

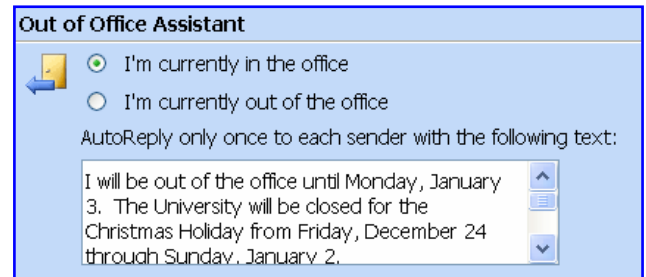
## OPTIONS

The options area is used to customize program features, functionality, and appearance of the Outlook Web Access program. When an option setting is changed, **Save and Close must be clicked before the change will take effect**. To access **Options**, click the **Options** button on the **Navigation Pane**.

### Out of Office Assistant

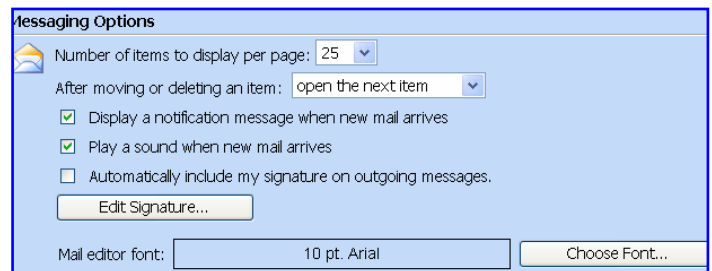
The Out of Office Assistant generates automatic replies to e-mail messages that are received when you are out of the office for a period of time. Each time the assistant is activated, an automatic reply is sent to someone the first time that he or she sends a message to you. To activate the Out of Office Assistant:

- 🖥️ Click **Options** in the **Navigation Pane**.
- 🖥️ To enable the Out of Office Assistant, click the option button for **I'm currently out of the office**.
- 🖥️ Under **AutoReply only once to each sender with the following text**, input the message that you want people to receive when they send an e-mail while you are out of the office.
- 🖥️ To disable the Out of Office Assistant, click the **I'm currently in the office** option button.
- 🖥️ Once all the options have been selected, click the **Save and Close** button at the top of the window.



### Messaging Options

- 🖥️ Click **Options** in the **Navigation Pane**.
- 🖥️ Scroll to the **Messaging Options** section of the **Options** window.
- 🖥️ To change the number of items to display in the window at one time:
  - ✦ Click the **Number of items to display per page** list arrow.
  - ✦ Select a number from the list.
  - ✦ The Maximum number of items that can be displayed are 100.
  - ✦ The higher the number, the longer it will take for each page to refresh.
- 🖥️ To indicate when to display when an item is moved or deleted:
  - ✦ Click the **After moving or deleting an item** list arrow.
  - ✦ Choose one of the items from the list. These options are:
    - **Open the Previous Item** - Choose this option to have the previous item in the list displayed when a message is deleted or moved.
    - **Open the Next Item** - To have the next item in the list displayed when a message is deleted or moved, choose this option.
    - **Return to the View** - Choose this option when you want to return to the window from which the item was moved or deleted. When this option is chosen, the next item in the list will be selected, but will not be opened.
- 🖥️ To display a notification message when new e-mail arrives, click the check box for **Display a notification when new mail arrives**.



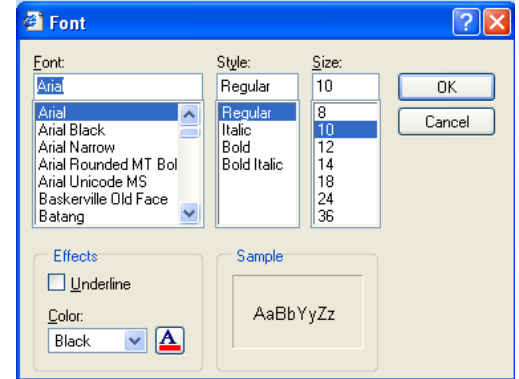
🖥️ To have a sound played when a new message arrives, click the check box for **Play a sound when new mail arrives**.

