

CreateObject Method

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olmthCreateObjectC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olmthCreateObjectX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olmthCreateObjectA"}

Creates an Automation object of the specified class.

Note Use this method if you are automating Microsoft Outlook by using VB Script. Use the **CreateObject** function if you are automating Microsoft Outlook by using Visual Basic for Applications in another application.

Syntax

expression.**CreateObject**(*ObjectName*)

expression An expression that returns an Application object.

ObjectName Required **String**. The class name of the object to create. For information about valid class names, see [OLE Programmatic Identifiers](#).

OLE Programmatic Identifiers (Microsoft Outlook)

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olmscProgrammaticIdentifiersC;vafctCreateObject;vafctGetObject;OLE Programmatic Identifiers"}

You use an OLE programmatic identifier (sometimes called a ProgID) to create an Automation object.

To create an Automation object that represents the Microsoft Outlook **Application** object, use "Outlook.Application.8." Using "Outlook.Application" with no version number creates an **Application** object that represents the most recent version of Microsoft Outlook available on the machine where the macro is running.

Organizer Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOrganizerC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproOrganizerX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOrganizerA"}

Returns the name of the organizer of the appointment. Read-only **String**.

IsWordMail Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthIsWordMailC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthIsWordMailX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthIsWordMailA"}

Determines whether the mail message associated with an inspector is displayed in an Outlook inspector or in Microsoft Word. Returns **True** if the mail message is displayed in Microsoft Word (that is, if Word Mail is in use).

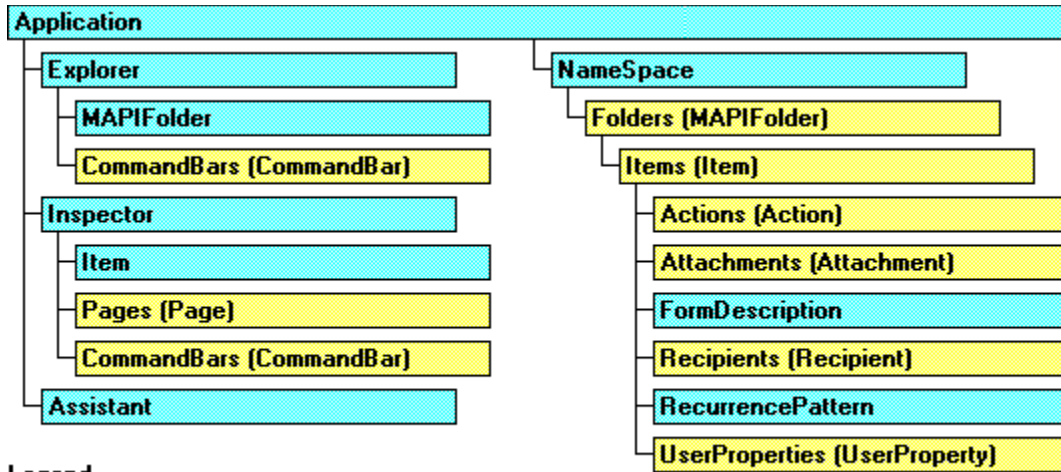
Syntax

expression.**IsWordMail**

expression An expression that returns an **Inspector** object.

Microsoft Outlook Objects

{ewc HLP95EN.DLL, DYNALINK, "See Also":"oltocObjectModelApplicationC"}



Legend

Object and collection Object only

Microsoft Outlook Constants

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olmscConstantsC"}

When you automate Microsoft Outlook by using an Automation object in an application that supports Visual Basic for Applications, you can use built-in constants to specify property and argument values.

However, when you automate Microsoft Outlook by using VB Script, you must use the numeric values that the constants represent. The following tables list the built-in Microsoft Outlook constants and their numeric values.

OIActionCopyLike

Constant	Value
olReply	0
olReplyAll	1
olForward	2
olReplyFolder	3
olRespond	4

OIActionReplyStyle

Constant	Value
olOmitOriginalText	0
olEmbedOriginalItem	1
olIncludeOriginalText	2
olIndentOriginalText	3

OIActionResponseStyle

Constant	Value
olOpen	0
olSend	1
olPrompt	2

OIActionShowOn

Constant	Value
olDontShow	0
olMenu	1
olMenuAndToolbar	2

OIA AttachmentType

Constant	Value
olByValue	1
olByReference	4
olEmbeddedItem	5
olOLE	6

OIBusyStatus

Constant	Value
----------	-------

oIFree	0
oITentative	1
oIBusy	2
oIOutOfOffice	3

OIDaysOfWeek

Constant	Value
oISunday	1
oIMonday	2
oITuesday	4
oIWednesday	8
oIThursday	16
oIFriday	32
oISaturday	64

OIDefaultFolders

Constant	Value
oIFolderDeletedItems	3
oIFolderOutbox	4
oIFolderSentMail	5
oIFolderInbox	6
oIFolderCalendar	9
oIFolderContacts	10
oIFolderJournal	11
oIFolderNotes	12
oIFolderTasks	13

OIFlagStatus

Constant	Value
oINoFlag	0
oIFlagComplete	1
oIFlagMarked	2

OIFolderDisplayMode

Constant	Value
oIFolderDisplayNormal	0
oIFolderDisplayFolderOnly	1
oIFolderDisplayNoNavigation	2

OIFormRegistry

Constant	Value
oIDefaultRegistry	0
oIPersonalRegistry	2
oIFolderRegistry	3
oIOrganizationRegistry	4

OIGender

Constant	Value
oUnspecified	0
oFemale	1
oMale	2

OIImportance

Constant	Value
oImportanceLow	0
oImportanceNormal	1
oImportanceHigh	2

OIInspectorClose

Constant	Value
oSave	0
oDiscard	1
oPromptForSave	2

OIItems

Constant	Value
oMailItem	0
oAppointmentItem	1
oContactItem	2
oTaskItem	3
oJournalItem	4
oNoteItem	5
oPostItem	6

OIJournalRecipientType

Constant	Value
oAssociatedContact	1

OIMailingAddress

Constant	Value
oNone	0
oHome	1
oBusiness	2
oOther	3

OIMailRecipientType

Constant	Value
oOriginator	0
oTo	1
oCC	2

oIBCC 3

OIMeetingRecipientType

Constant	Value
oIOrganizer	0
oIRequired	1
oIOptional	2
oIResource	3

OIMeetingResponse

Constant	Value
oIMeetingTentative	2
oIMeetingAccepted	3
oIMeetingDeclined	4

OIMeetingStatus

Constant	Value
oINonMeeting	0
oIMeeting	1
oIMeetingReceived	3
oIMeetingCanceled	5

OINoteColor

Constant	Value
oIBlue	0
oIGreen	1
oIPink	2
oIYellow	3
oIWhite	4

OIRecurrenceType

Constant	Value
oIRecurDaily	0
oIRecurWeekly	1
oIRecurMonthly	2
oIRecurMonthNth	3
oIRecurYearly	5
oIRecurYearNth	6

