

Help is available for each item in this group. Click  at the top of the dialog box, and then click the specific item you want information about.

Lists the available accounts.

[Click this to add a new account.](#)

Removes the selected account from the list of accounts.

[Click this to change the properties for the selected account .](#)

Specifies to use the selected account as your default account.

Specifies the name used to refer to this account in the accounts list.

Specifies the "friendly" name associated with your e-mail address. When you send messages, this friendly name appears in the **From** box of your outgoing messages.

Specifies your group or organization.

Specifies the e-mail address that people should use when sending mail to you at this account. The e-mail address must be in the format name@company-for example, someone@microsoft.com.

Specifies that you want replies to your outgoing messages sent to a different e-mail address, and provides a space for you to type the return e-mail address.

For example, you might send messages through one e-mail account, JRS@microsoft.com, and specify that you want replies sent to JRSmith@MSN.COM.

If you do not select this option, replies to your e-mail messages are sent to the e-mail account from which you send them.

Specifies whether to use this e-mail account as your default e-mail account when sending e-mail messages.

Specifies whether to include this account when you check for new messages and send outgoing messages.

Specifies your SMTP server for outgoing messages. You can also type a different server name.

Specifies your POP3 server for incoming messages. You can also type a different server name.

Specifies the mail protocol to use for your incoming mail server.

Specifies that this server requires that you log on for access, and transmits your logon settings to this server.

Specifies that you must use an account name and password to log on to this server.

Specifies your account name. This is usually the same as the part of your e-mail address to the left of the at sign (@).

Provides a space to type the password assigned to you by your service provider. For security, the actual characters do not appear in this space; each character is represented by an asterisk (\*).

Specifies that this server requires that you use Secure Password Authentication to log on.

If you select this option, you might be prompted to log on when you connect to this server.

If you are prompted for a user name and password, this account information is usually supplied by the Internet service/content provider whose server you are trying to connect to, when you sign up for those services.

Specifies that you connect to this server by using a local area network (LAN) connection.

Specifies that you must manually connect to this server before you can send, receive, or update messages.

Specifies that you connect to this server through Dial-Up Networking, by using a modem.

Lists the Dial-Up Networking connections already set up on your computer.

Displays the settings for the selected Dial-Up Networking connection.

[Click this to create a new Dial-Up Networking connection.](#)

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

Specifies the port number you connect to on your outgoing mail (SMTP) server. This port number is usually 25.

Specifies the port number you connect to on your incoming mail (POP3) server. This port number is usually 110.

Restores the server port numbers to their default settings.

Specifies whether to use the SSL (Secure Sockets Layer) security protocol when connecting to this server.

If this server requires SSL, that requirement will be specified by the administrator or Internet service provider for the server.

Specifies how long to wait for a response from the server before stopping to attempt to send or receive mail messages.

If you have a fast connection to your server, move the slider toward **Short**.

If you have a slow connection or a busy server, move the slider toward **Long** to give the server enough time to respond.

Specifies whether to store on your server a copy of all sent and received messages. If your Internet service provider does not allow you to save messages on the server, a dialog box will appear, informing you of that fact.

If you clear this check box, incoming messages are deleted from your server after you receive them on your computer. Outgoing messages are not saved on your server, but they are saved on your computer if you have specified to do so in your mail program.

Specifies whether to delete mail messages left on the server after the number of days indicated.

Some service providers limit the number of messages you can store on the server, or do not allow you to save messages on the server. If you clear this check box, your server might automatically remove messages after a certain period of time or when you exceed your limit.

Specifies to delete a message from the server when you delete the message from the Deleted Items folder on your computer. Some service providers limit the number of messages you can store on the server, or do not allow you to save messages on the server.

Specifies to break up large messages, so that each part is smaller than the file size indicated. Some older servers cannot handle messages larger than 64KB. By breaking large messages into smaller messages, you ensure that the messages are transmitted and received correctly.

Specifies whether to automatically connect to this server whenever you start your newsreader.

Specifies how long to wait for a response from this server before canceling the downloading of newsgroups or newsgroup messages.

If you have a fast connection to your server, move the slider toward **Short**.

If you have a slow connection or a busy server, move the slider toward **Long** to give the server enough time to respond.

Specifies to include descriptions of newsgroups when downloading the newsgroup list or new newsgroup names from this server. If this server carries a large number of newsgroups, clearing this check box reduces the time needed for downloading. Not all newsgroups have descriptions.

Specifies the server and provides a space where you can type the server name.

Specifies the name you choose for this directory service as it will appear in your **Directory Service** and address book lists.

Specifies the directory service and provides a space where you can type the directory service name or IP address. This information is supplied by the directory service.

Specifies to use username and password authentication for this directory service.

If you need a user name and password, this account information is usually supplied by the directory service.

Clear this check box if this directory service does not require an account name or password.

Specifies that this server requires that you use Secure Password Authentication to log on.

If you select this option, you might be prompted to log on when you connect to an directory service server.

If you are prompted for a user name and password, this account information is usually supplied by the directory service.

Specifies your logon or account name. This is usually the same as the part of your e-mail address to the left of the at sign (@).

Provides a space for you to type the password assigned to your account by this directory service. For security, the actual characters do not appear in this box - each character is represented by an asterisk (\*) instead.

Specifies that when you send mail, recipient names are checked against this directory service to verify that the e-mail addresses are correct. If you clear this check box, you can still use this directory service to search for names, but names will not be checked against this server when you send mail.

Provides a space for you to specify how long Address Book should try to search this directory service.

Provides a space for you to specify the maximum number of entries to attempt to return when searching this directory service.

Provides a space for you to type the base, or root, of the directory service in which to search for names. This base can be a country, organization, or other type of grouping.

Only some servers require this information.

If it is required, the search base information will be supplied by the directory service.

Specifies the port number you connect to on your directory service server. This port number is usually 389.

Specifies the port number you connect to on your directory service server. This port number is usually 119.

Specifies the mailbox that contains all of your folders on the server.

If your IMAPserver is a Cyrus server, your user folders must be contained in the Inbox folder.

If your IMAP server is UNIX-based, your mail is usually stored in its own directory in your user home directory-for example:

~username/Mail

Do not end the root folder path with a hierarchy character. For example, ~username/Mail is a valid root folder path, but ~username/Mail/ is not.

[Click to set the order in which directory services are searched to validate e-mail names.](#)

Specifies that the digital ID you select is added to outgoing messages.

Click this to select the digital ID you want to use (from those you already have) when sending outgoing messages.

A certificate, or digital ID, is a document that is used to prove your identity in electronic transactions, similar to showing your driver's license for identification. They assure online message recipients that the message actually came from you and that it has not been tampered with. Others can use your digital ID to encrypt messages they send to you, and you can use other people's digital IDs to send them encrypted messages

A digital ID is composed of a public key, a private key, and a digital signature. The public key enables people to encrypt messages that only you can decrypt with your private key. The digital signature ensures that the message actually came from you, not someone impersonating you.

You obtain a digital ID from a certifying authority's Web site. You can then send the ID to anyone who needs to send you encrypted files, and use the same ID for sending messages. Or you can obtain separate IDs for each.

[Click this to obtain a digital ID from a certifying authority.](#)