🖥️ To append a custom signature to each message that is sent:

- ✦ Click the **Edit Signature** button.
- ✦ The **Signature** dialog box will display.
- ✦ In this box, input and format the signature that is to be used.
- ✦ Click the **Save and Close** button.
- ✦ In the **Messaging Options** area, click the check box for **Automatically include my signature on outgoing messages**.

🖥️ To change the default font for e-mail messages:

- ✦ Click the **Choose font** button.
- ✦ The **Font** dialog box will appear.
- ✦ In the **Font** list, choose the **Font Style**.
- ✦ In the **Style** list, choose from one of the options: *Regular*, *Italic*, **Bold**, or **Bold Italic**.
- ✦ In the **Size** list, choose the desired size for the font.
- ✦ To have the text underlined in the message, click the **Underline** check box.
- ✦ To change the color of the font, click the **Color List Arrow** to display a list of colors or the **Color Icon** to display a gallery of colors.
- ✦ Click the **OK** button to exit from the **Font** dialog box.



🖥️ Once all the options have been selected, click the **Save and Close** button at the top of the window.

## Reading Pane Options

The Reading Pane is the area in your Inbox where messages are displayed. The Reading Pane displays when the Inbox is opened in **Outlook Web Access**. This pane can be turned on or off, depending on your preference. To use the Reading Pane:

🖥️ Click **Options** in the **Navigation Pane**.

🖥️ Scroll to the **Reading Pane** options section of the **Options** window.

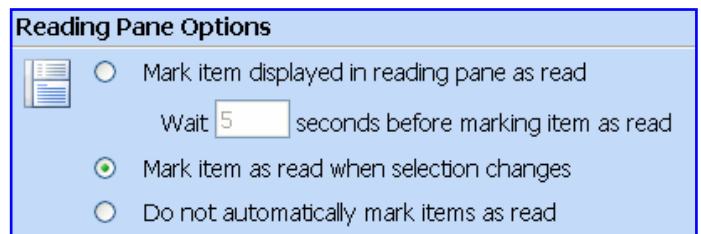
🖥️ Click the option button for **Mark item displayed in reading pane as read**, to mark the item in the Reading Pane as read.

🖥️ In the **Wait \_\_\_ seconds before marking item as read** box to set a time delay for when the item is marked as read, click this option button. The default for this option is 5 seconds.

🖥️ Click the option button for **Mark item as read when selection changes**, to have the item marked as read when another selection in the list is made.







🖥️ Click the **Do not automatically mark item as read** option button to leave the items viewed in the Reading Pane as unread.

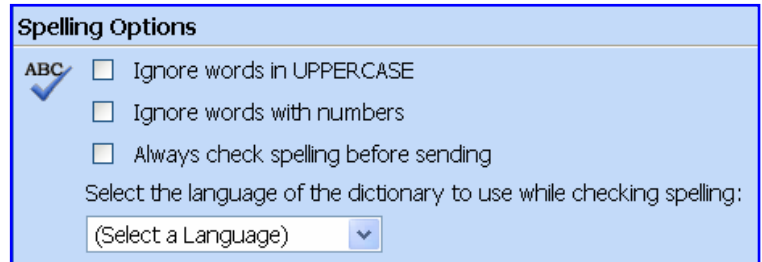
🖥️ Once all the options have been selected, click the **Save and Close** button at the top of the window.