OIRemoteStatus

Constant	Value
oIRemoteStatusNone	0
oIUnMarked	1

oiMarkedForDownload	2
oiMarkedForCopy	3
oiMarkedForDelete	4

OIResponseStatus

Constant	Value
oiResponseNone	0
oiResponseOrganized	1
oiResponseTentative	2
oiResponseAccepted	3
oiResponseDeclined	4
oiResponseNotResponded	5

OISaveAsType

Constant	Value
oiTXT	0
oiRTF	1
oiTemplate	2
oiMSG	3
oiDoc	4

OISensitivity

Constant	Value
oiNormal	0
oiPersonal	1
oiPrivate	2
oiConfidential	3

OITaskDelegationState

Constant	Value
oiTaskNotDelegated	0
oiTaskDelegationUnknown	1
oiTaskDelegationAccepted	2
oiTaskDelegationDeclined	3

OITaskOwnership

Constant	Value
oiNewTask	0
oiDelegatedTask	1
oiOwnTask	2

OITaskRecipientType

Constant	Value
oiUpdate	1
oiFinalStatus	2

OITaskResponse

Constant	Value
oiTaskSimple	0
oiTaskAssign	1
oiTaskAccept	2
oiTaskDecline	3

OITaskStatus

Constant	Value
oiTaskNotStarted	0
oiTaskInProgress	1
oiTaskComplete	2
oiTaskWaiting	3
oiTaskDeferred	4

OITrackingStatus

Constant	Value
oiTrackingNone	0
oiTrackingDelivered	1
oiTrackingNotDelivered	2
oiTrackingNotRead	3
oiTrackingRecallFailure	4
oiTrackingRecallSuccess	5
oiTrackingRead	6
oiTrackingReplied	7

OIUserPropertyType

Constant	Value
oiText	1
oiNumber	3
oiDateTime	5
oiYesNo	6
oiDuration	7
oiKeywords	11
oiPercent	12
oiCurrency	14
oiFormula	18
oiCombination	19

Help Topic Not Available

The Help topic cannot be displayed because Visual Basic for Applications Help cannot be found or was not installed.

To install Visual Basic for Applications Help

1. Run Microsoft Office 97 Setup, and click **Add/Remove**.
2. Click **Microsoft Outlook**, and then click **Change Option**.
3. Make sure that the **Microsoft Outlook Program Files** check box is selected.
4. Continue with Setup.

Help topic not available

The Help topic cannot be displayed because Microsoft Office Visual Basic Help cannot be found or was not installed.

To install Visual Basic for Applications Help

1. Run Microsoft Office 97 Setup, and click **Add/Remove**.
2. Click **Microsoft Outlook**, and then click **Change Option**.
3. Make sure that the **Microsoft Outlook Program Files** check box is selected.
4. Continue with Setup.

Add Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthAddC"}

Adds an object to a collection. Select one of the following collections to see a detailed description of the **Add** method for that collection.

Actions

Attachments

Folders

Items

Pages

Recipients

UserProperties

Add Method (Attachments Collection)

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthAddAttachmentsObjC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthAddAttachmentsObjX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthAddAttachmentsObjA"}

Creates a new attachment in the **Attachments** collection, and returns the new attachment as an **Attachment** object.

Syntax

expression.**Add**(**Source**, **Type**, **Position**, **DisplayName**)

expression An expression that returns an **Attachments** object.

Source Required **String**. The file (represented by the full path and file name) or item that constitutes the attachment.

Type Optional **Long**. The type of attachment. Can be one of the following **OIAttachmentType** constants: **olByReference**, **olByValue**, **olEmbeddedItem**, or **olIOLE**.

Position Optional **Long**. The position of the attachment within the body text of the message.

DisplayName Optional **String**. The display name of the attachment.

Add Method (Attachments Object) Example

This example creates a new mail message, attaches a Microsoft Excel workbook as an attachment (not a link) and gives the attachment a descriptive caption.

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAttachments = myItem.Attachments
myAttachments.Add "C:\My Documents\Q496.xls", _
    olByValue, 1, "4th Quarter 1996 Results Chart"
```

This example creates a new mail message and attaches a Microsoft Word document from a server using a link.

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAttachments = myItem.Attachments
myAttachments.Add "\\MYSVR1\Reports\Q496Report.doc", _
    olByReference
```

This example creates a new mail message and attaches the first contact in the default Contacts folder.

```
Set myFolder = _
    olNameSpace.GetDefaultFolder(olFolderContacts)
Set myFirstContact = myFolder.Items(1)
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAttachments = myItem.Attachments
myAttachments.Add myFirstContact
```


Add Method (Items Object)

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthAddItemsObjC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthAddItemsObjX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthAddItemsObjA"}

Creates a new Outlook item in the **Items** collection for the folder, and returns the new item. If not specified, the type of the item defaults to the type of the folder, or to **MailItem** if the parent folder is not typed.

Syntax

expression.**Add**(*Type*)

expression An expression that returns an **Items** object.

Type Optional **Variant**. The Outlook item type for the new item. Can be one of the following **OlItems** constants: **olAppointmentItem**, **olContactItem**, **olJournalItem**, **olMailItem**, **olNoteItem**, **olPostItem**, or **olTaskItem** or any valid message class. Specify the message class to create custom forms.

Add Method (Items Object) Example

This example gets the current Contacts folder and adds a new **ContactItem** object to it.

```
Set myFolder = _  
    olNamespace.GetDefaultFolder(olFolderContacts)  
Set myItem = myFolder.Items.Add
```

This example adds a custom form to the default Tasks folder.

```
Set myFolder = _  
    olNamespace.GetDefaultFolder(olFolderTasks)  
Set myItems = myFolder.Items  
Set myItem = myItems.Add("IPM.Task.myTask")
```

Add Method (Pages Collection)

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthAddPagesObjC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthAddPagesObjX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthAddPagesObjA"}

Creates a new page in the **Pages** collection, and returns the new page. The **Pages** collection is initially empty and there is a limit of 5 customizable pages per collection.

Syntax

expression.**Add**(*Name*)

expression An expression that returns a **Pages** object.

Name Required **String**. The name of the page.

Add Method (Pages Collection) Example

This example returns a new custom page named "My Page" (the same call without a name will return the next available page for customization – for example, "Custom1").

```
Set myPages = myItem.GetInspector.ModifiedFormPages
Set myPage = myPages.Add("My Page")
```

This example returns the Message page of a **MailItem**.

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myPages = myItem.GetInspector.ModifiedFormPages
Set myPage = myPages.Add("Message")
```

This example returns the General (main) page of a **ContactItem**.

