject

Displays the items in the active folder grouped by message subject. You can apply this view to a folder to quickly find all the items about a particular subject. This view can be redefined, renamed, or deleted. It is saved as part of your profile, so if you redefine this view in one folder, it is changed for all your folders. Group by Subject has these default settings:

Sort Order	Descending by date received (most recent first)
Group By	Subject
	NOTE TO REVIEWERS: Ascending or descending order???
Filter	Off
Columns Order	Subject, Importance, Item Type, Attachment, From, Received, Size

Normal

Normal view is the default view for most folders. This view can be redefined, but it cannot be renamed or deleted.

It is saved as part of your profile, so if you redefine this view in one folder, it is changed for all your folders.
Normal view has these default settings:

Sort Order	Descending by date received (most recent first)
Group By	(None)
Filter	Off
Columns Order	Importance, Item Type, Attachment, From, Subject, Received, Size

See Also

Creating a View for All Folders
Grouping Items

From Box Command (View Menu)

See Also

Displays the From Box in a Standard Send or Standard Read form. The From Box displays the name of the person who sent the message. When the From Box is displayed in the Standard Send form, a check mark appears next to the command name.

If you copy a message to the Inbox or Deleted Items folder, the information in the From box will not be displayed.

See Also

Adding a From or Bcc Box to the Standard Send Form

Bcc Box Command (View Menu)

See Also

Displays the Bcc Box in a Standard Send or Standard Read form. When the Bcc Box is displayed in the Standard Send form, a check mark appears next to the command name.

See Also

Adding a From or Bcc Box to the Standard Send Form

Next Command (View Menu)

See Also

Displays the next item (down) in the folder contents list. You can specify that you want to always display the next item above or below an open item after you move or delete it by choosing the Tools Options For command, and then choosing Everything, and the Read tab.

See Also

Specifying Options for Moving and Deleting

Viewing Items in Your Inbox

Previous Command (View Menu)

See Also

Displays the preceding item (up) in the folder contents list. You can specify that you want to always display the next item above or below an open item after you move or delete it by choosing the Tools Options For command, and then choosing Everything, and the Read tab.

See Also

Specifying Options for Moving and Deleting

Viewing Items in Your Inbox

Change Window Title Command (View Menu)

See Also

Specifies a title for a Find window. The name you give the Find window is displayed as the window's title when the window is minimized (displayed as an icon.)

Change Title Dialog Box Options

Change Title To

Type the name of the title you want for the Find window.

See Also

Formatting Toolbar Command (View Menu)

See Also

Displays or hides the Formatting toolbar, which includes shortcut buttons for some of the most common text formats and paragraph alignment options in Microsoft Exchange. When the Formatting toolbar is displayed, a check mark appears next to the command name.

See Also

Formatting Toolbar

Collapse All Command (View Menu)

See Also

Collapses the folders in the folder list so that only the top-level folders are displayed in the selected set of folders.

To expand or collapse one folder, click the plus button (+) or the minus button (-) next to the folder name, or select the folder and press the left or right arrow keys on the keyboard.

See Also

Displaying and Using the Folder List

Expand All Command (View Menu)

See Also

Expands the folders in the folder list so that all folders in the selected location are displayed.

To expand or collapse one folder, click the plus button (+) or the minus button (-) next to the folder name, or select the folder and press the right or left arrow key on the keyboard.

See Also

Displaying and Using the Folder List

Folders Command (View Menu)

See Also

Displays or hides the folder list. When the folder list is displayed, a check mark appears next to the command name.

See Also

Displaying and Using the Folder List

Overview of Finding and Organizing Information

How To

Microsoft Exchange gives you many ways to find and organize information.

You can easily create additional folders in sets of personal folders or within other individual folders for storing messages you receive. Then, you can collapse and expand groups of folders to display only those you currently need to view.

You can customize your display by:

- Adding or removing column headings and changing column width.
- Sorting items by any column heading.
- Grouping items in an outline form according to the properties you specify.
- Creating a filter so that the only items displayed are those that meet the conditions you specify.

Once you've customized the display to look just the way you want, you can save the settings as a view, which you can then apply to another folder or make available to all folders. Changes to a view are saved with the active folder.

TBD

NOTE TO EDITOR: Added below information when combined with Finding Information section.