## Spelling Options

Outlook Web Access 2003 has the capability of spell checking your e-mail messages before they are sent. The Spelling Options can be changed to meet individual needs. Outlook Web Access allows you to spell-check e-mail messages in several different languages using the language specific dictionaries supplied with the program. To set the Spelling Options, complete the following:





-  Click **Options** in the **Navigation Pane**.
-  Scroll to the **Spelling Options** section of the **Options** window.
-  Click the **Ignore Words in UPPERCASE** check box to prevent the Spell Checker from checking words in Uppercase.
-  Click the **Ignore words with numbers** check box to prevent the Spell Checker from checking words that contain numbers.
-  To automatically have Outlook Web Access check the spelling in an e-mail message before sending the message, click the **Always check spelling before sending** check box. If this option is chosen, it will take a longer for the message to be sent.
-  To select a language to use while spell checking the message, click the list arrow below **Select the language of the dictionary to use while checking spelling** and then choose the desired language.



## Set up E-mail Security

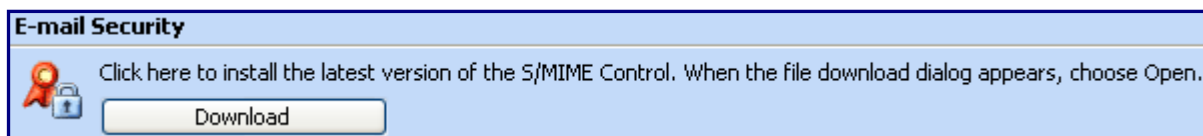
In order to make your e-mail more secure, you can use a message encryption protocol called Secure/Multipurpose Internet Mail Extension (S-MIME). With this feature, it is possible to digitally sign e-mail messages to help protect them from tampering while they are in transit from one computer to another. The digital certificate can also be used to certify that the message is from you.






In order to use this option with Outlook Web Access, the following must be available on your computer:

-  Microsoft Windows 2000 or Microsoft Windows XP.
-  Microsoft Internet Explorer 6 or later.
-  A computer that will allow you to download the program control.
-  Valid digital certificates that can be used to digitally send e-mail messages or receive encrypted e-mail messages.

To download this program:

-  Click the **Options** link in the **Outlook Web Access** window.
-  Scroll down to the option for **E-mail Security** (see illustration below).



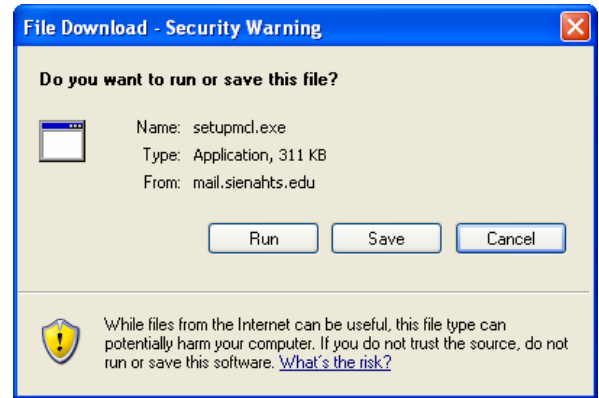
-  Click the **Download** button.
-  The **File Download-Security Warning** dialog box will display (see illustration on next page).
-  Click the **Save** button.
-  Save the folder to an area on your computer.
-  Once the file is saved, go to the area where the file is stored.

- 🖥️ Click the **setupmcl.exe** file to install the program.
- 🖥️ Once the installation is installed, the toolbar on the **New Message** form will display the following buttons:

- ✦ Allows you to digitally sign the message.
- ✦ Allows you to encrypt the contents of the message, including attachments.

- 🖥️ After the control is installed, to remove it:
  - ✦ Go to the **Control Panel** on your computer.
  - ✦ Click the **Add or Remove Programs** option.
  - ✦ In the list of installed programs, select **Microsoft Exchange Outlook Web Access S/MIME**.

- ✦ Click **Remove** button.
- ✦ A message will ask if you really want to remove the program.
- ✦ Click **Yes** to continue.
- ✦ The process will run and remove the program from the computer.