```
Set myItem = myOlApp.CreateItem(olContactItem)
Set myPages = myItem.GetInspector.ModifiedFormPages
Set myPage = myPages.Add("General")
```

Add Method (UserProperties Collection)

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthAddUserPropertiesObjC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthAddUserPropertiesObjX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthAddUserPropertiesObjA"}

Creates a new user property in the **UserProperties** collection, and returns the new property as a **UserProperty** object.

Syntax

expression.**Add**(*Name*, *Type*, *AddToFolderFields*, *DisplayFormat*)

expression An expression that returns a **UserProperties** object.

Name Required **String**. The name of the property.

Type Required **Long**. The type of the property. Can be one of the following **OIUserPropertyType** constants: **olCombination**, **olCurrency**, **olDateTime**, **olDuration**, **olFormula**, **olKeywords**, **olNumber**, **olPercent**, **olText**, or **olYesNo**.

AddToFolderFields Optional **Boolean**. **True** if the property will be added to the folder fields, **False** if not. The default value is **True**.

DisplayFormat Optional **Long**. The index of the format of the specified **OIUserPropertyType** constant. For more information, see the "Remarks" section.

Remarks

To look up the index of a format to specify for the **DisplayFormat** argument, follow these steps.

- 1 Open a new item.
- 2 On the **Tools** menu, click **Design Outlook Form**.
- 3 Click an empty page, and then click the **Field Chooser** button on the **Supernote** toolbar.
- 4 In the **Field Chooser**, click the **New** button.
- 5 In the **New Field** dialog box, select the appropriate field type in the **Type** box, and then find the format you want in the **Format** box. The index of the format corresponds to its position in this list.

Add Method (UserProperties Collection) Example

This example creates a new **ContactItem** object and adds "LastDateSpokenWith" as a user property.

```
Set myItem = myOlApp.CreateItem(olContactItem)
Set myUserProperty = myItem.UserProperties _
    .Add("LastDateSpokenWith", olDateTime)
```

DisplayName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDisplayNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproDisplayNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDisplayNameA"}

Returns or sets the name, which need not be the actual file name, displayed below the icon representing the embedded attachment. This property corresponds to the MAPI property PR_DISPLAY_NAME. Read/write **String**.

Find Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthFindC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthFindX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthFindA"}

Items object: Applies the filter to the **Items** collection and returns the first **Item** object matching the filter.

UserProperties object: Locates and returns a **UserProperty** object for the requested property name, if it exists.

Syntax 1

expression.Find(**Filter**)

Syntax 2

expression.Find(**Name**, **Custom**)

expression An expression that returns an **Items** object (Syntax 1) or a **UserProperties** object (Syntax 2).

Filter Required **String**. An expression that will evaluate to **True** or **False**.

The filter is a string expression containing one or more filter clauses joined by the logical operators **And**, **Not** and **Or**.

A filter clause is a simple expression that evaluates to **True** or **False**; for example, [CompanyName] = "Microsoft".

Note that property names can be used in the expression and are identified and delimited by square brackets. Except for these bracketed property names, only literals are allowed within the expression – variables and constants are not evaluated.

Comparison operators allowed within the filter expression include >, <, >=, <=, = and <>.

Logical operators allowed are **And**, **Not** and **Or**.

Name Required **String**. The display name of the requested property.

Custom Optional **Boolean**. **True** if the requested property is a user (custom) property. **False** if it is a system property. The default value is **True**.

Remarks

For the **UserProperties** object, **Find** cannot be used, and will cause an error, with the following properties:

ConversationIndex	ReceivedOnBehalfOfEntryID
Email1EntryID	ResponseState
Email2EntryID	Saved
Email3EntryID	Unread
EntryID	UserCertificate
ReceivedByEntryID	VotingOptions

Find Method Example

This example opens the default Calendar folder and finds the first appointment whose subject is "Golf w/ Jerry Wheeler."

```
Set myCalendar = olNamespace.GetDefaultFolder (olFolderCalendar)
Set myItem = myCalendar.Items.Find("[Subject] = _
    ""Golf w/ Jerry Wheeler""")
```

This example opens the default Contacts folder and finds the first contact filed as "Jones" whose first name is "Brent."

```
Set myContacts = olNamespace.GetDefaultFolder (olFolderContacts)
Set myItem = myContacts.Items.Find("[FileAs] = _
    ""Jones"" and [FirstName] = ""Brent""")
```

This example finds a custom property named "LastDateContacted" for the contact.

```
Set myProperty = _
    myContact.UserProperties.Find("LastDateContacted")
MsgBox "Last Date Contacted: " & myProperty.Value
```

FreeBusy Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthFreeBusyC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthFreeBusyX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthFreeBusyA"}

Returns free/busy information for the recipient. The default is to return a string representing one month of free/busy information compatible with the Microsoft Schedule+ Automation format (that is, the string contains one character for each **MinPerChar** minute, up to one month of information from the specified **Start** date).

If the optional argument **CompleteFormat** is omitted or **False**, then "free" is indicated by the character 0 and all other states by the character 1.

If **CompleteFormat** is **True**, then the same length string is returned as defined above, but the characters now correspond to the **OlBusyStatus** constants: **olBusy** (2), **olFree** (0), **olOutOfOffice** (3) or **olTentative** (1).

Syntax

expression.FreeBusy(**Start**, **MinPerChar**, **CompleteFormat**)

expression An expression that returns a **Recipient** object.

Start Required **Date**. The start date for the returned period of free/busy information.

MinPerChar Required **Long**. The number of minutes per character represented in the returned free/busy string.

CompleteFormat Optional **Boolean**. **True** if the returned string should contain not only free/busy information, but also values for each character according to the **OlBusyStatus** constants: **olBusy** (2), **olFree** (0), **olOutOfOffice** (3) and **olTentative** (1).

FreeBusy Property Example

This example returns a string of free/busy information with one character for each day.

```
Set myRecipient = olNameSpace.CreateRecipient("Paul _  
    Borm")  
myFBInfo = myRecipient.FreeBusy(#8/1/97#, 60 * 24)
```

This example returns a string of free/busy information with one character for each hour (complete format).

```
Set myRecipient = olNameSpace.CreateRecipient("Kevin _  
    Yim")  
myFBInfo = myRecipient.FreeBusy(#8/1/97#, 60, True)
```

GetExplorer Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetExplorerC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthGetExplorerX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetExplorerA"}

Returns an **Explorer** object that represents a new, inactive explorer initialized with the specified folder as the current folder. This method is useful for returning a new **Explorer** object in which to display the folder, as opposed to using the **ActiveExplorer** method and setting the **CurrentFolder** property.

By default, the new explorer will be displayed in the Normal mode with all interface elements displayed: a message panel on the right, an Outlook bar on the left, and a folder banner across the top from which the user can pull down a folder navigation panel. The explorer can also be displayed in Folder Only mode with only the message panel and folder banner and No Navigation mode with only the message panel.

Syntax

expression.**GetExplorer**(*DisplayMode*)

expression An expression that returns a **MAPIFolder** object.

DisplayMode Optional **Long**. The display mode of the folder. Can be one of the following **oIFolderDisplayMode** constants: **oIFolderDisplayFolderOnly**, **oIFolderDisplayNoNavigation** or **oIFolderDisplayNormal**. The default value is **oIFolderDisplayNormal**.

GetExplorer Method Example

This example returns a new, inactive explorer for `myFolder`, and then displays it.