You can find specific items in several different ways. Using the Find command on the Edit menu, you can specify conditions, such as the sender's name or a word in the subject box. A Find window will display all items matching those conditions. If you want to search incoming items, too, you can minimize the Find window. When you open it later, it will display all message that matched the conditions.

Other features that enable you to locate messages are the Sort, Filter, and Group By commands on the View menu. If you want to find all the items from a specific person in your Inbox, an easy way to do this is to sort the message list by sender. You can also create a filter so that the only items displayed are those that meet the conditions you specify. And you can group items in an outline form according to the conditions you specify.

How To

- Adding or Removing a Column Header
- Changing a View - TBD
- Changing the Order of Column Headers
- Creating a View for All Folders- TBD
- Creating a View for One Folder- TBD
- Creating or Changing a Private Folder View
- Creating or Renaming a Private Folder
- Deleting a Private Folder
- Displaying and Using the Folder List
- Filtering Items
- Grouping Items
- Moving or Copying a Private Folder
- Moving or Copying Items to Other Folders
- Opening a Folder
- Saving a View - TBD
- Sorting Items

Overview of Displaying and Using the Folder List

How To

The folder list displays all of your personal and server-based sets of folders and the individual folders they contain. The folder list is displayed on the left side of the Viewer and can be used to view and organize your folders.

Folders can be expanded to display their contents or collapsed to condense the list. You can move sets of personal folders and individual folders by dragging them to a new location in the folder list.

Displaying and Using the Folder List

Overview

See Also

To display the items in a folder

Single- or double-click the folder in the folder list, or select the folder and press ENTER.

Using the mouse When you single-click a folder, the contents are displayed in the view defined for the previously opened folder or set of folders. When you double-click a folder, the contents are displayed in the view defined for the folder or set of folders you are opening.

Using the keyboard Press TAB to move the highlight to the folder list, and then use the arrow keys to select the folder or set of folders. For each folder or set of folders you select, the contents are displayed in the view defined for the previously opened folder. To display the contents in the view defined for the selected folder or set of folders, press ENTER.

To expand or collapse folders in the folder list

Click the Plus button (+) next to the folder name to expand or the Minus button (-) to collapse a folder, or select the folder and press the right and left arrow keys.

See Also

Adding or Removing a Column in the Folder Contents List
Moving or Copying Items to Other Folders

Overview of Grouping Items

How To

You may want to organize the messages, files, and other items in a folder according to certain categories. For example, you might want to see all the messages that contain the same company name in the message area. Then, you might want the messages for each company to be organized according to those that refer to a specific division; and then organize the divisions by products. You can easily set up this type of view by using the Group By command. Grouping items is similar to displaying them in an outline view by levels.

A simpler example would be grouping your Inbox items by importance, and then by sender. By doing this, you could check your Inbox for all messages with high importance from Jose Smith. You can expand and collapse groups of items in a folder just like you can folders in the folder list.

Grouping Items

Overview

See Also

To group the messages, forms, and files in a folder according to specific categories

1. Open the folder where you want to categorize items, and then choose Group By from the View menu.
2. In the Group Items By box, select the category of information to group items by, and then select Ascending or Descending order.
3. If you want to further categorize items within the group, select the next category in the Then By box, and then select Ascending or Descending order for the subcategory.

Repeat step 3 for each subcategory of information in the initial group. You can have up to three subcategories.

To choose sort items in the group, select the category of information you want to sort by in the Then Sort Messages By box under Sort, and then select the Ascending or Descending option button.

4. Choose the OK button.

See Also

Filtering Items
Finding Items
Sorting Items

Overview of Adding or Removing a Column in the Folder Contents List

How To

Properties of messages and other items stored in your Microsoft Exchange folders are displayed in columns of information in the folder contents list of the Viewer and in Find windows. You can add or delete columns of information from the folder contents list in the Viewer.

You can also group items in a folder according to specific properties of the items. When you do that, the columns in the folder contents list are automatically arranged for you.

Adding or Removing a Column in the Folder Contents List

Overview

See Also

To add a column

1. From the View menu, choose Columns, and then select the column you want to add in the Available Columns box.
2. Choose the Add button, and then choose the OK button.

To remove a column

1. From the View menu, choose Columns, and then select the column you want to remove in the Show The Following Columns box.
2. Choose the Remove button, and then choose the OK button.