### Privacy and Junk E-mail Prevention

This option is used to help control unwanted and unsolicited messages (junk e-mail). Junk e-mail can strain network resources, clog e-mail servers, and fill mailboxes with unwanted and unsolicited messages. Outlook Web Access helps to control unwanted and unsolicited messages by allowing the following:

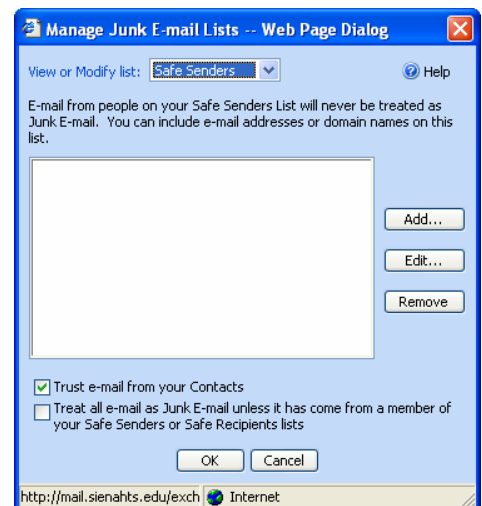
- ✦ Creating lists of trusted and untrusted e-mail addresses and domains.
- ✦ Blocking links to external content that can make you the target of junk e-mail. (Source: Microsoft Office Outlook Web Access Help System)

To specify e-mail addresses and domains that you want to or don't want to send e-mail messages to, complete the steps in this section. Even though names have been added to the Safe Senders List and Safe Recipients List, you will still receive e-mail from other people or domains that are not included in these lists. For information on how to block all e-mail except those on these two lists, go to the section on **Allow E-mail Messages Only from Safe Lists**.

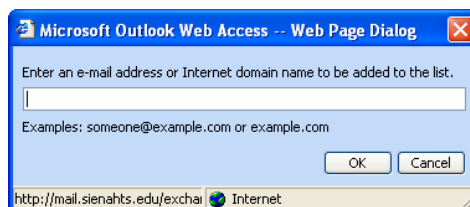
### Modify Safe Senders List

Safe senders are the people and domains that you want to receive e-mail messages from. E-mail from people on the Safe Senders List will never be treated as Junk E-mail.

- 🖥️ Click **Options** in the **Navigation Pane**.
- 🖥️ Scroll to the **Privacy and Junk E-mail Prevention** options.
- 🖥️ Click the **Filter Junk E-mail** check box, if necessary.
- 🖥️ Click the **Manage Junk E-mail Lists** button.
- 🖥️ The **Management Junk E-mail Lists** dialog box will appear (see illustration on next page).
- 🖥️ The **Safe Senders** list is displayed by default in the **View or Modify list** box.
- 🖥️ To **Add** a sender to the **Safe Senders** list:
  - ✦ Click the **Add** button.



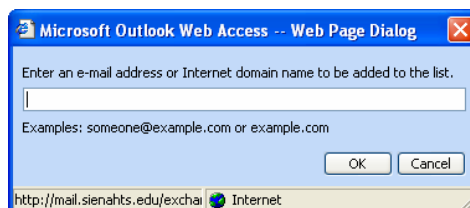
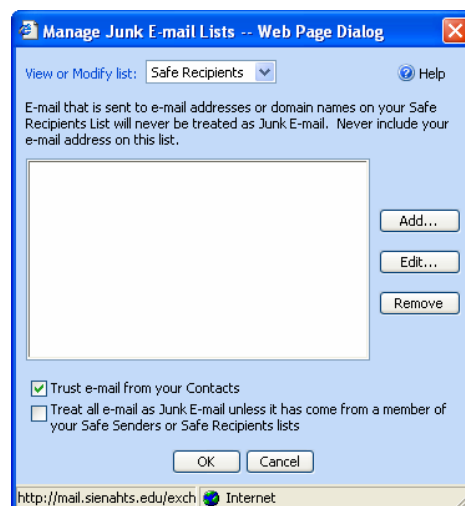
- ✦ The **Microsoft Outlook Web Access – Web Page Dialog** box will appear (see illustration middle right).
- ✦ Type an e-mail address or domain in the text box under **Enter an e-mail address or Internet domain name to be added to the list**.
- ✦ Once the address has been entered, click the **OK** button to return to the **Manage Junk E-mail List** dialog box.
- 🖨 To **Modify** a Sender in the list:
  - ✦ Select the sender who is to be modified.
  - ✦ Click the **Edit** button.
  - ✦ The **Microsoft Outlook Web Access – Web Page Dialog** box will appear.
  - ✦ Make any desired changes to the entry.
  - ✦ Click the **OK** button.
- 🖨 Click the **Trust e-mail from your Contacts** check box, to include your contacts as safe senders.
- 🖨 Click **OK** to close the dialog box.
- 🖨 Click **Save and Close** to save the changes that you just made.