```
Set myExplorer = myFolder.GetExplorer  
myExplorer.Display
```

GetInspector Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproGetInspectorC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproGetInspectorX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproGetInspectorA"}

Returns an **Inspector** object that represents a new, inactive inspector initialized to contain the specified item. This property is useful for returning a new **Inspector** object in which to display the item, as opposed to using the **ActiveInspector** method and setting the **CurrentItem** property. Read-only.

GetInspector Property Example

This example returns a new, inactive inspector for `myItem`, and then displays it.

```
Set myInspector = myItem.GetInspector  
myInspector.Display
```

GetSharedDefaultFolder Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetSharedDefaultFolderC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthGetSharedDefaultFolderX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetSharedDefaultFolderA"}

Returns a **MAPIFolder** object that represents the specified default folder for the specified user. This method is most useful in the delegation scenario, where one user has delegated access to another for one or more of their default folders (for example, their shared Calendar folder).

Syntax

expression.**GetSharedDefaultFolder**(*RecipientObject*, *FolderTypeEnum*)

expression An expression that returns a **Namespace** object.

RecipientObject Required **Recipient** object. The owner of the folder. The **Recipient** object must be resolved.

FolderTypeEnum Required **Long**. The type of folder. Can be one of the following **OIDefaultFolders** constants: **oIFolderCalendar**, **oIFolderContacts**, **oIFolderDeletedItems**, **oIFolderInbox**, **oIFolderJournal**, **oIFolderNotes**, **oIFolderOutbox**, **oIFolderSentMail**, or **oIFolderTasks**.

GetSharedDefaultFolder Method Example

This example resolves the **Recipient** object representing Kim Buhler, and then returns her shared default Contacts folder.

```
Set myRecipient = olNameSpace.CreateRecipient("Kim _  
    Buhler")  
myRecipient.Resolve  
If myRecipient.Resolved Then  
    Set KimContactsFolder = _  
        olNameSpace.GetSharedDefaultFolder _  
            (myRecipient, olFolderContacts)  
End If
```

Hidden Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproIsHiddenC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproIsHiddenX":-1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproIsHiddenA"}

True if the associated tabbed dialog box of the **FormDescription** property sheet is visible to the user. Other views of the same dialog box are not affected. The default value is **False**. Read/write **Boolean**.

IncludeRecurrences Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproIncludeRecurrencesC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproIncludeRecurrencesX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproIncludeRecurrencesA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproIncludeRecurrencesA"}

True if the **Items** collection should include recurrence patterns. This property only has an effect if the **Items** collection contains appointments and is not sorted by any property other than **Start** in ascending order. The default value is **False**. Read/write **Boolean**.

Remarks

Use this property when you want to retrieve all appointments for a given date, where recurring appointments would not normally appear because they are not associated with any specific date. If the collection includes recurring appointments with no end date, setting the property to **True** may cause the collection to be of infinite count. Be sure to include a test for this in any loop.

Instance Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproInstanceC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproInstanceX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproInstanceA"}

Returns or sets the count for which the recurrence pattern is valid for a given interval. This property is only valid for recurrences of the **olRecursMonthNth** and **olRecursYearNth** type and allows the definition of a recurrence pattern that is only valid for the Nth occurrence, such as "the 2nd Sunday in March" pattern. The count is set numerically: 1 for the first, 2 for the second, and so on through 5 for the last. Values greater than 5 will generate errors when the pattern is saved. Read/write **Long**.

Item Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthItemC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthItemX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthItemA"}

Returns the specified **Action**, **Attachment**, **MAPIFolder**, Outlook item, page, **Recipient**, or **UserProperty** object from its respective **Actions**, **Attachments**, **Folders**, **Items**, **Pages**, **Recipients** or **UserProperties** collection.

Syntax

expression.Item(***Index***)

expression An expression that returns an **Actions**, **Attachments**, **Folders**, **Items**, **Pages**, **Recipients** or **UserProperties** object.

Index Required **Variant**. Either the index number of the object, or a value used to match the default property of an object in the collection.

Item Method Example

This example returns the second **MailItem** object in the default Inbox folder. It assumes that at least two **MailItem** objects already exist.

```
Set myFolder = _  
    olNamespace.GetDefaultFolder(olFolderInbox)  
Set mySecondItem = myFolder.Items.Item(2)
```

This example returns the "Forward" action from the **Actions** collection.

```
Set myItem = myOlApp.ActiveInspector.CurrentItem  
Set myAction = myItem.Actions.Item("Forward")
```

This example returns a **MAPIFolder** object from a **Folders** collection.

```
Set myFolders = olNamespace.Folders  
Set myFolder = myFolders.Item("Public Folder")
```

This example also returns a **MAPIFolder** object from a **Folders** collection.

```
Set myFolders = _  
    myOlApp.ActiveExplorer.CurrentFolder.Folders  
Set myFolder = myFolders.Item("Project X")
```

This example creates a contact, returns its empty **Pages** collection, adds three custom pages and then returns the first custom page from the collection.

```
Set myItem = myOlApp.CreateItem(olContactItem)  
Set myPages = myItem.GetInspector.ModifiedFormPages  
myPages.Add "One"  
myPages.Add "Two"  
myPages.Add "Three"  
Set myPage = myPages.Item("One")
```

This example creates a mail message, adds four **Recipient** objects, then returns the third recipient from the newly-created **Recipients** collection and sets it as a BCC recipient.

```
Set myItem = myOlApp.CreateItem(olMailItem)  
Set myRecipients = myItem.Recipients  
myRecipients.Add("Rich Andrews")  
myRecipients.Add("Robin Hjellin")  
myRecipients.Add("Meng Phua")  
myRecipients.Add("Kim Yoshida")  
myRecipients.Item(3) = olBCC
```

This example returns the "Total Cost" user property from the "My Order Form" **UserProperties** collection.

```
Set myItems = myOlApp.ActiveExplorer.CurrentItem.Items  
Set myItem = myItems.Add("My Order Form")  
Set myProperties = myItem.UserProperties  
Set myProperty = myProperties.Item("Total Cost")
```

Regenerate Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproRegenerateC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproRegenerateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproRegenerateA"}

True if the task should be regenerated following this pass through the recurrence pattern. This property is used to control the regeneration of the task as each occurrence of a recurring task is completed. Read/write **Boolean**.

Regenerate Property Example

This example creates a task called "Oil Change" that recurs every three months and sets it to regenerate after each recurrence.