See Also

Displaying and Using the Folder List
Grouping Items
Sorting Items

Overview of Modifying a Column in the Folder Contents List

How To

Properties for messages, files, and other items stored in your Microsoft Exchange folders are displayed in columns of information in the folder contents list of the Viewer and in Find windows. You can rearrange the order of the columns and change their width.

For example, in a particular folder, you might want to have the importance symbols for messages displayed in the first column, the sender's name displayed in the second column, and the subject of the messages in the third column. To view long message titles, you can enlarge the subject column by dragging the split bar in the column heading.

You can also group items in a folder according to specific properties. When you do that, the columns in the folder contents list are automatically arranged for you.

Modifying a Column in the Folder Contents List

Overview

See Also

To change the order of columns

1. From the View menu, choose Columns, and then select the column you want to move in the Show The Following Columns box.
2. To move the column to the left or right in the folder contents list, choose the Move Up or Move Down button respectively, and then choose the OK button.

To change the width of a column

1. From the View menu, choose Columns, and then select the column you want to change in the Show The Following Columns box.
2. In the Width box, type the number of characters you want the column to display, and then choose the OK button.

Tip You can easily change the width of a column in the Viewer by moving the cursor to one side of the column heading you want to change, and then dragging the split bar to the position you want.

See Also

Displaying and Using the Folder List
Grouping Items
Sorting Items

Overview of Creating and Saving a View

How To

You can change the way information is displayed in a folder by modifying the columns that are shown and grouping, sorting, or filtering items. If you want to save a particular display for later use or to apply to another folder, you can save the settings as a view and assign it a name. When creating and saving a view, you specify whether it will be available in the active folder only (a folder view) or to all folders (a personal view). You must apply a view indivdually to each folder where you want to display information in that format.

Microsoft Exchange provides four predefined personal views that cannot be changed or deleted:

Normal

Displays items by date received, from most recent to least recent

Group By From

Groups items by sender

Group By Subject

Groups items with the same subject line

Group By Conversation Topic

Groups items that are part of one conversation, from most recent to least recent

Creating and Saving a View

Overview

See Also

To create and save a view

1. Make the changes you want to the current view by choosing the Columns, Group By, Sort or Filter command from the View menu.
2. From the View menu, choose Define Views, and then choose the New button.
3. In the Name box, type the name you want to assign the current view.
4. If you want to make changes to the current view, choose the appropriate buttons under Description.
5. Under Add To, select one of the following:
   - To make the view available only in the active folder, select the Folder Views option button.
   - To make the view available in all folders, select the Personal Views option button.
6. Choose the OK button and then the Close button.

Using the Define Views Command You can also define settings for a view by choosing the Define Views Command from the View menu. For more information, see the Define Views topic.

Note You must apply a view individually to each folder where you want to display information in that format. For more information, see the Applying a View topic.

See Also

Applying a View

Modifying a View

Overview of Applying a View

How To

Each Microsoft Exchange folder can have one or more views associated with it. The view defines how the messages, forms, and files stored in the folder are organized and displayed in the folder contents list. By changing a folder's view, you can make it easier to find messages from a certain individual or about a particular subject.

You can apply views that you have created for a folder or views that are provided with Microsoft Exchange.

When you change the view of an individual folder, those changes are saved with the folder, so you'll see that display the next time you open that folder. Other folders will not be affected, however.

In public folders, views are defined by the folder owner.

Applying a View

- Overview
- See Also

To apply a view

- If the folder is not open, select the folder in the folder list, and then do one of the following:
- To assign a folder view to the folder, choose Folder Views from the View menu, and then select the view that you want to apply.
- To assign a personal view to the folder, choose Personal Views from the View menu, and then select the view that you want to apply.

See Also

Creating and Saving a View
Modifying a View

Overview of Modifying a View

How To

You can modify a view that you have created and saved in one of four ways:

- By modifying the columns of information that are displayed in the folder contents list
- By grouping items in the list
- By sorting items in the list
- By filtering the items that are displayed in the folder contents list

You cannot modify the predefined views that are provided in Microsoft Exchange under the Personal Views command on the View menu, nor can you modify a public folder view unless you have owner permissions.

Modifying a View

Overview

See Also

To modify a view

1. Open or select the folder where the view you want to modify is displayed, and then from the View menu, choose Define Views.
2. With the view selected in the Views box, choose the Modify button, and then under Description, do one or more of the following to modify the display of information in the folder contents list:

To	Choose this button
Add, remove, or change a column of information	Columns
Group items	Group By
Sort items	Sort
Filter items	Filter

For more information, choose the Help button in the Columns, Group By, Sort, or Filter dialog box.