## Modify Safe Recipients List

Safe recipients are distribution lists that you are a member of and from which you want to receive e-mail messages. Individual e-mail addresses can also be added to the Safe Recipients List. E-mail that is sent to e-mail addresses or domain names on your Safe Recipients List will never be treated as Junk E-mail.

- 🖨 Click **Options** in the **Navigation Pane**.
- 🖨 Scroll to the **Privacy and Junk E-mail Prevention** options.
- 🖨 Click the **Filter Junk E-mail** check box, if necessary.
- 🖨 Click the **Management Junk E-mail Lists** button.
- 🖨 The **Manage Junk E-mail Lists** dialog box will appear (see illustration at right).
- 🖨 Click the list arrow for the **View or Modify list** box.
- 🖨 Click the option for **Safe Recipients**.
- 🖨 To **Add** a sender to the **Safe Recipients** list:
  - ✦ Click the **Add** button.
  - ✦ The **Microsoft Outlook Web Access – Web Page Dialog** box will appear (see illustration at right).
  - ✦ Type an e-mail address or domain in the text box under **Enter an e-mail address or Internet domain name to be added to the list**.
  - ✦ Once the address has been entered, click the **OK** button to return to the **Manage Junk E-mail List** dialog box.
- 🖨 To **Modify** a Sender in the list:
  - ✦ Select the sender that is to be modified.
  - ✦ Click the **Edit** button.

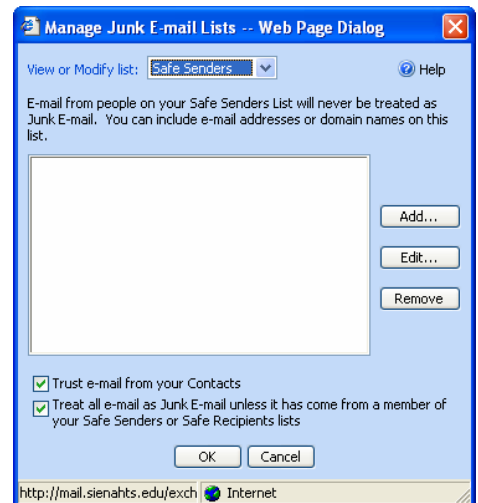


- ✦ The **Microsoft Outlook Web Access – Web Page Dialog** box will appear.
- ✦ Make any desired changes to the entry.
- ✦ Click the **OK** button.
- 🖥️ Click the **Trust e-mail from your Contacts** check box to include your contacts as safe senders.
- 🖥️ Click **OK** to close the dialog box.
- 🖥️ Click **Save and Close** to save the changes that you just made.