```
Set myItem = myOlApp.CreateItem(olTaskItem)
Set myPattern = myItem.GetRecurrencePattern
myPattern.RecurrenceType = olRecursMonthly
myPattern.Regenerate = True
myPattern.Interval = 3
myItem.Subject = "Oil Change"
myItem.Save
myItem.Display
```


Respond Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthRespondC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthRespondX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthRespondA"}

Responds to a meeting request for the **AppointmentItem** object or a task request for the **TaskItem** object.

Syntax

expression.Respond(*IResponse*, *fNoUI*, *fAdditionalTextDialog*)

expression An expression that returns a **AppointmentItem** or **TaskItem** object.

IResponse Required **Long**. The response to the request. Can be one of the following **OlResponseStatus** constants: **olResponseAccepted**, **olResponseDeclined**, **olResponseNone**, **olResponseNotResponded**, **olResponseOrganized**, or **olResponseTentative**.

fNoUI Optional **Boolean**. **True** to not display a dialog box; the response is sent automatically. **False** to display the dialog box for responding.

fAdditionalTextDialog Optional **Boolean**. **True** to not prompt the user for input; the response is displayed in the inspector for editing. **False** to prompt the user to either send or send with comments. This argument is valid only if **fNoUI** is **False**.

Respond Method Example

This example gets the appointment from the meeting request, accepts the meeting request and brings up the inspector containing the response to allow entry of additional text before sending it.

```
set myAppt = myMtgReq.GetAssociatedAppointment(True)
myAppt.Respond olResponseAccepted, False, True
```

Restrict Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthRestrictC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthRestrictX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthRestrictA"}

Applies a filter to the **Items** collection, returning a new collection containing all items from the original which match the filter. This method is an alternative to using the **Find** method or **FindNext** method to iterate over specific items within a collection. **Find** or **FindNext** is faster than filtering if there are a small number of items. **Restrict** is useful where performance is not a concern.

Syntax

expression.**Restrict**(*Filter*)

expression An expression that returns an **Items** object.

Filter Required **String**. A filter string expression to be applied. For details, see the **Find** method.

Remarks

This property cannot be used, and will cause an error, with the following properties:

ConversationIndex	ReceivedOnBehalfOfEntryID
Email1EntryID	ResponseState
Email2EntryID	Saved
Email3EntryID	Unread
EntryID	UserCertificate
ReceivedByEntryID	VotingOptions

Sort Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthSortC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthSortX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthSortA"}

Sorts the collection of items by the specified property. The index for the collection is reset to 1 upon completion of this method.

Syntax

expression.**Sort**(*Property*, *Descending*)

expression An expression that returns an **Items** object.

Property Required **String**. The name of the property by which to sort, enclosed in brackets (for example, "[CompanyName]"). May not be a multi-valued property, such as a category.

Descending Optional **Boolean**. **True** to sort in descending order. The default value is **False** (ascending).

Sort Method Example

The following example sorts the **Items** collection for the default Contacts folder by the "CompanyName" property and then displays the sorted items, each in turn.

```
set myFolder = _
    olNamespace.GetDefaultFolder(olFolderContact)
myFolder.Items.Sort "[CompanyName]", False
For Each myItem in myFolder.Items
    myItem.Display
Next myItem
```

Account Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproAccountC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproAccountX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproAccountA"}

Returns or sets the account for the contact. Read/write **String**.

ActiveExplorer Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthActiveExplorerC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthActiveExplorerX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthActiveExplorerA"}

Returns the topmost **Explorer** object on the desktop. If no explorer is active, returns **Nothing**. Use this method to return the **Explorer** object the user is most likely viewing. This method is also useful for determining when there is no active explorer, so a new one can be opened.

Syntax

expression.**ActiveExplorer**

expression An expression that returns an **Application** object.

ActiveExplorer Method Example

This example demonstrates how to obtain an **Explorer** object for use, preferably getting the user's active explorer, but creating a new one for `myFolder` if there isn't already one on the desktop.

```
Set myExplorer = myOlApp.ActiveExplorer
If TypeName(myExplorer) = "Nothing" Then
    Set myExplorer = myFolder.GetExplorer
End If
```


ActiveInspector Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthActiveInspectorC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthActiveInspectorX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthActiveInspectorA"}

Returns the topmost **Inspector** object on the desktop. If no inspector is active, returns **Nothing**. Use this method to access the **Inspector** object the user is most likely viewing.

Syntax

expression.**ActiveInspector**

expression An expression that returns an **Application** object

ActiveInspector Method Example

This example demonstrates how to obtain the currently active **Inspector** object and display the name of the item that the inspector is displaying.

```
Set myInspector = myOlApp.ActiveInspector  
MsgBox "The active item is " & myInspector.CurrentItem.Subject
```

ActualWork Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproActualWorkC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproActualWorkX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproActualWorkA"}

Returns or sets the actual effort (in minutes) spent on the task. Read/write **Long**.

Add Method (Folders Object)

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthAddFoldersObjC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthAddFoldersObjX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthAddFoldersObjA"}

Creates a new folder in the **Folders** collection, and returns the new folder as a **MAPIFolder** object.

Syntax

expression.Add(**Name**, **Type**)

expression An expression that returns a **Folders** object.

Name Required **String**. The display name for the new folder.

Type Optional **Long**. The Outlook folder type for the new folder. Can be one of the following **OlDefaultFolders** constants: **olFolderCalendar**, **olFolderContacts**, **olFolderInbox**, **olFolderJournal**, **olFolderNotes**, or **olFolderTasks**. (The constants **olFolderDeletedItems**, **olFolderOutbox**, and **olFolderSentMail** cannot be specified for this argument.)

Add Method (Folders Collection) Example

This example adds the new folder named "My Contacts" to the current (default) Contacts folder.

```
Set myFolder = olNamespace.GetDefaultFolder(olFolderContacts)
Set myNewFolder = myFolder.Folders.Add("My Contacts")
```

Add Method (Recipients Object)

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthAddRecipientsObjC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthAddRecipientsObjX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthAddRecipientsObjA"}

Creates a new recipient in the **Recipients** collection, and returns the new recipient as a **Recipient** object.

Syntax

expression.**Add**(*Name*)

expression An expression that returns a **Recipients** object.

Name Required **String**. The display name of the recipient.

Add Method (Recipients Collection) Example

This example creates a new mail message and adds "Allison Klein" as a To recipient.

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add("Allison Klein")
```

This is the same example, but the recipient is changed from the default (To) to carbon copy (CC).

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add("Allison Klein")
Set myRecipient.Type = olCC
```

Add Method (Actions Object)

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthAddActionsObjC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthAddActionsObjX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthAddActionsObjA"}

Creates a new action in the **Actions** collection, and returns the new action as a **Action** object.

Syntax

expression.**Add**

expression An expression that returns an **Actions** object.

Add Method (Actions Object) Example

This example creates a new mail message and adds an **Action** to it.

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAction = myItem.Actions.Add
```

Address Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproAddressC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproAddressX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproAddressA"}

Returns or sets the e-mail address of the recipient. Read/write **String**.

AllDayEvent Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproAllDayEventC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproAllDayEventX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproAllDayEventA"}

True if the appointment is an all day event (as opposed to a specified time). Read/write **Boolean**.

AlternateRecipientAllowed Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproAlternateRecipientAllowedC"} {ewc HLP95EN.DLL, DYNALINK,
"Example": "olproAlternateRecipientAllowedX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies
To": "olproAlternateRecipientAllowedA"}

True if the mail message can be forwarded. Read/write **Boolean**.