4. Choose the OK or Close button until all open dialog boxes are closed.

See Also

Adding or Removing a Column in the Folder Contents List
Changing the Order of Columns in the Folder Contents List
Grouping items
Sorting Items
Filtering items

Overview of Finding Items

How To

You can quickly find a message, form, or file or a group of items in a folder. The Find command opens a window where you specify which items you want to find by setting search conditions. For example, you may want to find all messages that are from Bob Smith and have the word Health in them, sent before the third of September. You can also search for items that don't match specific conditions. For example, you may want to search for all messages that don't have Bob Smith in the Cc box.

You can specify where you want to search, either in a single personal folder or a set of personal folders. In public folders, you can search only one folder at a time.

Once you set the conditions and choose where you want to search, this information is displayed in the top of the Find window. All items that meet the search conditions are displayed at the bottom of the window.

Finding Items

Overview

See Also

To find messages, forms, or files in a folder

1. From the Edit menu in the Viewer, choose Find.

   The Look In box displays the currently selected folder or set of folders.

2. To select a folder in another set of folders, choose the Folder button, and then select the folder you want to search. To search all subfolders in a folder or set of folders, choose the Include All Subfolders checkbox.

3. In the Find Items Containing box, type or select the conditions you want to search for.

If you enter more than one condition, the search is for items that meet both conditions. For example, typing Bob Smith in the From box and Business Report in the Subject box will find items that are from Bob Smith and have "Business Report" as part of the subject line.

If you specify more than one entry in a condition, the search is for items that contain either of the two entries. Separate multiple entries with a semicolon.

4. To search for items based on size, date, unread status, importance, or attachments, or to search for items that do not meet the search conditions, choose the Advanced button.

5. Choose the Start button.

   Items that meet the search conditions are displayed at the bottom of the window.

   If you want to stop the search, choose the Stop button.

Tip You can minimize the Find window and keep it on the desktop for later use. It will continue to look for incoming mail that meets these conditions.

See Also

Advanced Dialog Box
Filtering Items
Grouping Items
Sorting Items

Overview of Sorting Items

How To

You can sort messages, forms, and files in a folder and in a Find window. When you first open a folder, the items are displayed in descending order according to date (the message with the most recent date is at the top of the list). There are several other ways to sort items. You can sort them according to any column heading. For example, you may want to sort the items according to sender in alphabetical order, or you may want to sort them according to importance. By clicking a column heading button, you can sort the items by that property. You can reverse the sort order by holding down the CTRL key while clicking a column heading button. You can also select sorting options by using the Sort command on the View menu.

Once you have chosen how you want the items in a particular folder displayed, that information is saved. The next time you open that folder, the items are displayed the same way. You may want to sort some folders by date, and others by importance or subject.

Sorting Items

Overview

See Also

To sort messages, forms, and files in a folder or a Find window

1. From the View menu, choose Sort.
2. In the Sort Items By box, choose the column heading you want to sort by.

   You can sort on a column heading that is not currently visible in the Viewer.
3. Select Ascending or Descending.
4. Choose the OK button.

Tip You can quickly perform a sort by clicking the column heading button that you want to sort by. For example, to sort items by sender, click the From button at the top of that column. To reverse the sort order, hold down the CTRL key while clicking the button.

See Also

Finding Items
Grouping Items
Modifying a Column in the Folder Contents List

Overview of Filtering Items

How To

When you apply a filter to a folder, only the messages, forms, and files that meet the filter conditions are displayed in the folder contents list. A filter can be used to quickly display only a certain type of item. For example, you may want apply a filter to a folder to show only the messages from Bob Smith, or you may want to see only those messages that were addressed directly to you. If a filter is applied to a folder, the filter icon appears in the status bar. A filter remains in effect until you remove it.

Filters are applied to the items in a folder before any other action. For example, if you apply a filter to a folder that is sorted by date, the filter is applied first, and then the remaining items are sorted by date.

Filtering Items

Overview

See Also

To filter messages, forms, and files in a folder

1. From the View menu, choose Filter.
2. Select the filter conditions.

If you enter more than one condition, the filter shows only the items that meet both conditions. For example, typing Bob Smith in the From box and Business Report in the Subject box will filter out all items except those that are from Bob Smith and have "Business Report" as part of the subject.