### Allow E-mail Messages Only from Safe Lists

It is possible to further limit the messages that get delivered to your Inbox. In Outlook Web Access, there is a setting provided that allows messages into the Inbox that come only from addresses or domains in the Safe Senders or Safe Recipients lists. **All other messages will be delivered directly to the Junk E-mail folder instead of to your Inbox.** To set this option:

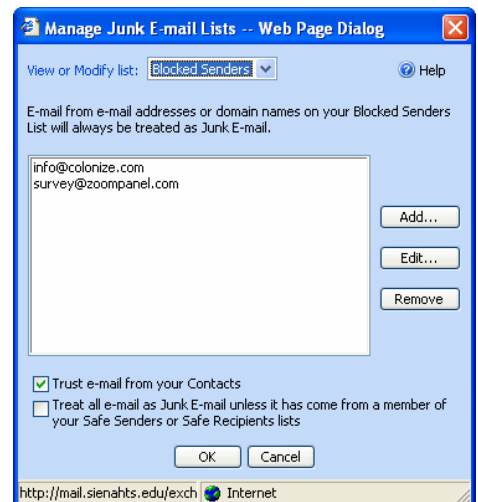
- 🖥️ Click **Options** in the **Navigation Pane**.
- 🖥️ Scroll to the **Privacy and Junk E-mail Prevention** options.
- 🖥️ Click the **Filter Junk E-mail** check box, if necessary.
- 🖥️ Click the **Manage Junk E-mail Lists** button.
- 🖥️ The **Management Junk E-mail Lists** dialog box will appear (see illustration at right).
- 🖥️ Click the check box for **Treat all e-mail as Junk E-mail unless it has come from a member of your Safe Senders or Safe Recipients lists**.
  - ✦ This setting has the same effect as the **Safe Lists Only** junk e-mail protection level in Microsoft Office Outlook 2003.
  - ✦ This is a fairly restrictive junk e-mail setting. **Therefore, you want to be very cautious when choosing to use this option.**
  - ✦ If this option is chosen, you should check your Junk E-mail folder occasionally for any messages that should not be treated as Junk E-mail.
- 🖥️ Click **OK** to close the **Manage Junk E-mail Lists** dialog box.
- 🖥️ Click **Save and Close** to save the changes that have been made.








### Modify Blocked Senders List

Blocked senders are people and domains from whom you do not want to receive e-mail messages. Messages received from any e-mail address or domain on the Blocked Senders List will be sent directly to the Junk E-mail folder. E-mail sent from an e-mail address or domain name that is on the Blocked Senders List will always be treated as Junk E-mail.

- 🖥️ Click **Options** in the **Navigation Pane**.
- 🖥️ Scroll to the **Privacy and Junk E-mail Prevention** options.
- 🖥️ Click the **Filter Junk E-mail** check box, if necessary.
- 🖥️ Click the **Manage Junk E-mail Lists** button.
- 🖥️ The **Manage Junk E-mail Lists** dialog box will appear (see illustration at right).
- 🖥️ Click the list arrow for the **View or Modify list** box.
- 🖥️ Click the option for **Blocked Senders**.





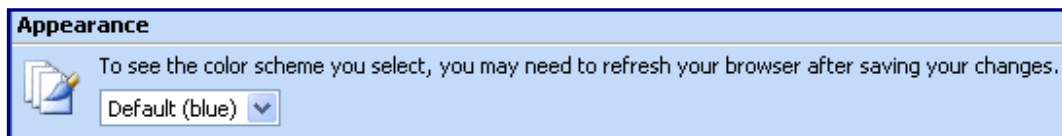
-  To **Add** a sender to the **Blocked Senders** list:
  - ✦ Click the **Add** button.
  - ✦ The **Microsoft Outlook Web Access – Web Page Dialog** box will appear (see illustration at right).
  - ✦ Type an e-mail address or domain in the text box under **Enter an e-mail address or Internet domain name to be added to the list**.
  - ✦ Once the address has been entered, click the **OK** button to return to the **Manage Junk E-mail List** dialog box (see illustration bottom right).
-  To **Modify** a Sender in the list:
  - ✦ Select the sender that is to be modified.
  - ✦ Click the **Edit** button.
  - ✦ The **Microsoft Outlook Web Access – Web Page Dialog** box will appear.
  - ✦ Make any desired changes to the entry.
  - ✦ Click the **OK** button.
-  Click the **Trust e-mail from your Contacts** check box to include your contacts as safe senders.
-  Click **OK** to close the dialog box.
-  Click **Save and Close** to save the changes that you just made.