Anniversary Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproAnniversaryC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproAnniversaryX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproAnniversaryA"}

Returns or sets the anniversary date for the contact. Read/write **Date**.

Application Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproApplicationC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproApplicationX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproApplicationA"}

Returns an **Application** object that represents the parent application (Microsoft Outlook) for the item.
Read-only.

Assistant Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproAssistantC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproAssistantX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproAssistantA"}

Returns an **Assistant** object that represents the Microsoft Office Assistant. Read-only.

AssistantName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproAssistantNameC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproAssistantNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproAssistantNameA"}

Returns or sets the name of the assistant for the contact. Read/write **String**.

AssistantTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproAssistantTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproAssistantTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproAssistantTelephoneNumberA"}

Returns or sets the telephone number of the assistant for the contact. Read/write **String**.

Attachments Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproAttachmentsC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproAttachmentsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproAttachmentsA"}

Returns an **Attachments** object that represents all the attachments for the item. Read-only.

AutoResponse Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproAutoResponseC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproAutoResponseX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproAutoResponseA"}

Returns or sets the text of an automatic response for the **Recipient**. Read/write **String**.

BCC Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBCCC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproBCCX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBCCA"}

Returns the display list of blind carbon copy (BCC) names for the **Recipient**. This property contains the display names only. The **Recipients** collection should be used to modify the BCC recipients.
Read-only **String**.

BillingInformation Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproBillingInformationC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproBillingInformationX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproBillingInformationA"}

Returns or sets the billing information associated with the Outlook item. This is a free-form text field.
Read/write **String**.

Birthday Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBirthdayC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBirthdayX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBirthdayA"}

Returns or sets the birthday for the contact. Read/write **Date**.

Body Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBodyC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproBodyX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBodyA"}

Returns or sets the clear-text body of the mail message or post. Read/write **String**.

Business2TelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusiness2TelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusiness2TelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusiness2TelephoneNumberA"}

Returns or sets the second business telephone number for the contact. Read/write **String**.

BusinessAddress Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproBusinessAddressC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproBusinessAddressX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproBusinessAddressA"}

Returns or sets the whole, unparsed business address for the contact. Read/write **String**.

BusinessAddressCity Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusinessAddressCityC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusinessAddressCityX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusinessAddressCityA"}

Returns or sets the city name portion of the business address for the contact. Read/write **String**.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressCountry Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusinessAddressCountryC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusinessAddressCountryX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusinessAddressCountryA"}

Returns or sets the country code portion of the business address for the contact. Read/write **String**.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressPostalCode Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusinessAddressPostalCodeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusinessAddressPostalCodeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusinessAddressPostalCodeA"}

Returns or sets the postal code portion of the business address for the contact. Read/write **String**.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressPostOfficeBox Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusinessAddressPostalCodeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusinessAddressPostOffice BoxX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusinessAddressPostOfficeBoxA"}

Returns or sets the post office box number portion of the business address for the contact. Read/write **String**.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressState Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusinessAddressStateC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusinessAddressStateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusinessAddressStateA"}

Returns or sets the state code portion of the business address for the contact. Read/write **String**.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessAddressStreet Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusinessAddressStreetC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusinessAddressStreetX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusinessAddressStreetA"}

Returns or sets the street address portion of the business address for the contact. Read/write **String**.

Remarks

This property is parsed from the **BusinessAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to the **BusinessAddress** property.

BusinessFaxNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproBusinessFaxNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproBusinessFaxNumberX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproBusinessFaxNumberA"}

Returns or sets the business fax number for the contact. Read/write **String**.

BusinessHomePage Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusinessHomePageC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusinessHomePageX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusinessHomePageA"}

Returns or sets the URL of the business Web page for the contact. Read/write **String**.

BusinessTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusinessTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusinessTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusinessTelephoneNumberA"}

Returns or sets the first business telephone number for the contact. Read/write **String**.

BusyStatus Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproBusyStatusC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproBusyStatusX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproBusyStatusA"}

Returns or sets the busy status of the user for the appointment. Can be one of the following **OIBusyStatus** constants: **olBusy**, **olFree**, **olOutOfOffice**, or **olTentative**. Read/write **Long**.

CallbackTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCallbackTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproCallbackTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCallbackTelephoneNumberA"}

Returns or sets the callback telephone number for the contact. Read/write **String**.

CardData Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCardDataC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproCardDataX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCardDataA"}

Returns or sets the text of the card data for the task. Read/write **String**.

CarTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCarTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproCarTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCarTelephoneNumberA"}

Returns or sets the car telephone number for the contact. Read/write **String**.

Categories Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCategoriesC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproCategoriesX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCategoriesA"}

Returns or sets the categories assigned to the Outlook item. Read/write **String** array.

Category Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCategoryC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproCategoryX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCategoryA"}

Returns or sets the category assigned to the **form description**. Read/write **String**.

CategorySub Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCategorySubC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproCategorySubX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCategorySubA"}

Returns or sets the subcategory assigned to the form description. Read/write **String**.

CC Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCCC"}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCCA"}

{ewc HLP95EN.DLL, DYNALINK, "Example":"olproCCX":1}

Returns the display list of carbon copy (CC) names for the **Recipient**. This property contains the display names only. The **Recipients** collection should be used to modify the CC recipients. Read-only **String**.

Children Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproChildrenC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproChildrenX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproChildrenA"}

Returns or sets the names of the children for the contact. Read/write **String** array.

ClearRecurrencePattern Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthClearRecurrencePatternC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthClearRecurrencePatternX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthClearRecurrencePatternA"}

Removes the recurrence settings and restores the single-occurrence state for an appointment or task.

Syntax

expression.**ClearRecurrencePattern**

expression An expression that returns a **AppointmentItem** or **TaskItem** object.

Color Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproColorC"} {ewc HLP95EN.DLL, DYNALINK,
"Example": "olproColorX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproColorA"}

Returns or sets the color of the note. Can be one of the following **OINoteColor** constants: **olBlue**, **olGreen**, **olPink**, **olWhite**, or **olYellow**. Read/write **Long**.

Color Property Example

This example creates a new note and sets the color to blue.

```
Set myItem = myOlApp.CreateItem(olNoteItem)
myItem.Color = olBlue
```

CommandBars Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproCommandBarsC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproCommandBarsX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproCommandBarsA"}

Returns a **CommandBars** object that represents all the menus and toolbars in the explorer or inspector. Read-only.

Comment Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCommentC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproCommentX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCommentA"}

Returns or sets the text of a comment assigned to the form description. Read/write **String**.

Companies Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCompaniesC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproCompaniesX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCompaniesA"}

Returns or sets the names of the companies associated with the Outlook item. This is a free-form text field. Read/write **String** array.

CompanyAndFullName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCompanyAndFullNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproCompanyAndFullNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCompanyAndFullNameA"}

Returns the concatenated company name and full name for the contact. Read-only **String**.

CompanyMainTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCompanyMainTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproCompanyMainTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCompanyMainTelephoneNumberA"}

Returns or sets the company main telephone number for the contact. Read/write **String**.