If you specify more than one entry in a condition, the filter displays items that contain either of the two entries. Separate multiple entries with a semicolon.

3. To set a filter for items based on size, date, unread status, importance, or attachments, or to set a filter for items that do not meet the filter conditions, choose the Advanced button.
4. Choose the OK button.

To remove a filter

1. From the View menu, choose Filter.
2. Choose the Clear All button, and then choose the OK button.

See Also

[Advanced Dialog Box]
[Finding Items]
[Grouping Items]
[Sorting Items]

Overview of Forwarding a Message

How To

You may want to forward a copy of a message, file, or other item you receive to other Microsoft Exchange users. You can include your own comments in the message area of a message.

When you forward a message, the subject of the original message is entered in the Subject box, preceded by the prefix FW: (for forward).

You can forward an item that is open or selected in the folder contents list. In addition, you can forward multiple selected items at one time. When you forward an item, the item is forwarded as text. When you forward more than one item, the items are inserted as attachments in a new message.

When forwarding a message, you can use all the features available when you originally composed the item.

Items from Microsoft Exchange folders or files from your file system that you insert in another message are forwarded along with the item they are inserted in.

Forwarding a Message

Overview

See Also

To forward a message

1. From the Compose menu, choose Forward, or click the Forward button.

Forward button

   If you are forwarding an unopened message or form, you must first select the item.

2. In the To box, specify the recipients of the item.
3. To add comments, move the insertion point to the message area and type.
4. From the File menu, choose Send, or click the Send button.

Send button

   Items from Microsoft Exchange folders or files from your file system that you insert in another message are forwarded along with the item they are inserted in.

NOTE When you forward a private message, the message area in the original message is marked as protected, or read-only. Recipients will be unable to modify, cut, or copy any of the protected text in the message area of the original message.

See Also

Embedding an Object
Inserting a File from the File System
Inserting a Message or Other Item
Replying to a Message

Overview of Moving or Copying Items to Other Folders

How To

From time to time, you may want to reorganize the messages, files, and other items in your Microsoft Exchange folders or move items from your Inbox into another folder for storage. If you have items that relate to more than one subject, you may want to store them in more than one folder.

You can move or copy one or more items that are selected in the Viewer from one folder to another, or you can move or copy an item that is displayed.

When you move an item, it is removed from its previous location. When you copy an item, the original item remains in its original folder.

Moving or Copying Items to Other Folders

- Overview
- See Also

To move an item

1. From the File menu, choose Move or click the Move button.

- Move button

   If you are moving a message or form in a list, you must first select the item.

2. Under Move To, click the PLUS SIGN next to the set of folders where you want to move the message, select the folder you want to move the item to, and then choose the OK button.

Note If you copy a message to the Inbox or Deleted Items folder, the information in the From box will not be displayed.

To copy an item

1. From the File menu, choose Copy or click the Copy Item button.

- Copy button

   If you are copying a message or form in a list, you must first select the item.

2. Under Copy To, click the PLUS SIGN next to the set of folders where you want to copy the message, select the folder you want to copy the item to, and then choose the OK button.

Tips

- You can also move a closed item by dragging it to the new folder.
- You can copy a closed item by dragging it to the new folder, while holding down the CTRL key.
- To move or copy an item using a shortcut menu, select the item, click the right mouse button, and then choose the Move or Copy command.

See Also

Creating or Renaming a Private Folder
Displaying and Using the Folder List
Opening a Folder

Overview of Opening an Item

How To

Messages, files, and other items you receive are delivered to your default Inbox. Headers of items you have not opened are displayed in bold text in the folder contents list.

You can easily move through a sequence of items in the Inbox or another folder by clicking the Next or Previous button while a message or other item is displayed.

Opening an Item

- Overview
- See Also

To open an item in a list

- Select the item, and then choose Open from the File menu, or double-click the header.

To open the next or previous item in a list

Do one of the following in an open item:

- To open the next item in a list, choose Next from the View menu, or click the Next button.
- Next button
- To open the previous item in a list, choose Previous from the View menu, or click the Previous button.
- Previous button

Tip You can also open an item by using a shortcut menu. Select the item you want to open, click the right mouse button, and then choose the Open command.