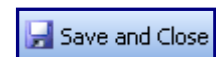
### Change the Color Scheme

It is now possible to change the appearance of Outlook Web Access by selecting a different color scheme. To change the Color Scheme:

-  Click **Options** in the **Navigation Pane**.
-  Scroll down to the **Appearance** area of the **Options** window (see illustration below).

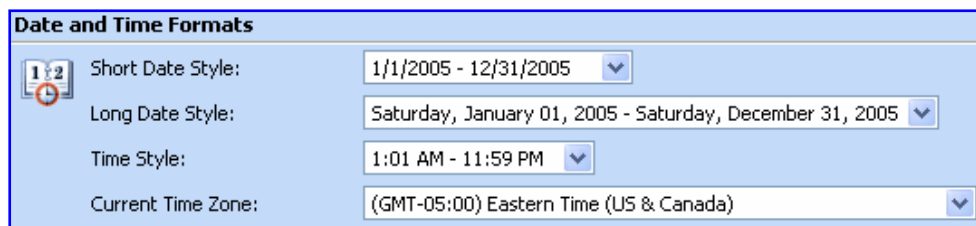


-  Click the list arrow under **To see the color scheme you select, you may need to refresh your browser after saving your changes**.
-  Once the changes have been made, click the **Save and Close** button (see illustration at right) at the top of the window.
-  Click the **Refresh** button on the **Internet Explorer** toolbar, if necessary, to display the new color scheme.



### Set Date and Time Formats

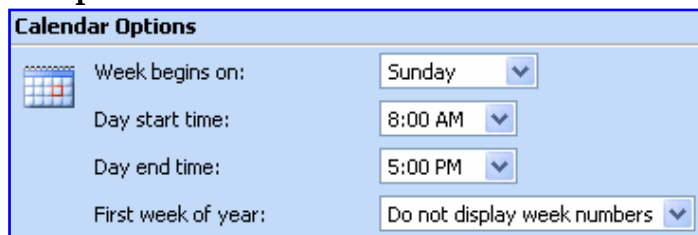
The option is used to set the date and time formats that will be used in message folders and calendar items. The illustration below shows the different areas that can be changed. Just click the list arrow beside each option and then select the preferred format.



## Customize Calendar View

Use this option to customize your Calendar.

- Click **Options** in the **Navigation Pane**.
- Scroll down to the **Calendar Options** area of the **Options** window.
- To set the day the Calendar displays the beginning of the week, click the list arrow for **Week begins on**.
- To set the time that the work day begins, click the **Day start time**.
- To set the time that the work day ends, click the **Day end time**.



The screenshot shows the 'Calendar Options' dialog box with the following settings:

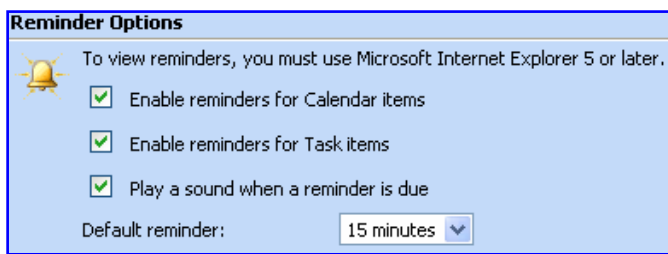
- Week begins on: Sunday
- Day start time: 8:00 AM
- Day end time: 5:00 PM
- First week of year: Do not display week numbers

- Click the list arrow for **First week of year** to select when Outlook Web Access will begin numbering the weeks for the current year. The options are:
  - Do not display week numbers** – If the weeks are not to be numbered, select this option.
  - Starts on Jan 1** – To have the week numbers begin on January 1, select this option.
  - First 4 day week** – To have the week numbers begin on the first four day week of the year, select this option.
  - First full week** – To have the week numbers begin on the first full week of the year, select this option.
- Click the **Save and Close** button to save the changes and exit the **Options** window.