CompanyName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCompanyNameC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproCompanyNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCompanyNameA"}

Returns or sets the company name for the contact. Read/write **String**.

Complete Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCompleteC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproCompleteX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCompleteA"}

True if the task is completed. Read/write **Boolean**.

ComputerNetworkName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproComputerNetworkNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproComputerNetworkNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproComputerNetworkNameA"}

Returns or sets the name of the computer network for the contact. Read/write **String**.

ContactName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproContactNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproContactNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproContactNameA"}

Returns or sets the name of the person to contact for information regarding the custom form for the form description. Read/write **String**.

ContactNames Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproContactNamesC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproContactNamesX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproContactNamesA"}

Returns the contact names associated with the journal entry. This property contains the display names for the contacts only. Use the **Recipients** collection to modify the contents of this string. Read-only **String**.

Contacts Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproContactsC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproContactsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproContactsA"}

Returns the contact names associated with the task. This property contains the display names for the contacts only. Use the **Recipients** collection to modify the contents of this string. Read-only **String** array.

ConversationIndex Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproConversationIndexC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproConversationIndexX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproConversationIndexA"}

Returns the index of the conversation thread of the mail message or post. Read-only **String**.

ConversationTopic Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproConversationTopicC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproConversationTopicX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproConversationTopicA"}

Returns the topic of the conversation thread of the mail message or post. Read-only **String**.

Copy Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthCopyC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthCopyX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthCopyA"}

Creates and returns a copy of the object. This method is supported by all Outlook items.

Syntax

expression.**Copy**

expression An expression that returns an object in the Applies To list.

Copy Method Example

This example creates a mail message, copies it, then moves the copy into the default Inbox folder.

```
Set myFolder = olNamespace.GetDefaultFolder(olFolderInbox)
Set myItem = myOlApp.CreateItem(olMailItem)
Set myCopiedItem = myItem.Copy
myCopiedItem.Move myFolder
```

CopyLike Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCopyLikeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproCopyLikeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCopyLikeA"}

Returns or sets the property inheritance style to use for the action. The inheritance style is used when the action is executed to control how properties are copied to the new item created by the action. Can be one of the following **OIActionCopyLike** constants: **olForward**, **olReply**, **olReplyAll**, **olReplyFolder**, or **olRespond**. Read/write **Long**.

CopyTo Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthCopyToC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthCopyToX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthCopyToA"}

Copies the current folder in its entirety to the destination folder. Returns a **MAPIFolder** object that represents the new copy.

Syntax

expression.**CopyTo**(*DestFldr*)

expression An expression that returns a **MAPIFolder** object.

DestFldr Required **MAPIFolder** object. The folder to add the copied folder to.

CopyTo Method Example

This example copies the current folder (in this case, the default Contacts folder) to the default Inbox folder.

```
Set myInboxFolder = olNameSpace.GetDefaultFolder(olFolderInbox)
Set myCurrentFolder = olNameSpace.GetDefaultFolder(olFolderContacts)
Set myNewFolder = myCurrentFolder.CopyTo(myInboxFolder)
```


Count Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproCountC"} {ewc HLP95EN.DLL, DYNALINK,
"Example": "olproCountX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproCountA"}

Returns the count of objects in the collection. Read-only **Long**.

CreateItem Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthCreateItemC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthCreateItemX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthCreateItemA"}

Creates a new Outlook item and returns it.

Syntax

expression.CreateItem(*ItemType*)

expression An expression that returns an **Application** object.

ItemType Required **Long**. The Outlook item type for the new item. Can be one of the following **OlItems** constants: **olAppointmentItem**, **olContactItem**, **olJournalItem**, **olMailItem**, **olNoteItem**, **olPostItem**, or **olTaskItem**.

CreateItem Method Example

This example creates a new contact in the default Contacts folder.

```
Set myItem = myOlApp.CreateItem(olContactItem)
```

CreateItemFromTemplate Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthCreateItemC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthCreateItemFromTemplateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthCreateItemFromTemplateA"}

Creates a new Outlook item from an Outlook template (.oft) and returns it.

Syntax

expression.**CreateItemFromTemplate**(*TemplatePath*, *InFolder*)

expression An expression that returns an **Application** object.

TemplatePath Required **String**. The path and file name of the Outlook template for the new item.

InFolder Optional **Variant**. The folder in which the item is to be created. If this argument is omitted, the default folder for the item type will be used.

CreateRecipient Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthCreateRecipientC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthCreateRecipientX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthCreateRecipientA"}

Creates and returns a **Recipient** object. This method is most commonly used to create a **Recipient** object for use with the **GetSharedDefaultFolder** method (for example, to open a delegator's folder). It can also be used to verify a given name against an address book.

Syntax

expression.**CreateRecipient**(*RecipientName*)

expression An expression that returns a **Namespace** object.

RecipientName Required **String**. The display name of the recipient.

CreateRecipient Method Example

This example obtains the default Calendar folder for the user Eric Lang.

```
Set myRecipient = olNameSpace.CreateRecipient("Eric Lang")
Set hisCalendar = olNameSpace.GetSharedDefaultFolder _
    (myRecipient, olFolderCalendar)
```

CreationTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproCreationTimeC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproCreationTimeX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproCreationTimeA"}

Returns the creation time for the Outlook item. This property corresponds to the MAPI property PR_CREATION_TIME. Read-only **Date**.

CurrentFolder Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproCurrentFolderC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproCurrentFolderX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproCurrentFolderA"}

Returns or sets a **MAPIFolder** object that represents the current folder displayed in the explorer. Use this property to change the folder the user is viewing. Read/write **MAPIFolder**.

CurrentFolder Property Example

This example changes the displayed folder to the user's Calendar folder.

```
Set myOlApp.ActiveExplorer.CurrentFolder = _  
    olNamespace.GetDefaultFolder(olFolderCalendar)
```

CurrentItem Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproCurrentItemC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproCurrentItemX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproCurrentItemA"}

Returns the current item being displayed in the inspector. Read-only.

CurrentItem Property Example

This example obtains the current item the user is viewing.

```
Set myItem = myOlApp.ActiveInspector.CurrentItem
```

CurrentUser Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproCurrentUserC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproCurrentUserX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproCurrentUserA"}

Returns the currently logged on user as a **Recipient** object. Read-only.

CurrentUser Property Example

This example displays a message box containing the name of the currently logged on user.

```
MsgBox olNamespace.CurrentUser.Name
```

CustomerID Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproCustomerIDC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproCustomerIDX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproCustomerIDA"}

Returns the customer ID for the contact. Read-only **String**.

DateCompleted Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDateCompletedC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproDateCompletedX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDateCompletedA"}

Returns or sets the completion date of the task. Read/write **Date**.

DayOfMonth Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDayOfMonthC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproDayOfMonthX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDayOfMonthA"}

Returns or sets the day of the month on which the recurring appointment or task occurs. Read/write **Long**.