See Also

Moving or Copying Items to Other Folders
Deleting an Item
Replying to a Message
Saving a Message as a File

Overview of Deleting an Item

How To

You can delete a message, file, or other item you are reading, or you can select and delete one or more items in the folder contents list.

When you delete an item, it is moved to the Deleted Items folder of the set of folders where you are currently working. While the item is in the Deleted Items folder, you can always retrieve it. When items are deleted from the Deleted Items folder, however, you can no longer retrieve them. You can set Microsoft Exchange to ask you for confirmation before items are permanently deleted.

Deleting items you don't need can help you avoid screen clutter and save disk space on your computer or on your Microsoft Exchange server.

Deleting an Item

Overview

See Also

To delete open or selected items

- From the File menu, choose Delete, or click the Delete button.
- Delete button

If you have set Microsoft Exchange to ask you for confirmation before permanently deleting an item, choose the Yes button.

Deleted items are moved to the Deleted Items folder of the set of folders where you are currently working. They remain there until you either exit Microsoft Exchange or delete the items from the Deleted Items folder. You can retrieve a deleted item by moving it from the Deleted Items folder to another folder.

NOTE To select a sequential list of items, select the first item in the list, and while holding down the SHIFT key, press the down arrow key until you reach the last item you want to delete.

To select items in a list that are not sequential, select the first item in the list, and while holding down the CTRL key, click each item you want to delete.

Using the Options command You can specify whether you want to empty the Deleted Items folder when you exit Microsoft Exchange by choosing the Options For command from the Tools menu, and then choosing Everything. For more information, choose the Help button in the General tab.

Tips You can also delete items selected in a list by:

- Pressing the DEL key.
- Dragging the items to the Deleted Items folder.
- Clicking the right mouse button, and then choosing the Delete command.

See Also

Moving or Copying Items to Other Folders
Deleting a Private Folder
Retrieving a Deleted Item

Overview of Retrieving a Deleted Item

How To

When you delete a message, file, or other item from a Microsoft Exchange folder, it is moved to the Deleted Items folder of the set of folders where you are currently working. If you delete an item mistakenly, you can retrieve it as long as the Deleted Items folder has not been emptied since you deleted the item.

By default, the Deleted Items folder is emptied when you exit Microsoft Exchange, but you can change this option. Once an item is deleted from the Deleted Items folder it cannot be retrieved.

Retrieving a Deleted Item

Overview

See Also

To retrieve a deleted item

1. In the folder list, select the Deleted Items folder, or double-click the Deleted Items folder in the folder contents list.
2. Select the item you want to retrieve, and then choose Move from the File menu or click the Move button.

Move button

3. Under Move To, click the PLUS SIGN next to the set of folders where you want to move the message, select the folder you want to move the item to, and then choose the OK button or double-click the folder.

Tip You can also retrieve a deleted item by dragging it from the Deleted Items folder to another folder or by using a shortcut menu. To delete an item with a shortcut menu, select the item, click the right mouse button, and then choose the Move command.

Using the Options command You can specify whether you want to empty the Deleted Items folder when you exit Microsoft Exchange by choosing the Options For command from the Tools menu, and then choosing Everything. For more information, choose the Help button on the General tab.

See Also

Deleting a Private Folder

Deleting a Message

Overview of Replying to a Message

How To

Many messages you receive require a reply. If an item has multiple recipients, you can reply just to the sender of the item or to the sender and all recipients.

You can reply to an item that is open, or you can select an item in the folder contents list and reply to it. You can reply to only one item at a time.

When you reply to a message, Microsoft Exchange automatically enters the sender's name in the To box and the subject of the original message in the Subject box, preceded by the prefix RE: (for Reply).

By default, the contents of the original message, except for attachments, is included in the message area. To resend attachments, you must forward the message.

You can specify the default font (typeface) for replying to messages. For example, you might want to insert your reply in red text so that it is more easily distinguishable from the text of the original message.

When replying to a message, you can use all the features available when the message was originally composed.

Files from the file system or items from Microsoft Exchange folders that you insert in another message are not returned when you or another recipient replies to the item.

Replying to a Message

Overview

See Also

To reply to an open message

1. Do one of the following:

To reply	Do this
To the sender only	From the Compose menu, choose Reply To Sender, or click the Reply To Sender button. Reply To Sender button
To the sender and everyone listed in the To and Cc boxes	From the Compose menu, choose Reply To All, or click the Reply To All button. Reply To All button

   To reply to an unopened message, you must first select it.