## Set Reminders for Calendar Items and Tasks

This option is used to set reminders for your Calendar Items and Tasks.

- Click **Options** in the **Navigation Pane**.
- Scroll down to the **Reminder Options** area of the **Options** window (see illustration at right).
- Click the check box for **Enable reminders for Calendar items**, to receive a reminder message before an appointment and/or a meeting.
- To receive a reminder message when a task is coming due, click the check box for **Enable reminders for Task items**.
- Click the **Play a sound when a reminder is due** check box to have the program play a sound with the reminder.
- For the **Default reminder**, click the list arrow to select the amount of time before an item occurs that a reminder should be sent.
- Click the **Save and Close** button to save the changes and exit the **Options** window.



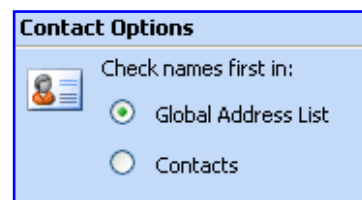
The screenshot shows the 'Reminder Options' dialog box with the following settings:

- To view reminders, you must use Microsoft Internet Explorer 5 or later.
- Enable reminders for Calendar items
- Enable reminders for Task items
- Play a sound when a reminder is due
- Default reminder: 15 minutes

## Contact Options

With this option, it is possible to select which address book to search first when looking for the name of a contact.

- Click **Options** in the **Navigation Pane**.
- Scroll down to the **Contact Options** area of the **Options** window.
- To set the organization's address book as the first place to search for a contact, click the **Global Address List** option button.



The screenshot shows the 'Contact Options' dialog box with the following settings:

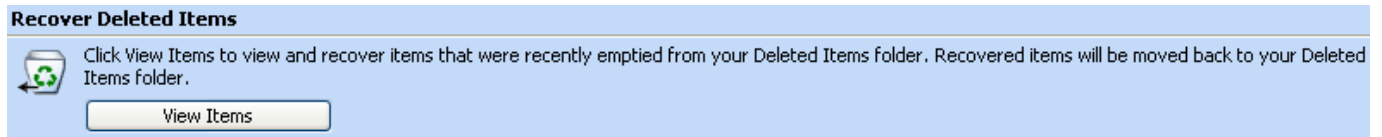
- Check names first in:
  - Global Address List
  - Contacts

- 🖥️ To set a Personal Contact's List as the area to search first for a contact, click the **Contacts** option.
- 🖥️ Click **Save and Close** to save the changes and exit the **Options** window.

### Recover Deleted Items

When an item is deleted from the **Deleted Items** folder, it is permanently deleted. However, in Outlook, there is an option that will allow you to possibly recover a deleted item depending on its age. To recover a Deleted Item, do this:

- 🖥️ Click **Options** in the **Navigation Pane**.



- 🖥️ Scroll down to the **Recover Deleted Items** area of the **Options** window (see illustration below).
- 🖥️ Click the **View Items** button.
- 🖥️ The **View Deleted Items - Web Page Dialog** window will open.
- 🖥️ Select the item(s) that are to be recovered.
- 🖥️ To return the items to the **Deleted Items** folder, click the **Recover** button.
- 🖥️ To permanently delete the item, click the **Permanently Delete** button.
- 🖥️ Once all the items have either been permanently deleted or recovered, click the **Close** button to exit the **View Deleted Items** window.
- 🖥️ It is also possible to **Recover Deleted Items** directly from the **Deleted Items** folder. To do this:
  - ✦ Click the **Deleted Items** folder.
  - ✦ Click the **Recover Deleted Items** button on the toolbar (see illustration at right).
  - ✦ The **View Deleted items - Web Page Dialog** window will display.