2. Type your reply.

   You can also insert a comment in the original text of a message.

3. From the File menu, choose Send, or click the Send button.

Send button

Using the Keyboard   You can also reply to a message by pressing CTRL+R to reply to just the sender or CTRL+A to reply to the sender and other recipients.

Using the Options command   You can specify whether you want to include original message text in a reply and the font you want to use for your replies by choosing the Options For command from the Tools menu, and then choosing Everything. Then, select the Read tab. For more information, choose the Help button on the Read tab.

See Also

[Changing the Default Text Format For Annotations]
[Embedding an Object]
[Forwarding a Message]
[Inserting a File from the File System]
[Inserting an Item from a Microsoft Exchange Folder]

Overview of Working with Information

How To

When you receive incoming mail, you can respond to it in many different ways. You can:

- Read the information.
- Reply to the sender and other recipients.
- Forward the item to additional recipients.
- Move or copy the item to another folder.
- Delete the item.
- Print the information.

Reading Information

Messages and other items that you receive are listed in your default Inbox. The headings of items that you have not read are displayed in bold text. If you receive a message with an application icon, you can double-click the icon to read the attached information.

Replying to Items

Many items that you receive require a reply. If a message has multiple recipients, you can reply just to the sender or to all recipients.

You can reply to any message while it is open, or you can select an item in a list and reply to it without opening the item. You reply to an item that is posted in a public folder just as you would to a message that is sent directly to you. You can include your own comments in the message area when you reply to a message.

When you reply to an item, the original information, except for attachments, is included with your reply. To resend attachments that are inserted in an item to other recipients, you must forward the item.

Forwarding Items

You can forward any item you receive. You can include comments in the message area of a message as annotations, which appear in a different font, so that readers can distinguish your comments from the original information.

You can forward an open message or one or more items selected in a list. If multiple items are selected in the Viewer, they are attached to a new message when you forward them.

When forwarding a message, you can use all the features you use when sending a message, such as inserting a file that has been created in another application or applying formats to text.

Moving and Copying Items

You can move or copy messages, files, or other items from one folder into another. If items relate to more than one subject, you may want to copy them and store them in more than one folder. You can move or copy an open item or one or more items selected in a list.

When you move an item, it is removed from its previous location. When you copy an item, the original item remains in its original folder.

Saving Messages and Attachments

When you are unable to complete a message that you are composing, you can save it and complete it at another time. You can also save items in other folders as individual files in three different formats: text (.TXT), message (.MSG), or rich text format (.RTF). You can then open these files and edit them in other applications, such as a word processor. You can save a file to any disk or server you have access to.

Deleting Items

Deleting items you don't need any longer can help you avoid screen clutter and save disk space on your computer. You can delete open items or items selected in a list.

When you delete an item, it is moved to the Deleted Items folder. While the item is in your Deleted Items folder, you can retrieve it. When you empty the Deleted Items folder or delete an individual item from that folder, those items are then permanently deleted and can no longer be retrieved.

You can specify to empty the Deleted Items folder when you exit Microsoft Exchange. You can also set Microsoft Exchange to prompt you for confirmation before permanently deleting an item.

How To

- Deleting an Item
- Editing an Embedded Object
- Editing Linked Information
- Forwarding a Message
- Moving or Copying Items to Other Folders
- Opening an Attachment
- Opening an Item
- Replying to a Message
- Retrieving a Deleted Item
- Saving a Form as a File
- Saving a Message as a File
- Saving an Attachment

Overview of Saving an Attachment

How To

You will probably receive messages that include attachments. When you receive an item with an attachment, a paper clip icon appears beside the header in the folder contents list.

If you have the application that corresponds to the file type of the attachment installed on your computer, or one that recognizes that type of information, you can double-click the attachment to display the information in the application. You can then review, revise, or print a separate copy of the file or object by using the appropriate commands in the application. When you close the file or update the object, any changes you made are saved in the attachment if the message is still open.

You can also save a copy of any attachment other than an embedded object without opening it in the original application. You can save it to any disk or server available to your computer.

Saving an Attachment

Overview

See Also

To save an attachment in an open message

1. From the File menu in Microsoft Exchange, choose Save As.
2. Under Save, select the Attachments option button, and then select the files you want to save.

- To save a selected file under a different filename, type the new filename in the File Name box.
- To save the file in a different directory, select the drive and directory in the Drives and Directories boxes.
- To connect to another location on a network, choose the Network button. For more information, choose the Help button in the Connect Network Drive dialog box.

3. In the Save File As Type box, select one of the following:

To save an attachment as a	Select
Text-only file (.TXT)	Text Only
Rich Text format file (.RTF)	Rich Text Format
Message file (.MSG)	Message Format

You can save a message as a file in any directory on your computer. Unless you specify a different location in the Drives or Directories boxes, messages you save are listed in the Inbox of the set of folders where you are currently receiving mail.

4. Choose the OK button.

See Also

Opening an Attachment
Opening an Attachment
Saving a Message as a File

Overview of Saving a Message as a File

How To

You can save a message as a file that you can open and edit in a different application. Messages can be saved in message format, text or rich text format and stored in any directory on your computer.

Rich text format retains all of the formats in your message or form. When you save a file in this format, attachments must be saved separately. Embedded objects are also saved in rich text format. You can also save a group of items that you have selected in the Viewer as a single text-only file.

When you save a message in text or rich text format and use an existing filename, you can choose to overwrite the existing file or append the contents of the message or form to the file.

Saving a Message as a File

Overview

See Also

To save an open or selected message as a file

1. From the File menu, choose Save As.

   If the message you are saving is not open, you must select the header before saving it.

2. Under Save, select the Messages option button.

To specify a different filename, type or select a filename in the File Name box.

If the filename you specified already exists, you are given the option of replacing the existing file with the new file or appending the new file to the existing file.

To save the file in a different directory, select the drive and directory in the Drives and Directories boxes.

You can save an item as a file in any directory as you would any other file.

To connect to another location on a network, choose the Network button. For more information, choose the Help button in the Connect Network Drive dialog box.

3. In the Save File As Type box, select one of the following:

To save an attachment as a	Select
Text-only file (.TXT)	Text Only
Rich Text format file (.RTF)	Rich Text Format
Message file (.MSG)	Message Format

   You can save a message as a file in any directory on your computer. Unless you specify a different location in the Drives or Directories boxes, messages you save are listed in the Inbox of the set of folders where you are currently working.

4. Choose the OK button.

To save multiple messages as a text-only file

1. In the folder contents list, select the headers of the messages you want to save.
2. From the File menu, choose Save As.
3. Under Save, select the Messages option button.

To specify a filename, type or select a filename in the File Name box.

If the filename you specified already exists, you are given the option of replacing the existing file with the new file or appending the new file to the existing file.

To save the file in a different directory, select the drive and directory in the Drives and Directories boxes.

To connect to another location on a network, choose the Network button. For more information, choose the Help button in the Connect Network Drive dialog box.

   You can save multiple messages as a text-only file in any directory on your computer. Unless you specify a different location in the Drives or Directories boxes, the messages you save as files are listed in the Inbox of the set of folders where you are currently working.

4. Choose the OK button.

See Also

Saving an Attachment

Overview of Adding a File from the File System to a Microsoft Exchange Folder

How To

You can store a copy of any file you have access to in a Microsoft Exchange folder. The source file can be located on your hard disk, on a floppy disk, or on a network drive.

You can move, copy, forward, reply to, and send files that are stored in Microsoft Exchange folders just as you would a message. When you open a file that is stored in a Microsoft Exchange folder, it is displayed in the source application that was used to create it, or in a similar application, if the source application is not available.

Once you add a copy of a file in the file system to a Microsoft Exchange folder, any changes you make to the file in one location are not reflected in the other location. To link a file in a Microsoft Exchange folder to the source file, you must first insert it in a message. For more information on linking, see the Inserting a File from the File System topic.

Adding a File from the File System to a Microsoft Exchange Folder

Overview

See Also

To add a file from the file system to a Microsoft Exchange folder

1. Open the File Manager and arrange your windows so that both the File Manager window and the Microsoft Exchange Viewer are visible.
2. In the folder list, select the Microsoft Exchange folder in which you want to store a copy of the file from the file system.
3. Drag the file you want to copy from the File Manager window to the Microsoft Exchange folder where you want to store it.

NOTE A file that is stored in a Microsoft Exchange folder is displayed with a page icon in the Item Type column of the folder contents list.

See Also

File Command (Insert Menu)
Inserting a File from the File System
Saving a Message as a File