DayOfWeekMask Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproDayOfWeekMaskC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproDayOfWeekMaskX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproDayOfWeekMaskA"}

Returns or sets the mask for the days of the week on which the recurring appointment or task occurs. Monthly and yearly patterns are only valid for a single day. Weekly patterns are only valid as the **Or** of the **DayOfWeekMask**. Can be one of or a sum of the following **OIDaysOfWeek** constants: **olSunday**, **olMonday**, **olTuesday**, **olWednesday**, **olThursday**, **olFriday**, or **olSaturday**. Read/write **Long**.

DefaultItemType Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDefaultItemTypeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproDefaultItemTypeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDefaultItemTypeA"}

Returns the default Outlook item type contained in the folder. Can be one of the following **OItems** constants: **olAppointmentItem**, **olContactItem**, **olJournalItem**, **olMailItem**, **olNoteltem**, **olPostItem**, or **olTaskItem**. Read-only **Long**.

DefaultMessageClass Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDefaultMessageClassC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproDefaultMessageClassX":1}
To:"olproDefaultMessageClassA"} {ewc HLP95EN.DLL, DYNALINK, "Applies

Returns the default message class for items in the folder. Read-only **String**.

DeferredDeliveryTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproDeferredDeliveryTimeC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproDeferredDeliveryTimeX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproDeferredDeliveryTimeA"}

Returns or sets the date and time the mail message is to be delivered. This property corresponds to the MAPI property PR_DEFERRED_DELIVERY_TIME. Read/write **Date**.

DelegationState Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDelegationStateC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproDelegationStateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDelegationStateA"}

Returns the delegation state of the task. Can be one of the following **OITaskDelegationState** constants: **oITaskDelegationAccepted**, **oITaskDelegationDeclined**, **oITaskDelegationUnknown** or **oITaskNotDelegated**. Read-only **Long**.

Delegator Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDelegatorC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproDelegatorX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDelegatorA"}

Returns the display name of the delegator for the task. Read-only **String**.

Delete Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthDeleteC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthDeleteX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthDeleteA"}

Deletes the object from the collection.

Syntax

expression.Delete

expression An expression that returns an object in the Applies To list.

DeleteAfterSubmit Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproDeleteAfterSubmitC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproDeleteAfterSubmitX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproDeleteAfterSubmitA"}

True if a copy of the mail message is not saved upon being sent. **False** if a copy is saved. Read/write **Boolean**.

Department Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDepartmentC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproDepartmentX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDepartmentA"}

Returns or sets the department name for the contact. Read/write **String**.

Description Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDescriptionC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproDescriptionX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDescriptionA"}

Returns or sets the description of the folder. Corresponds to the **Description** box in the **Properties** dialog box for the folder. This property corresponds to the MAPI property PR_COMMENT. Read/write **String**.

Display Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthDisplayC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthDisplayX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthDisplayA"}

MAPIFolder object: Displays a new **Explorer** object for the folder.

Outlook items: Displays a new **Inspector** object for the item.

Inspector and **Explorer** objects: Displays the existing inspector or explorer.

Syntax 1

expression.**Display**

Syntax 2

expression.**Display**(*Modal*)

expression An expression that returns an **Explorer** or **MAPIFolder** object (Syntax 1) or an Outlook item or **Inspector** object (Syntax 2).

Modal Optional **Boolean**. **True** to make the inspector modal. The default value is **False**.

Display Method Example

This example displays the default Inbox folder.

```
Set myFolder = olNameSpace.GetDefaultFolder(olFolderInbox)
myFolder.Display
```

This example displays the first item in the Inbox folder.

```
Set myFolder = olNameSpace.GetDefaultFolder(olFolderInbox)
myFolder.Items(1).Display
```

DocPosted Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDocPostedC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproDocPostedX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDocPostedA"}

True if the journalized item was posted as part of the journalized session. Read/write **Boolean**.

DocPrinted Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDocPrintedC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproDocPrintedX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDocPrintedA"}

True if the journalized item was printed as part of the journalized session. Read/write **Boolean**.

DocRouted Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDocRoutedC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproDocRoutedX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDocRoutedA"}

True if the journalized item was routed as part of the journalized session. Read/write **Boolean**.

DocSaved Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproDocSavedC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproDocSavedX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproDocSavedA"}

True if the journalized item was saved as part of the journalized session. Read/write **Boolean**.

DueDate Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproDueDateC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproDueDateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproDueDateA"}

Returns or sets the due date for the task. Read/write **Date**.

Duration Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproDurationC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproDurationX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproDurationA"}

Returns or sets the duration (in minutes) of the appointment, journal entry, or recurrence pattern. For recurrences, this property is only valid for appointments. Read/write **Long**.

Email1Address Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEmail1AddressC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproEmail1AddressX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEmail1AddressA"}

Returns or sets the e-mail address of the first e-mail entry for the contact. Read/write **String**.

Email1Address Property Example

This example sets "Jsmith@msn.com" as the e-mail address for the first e-mail entry of a contact.

```
myItem.Email1Address = "Jsmith@msn.com"
```

Email1AddressType Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproEmail1AddressTypeC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproEmail1AddressTypeX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproEmail1AddressTypeA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproEmail1AddressTypeA"}

Returns or sets the address type (such as EX or SMTP) of the first e-mail entry for the contact. This is free-form text field, but it must match the actual type of a existing mail transport. Read/write **String**.

Email1AddressType Property Example

This example sets "SMTP" as the address type for the first e-mail entry of a contact.

```
myItem.Email1AddressType = "SMTP"
```

Email1DisplayName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproEmail1DisplayNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproEmail1DisplayNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproEmail1DisplayNameA"}

Returns the display name of the first e-mail address for the contact. This property is set to the value of the **FullName** property by default. Read-only **String**.

Email1EntryID Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEmail1EntryIDC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproEmail1EntryIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEmail1EntryIDA"}

Returns the entry ID of the first e-mail address for the contact. Read-only **String**.

Email2Address Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproEmail2AddressC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproEmail2AddressX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproEmail2AddressA"}

Returns or sets the e-mail address of the second e-mail entry for the contact. Read/write **String**.

Email2Address Property Example

This example sets "Jsmith@msn.com" as the e-mail address for the second e-mail entry of a contact.

```
myItem.Email2Address = "Jsmith@msn.com"
```

Email2AddressType Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEmail2AddressTypeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproEmail2AddressTypeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEmail2AddressTypeA"}

Returns or sets the address type (such as EX or SMTP) of the second e-mail entry for the contact. This is free-form text field, but it must match the actual type of a existing mail transport. Read/write **String**.

Email2AddressType Property Example

This example sets "SMTP" as the address type for the second e-mail entry of a contact.

```
myItem.Email2AddressType = "SMTP"
```

Email2DisplayName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEmail2DisplayNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproEmail2DisplayNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEmail2DisplayNameA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEmail2DisplayNameA"}

Returns the display name of the second e-mail entry for the contact. This property is set to the value of the **FullName** property by default. Read-only **String**.

Email2EntryID Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEmail2EntryIDC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproEmail2EntryIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEmail2EntryIDA"}

Returns the entry ID of the second e-mail entry for the contact. Read-only **String**.

Email3Address Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEmail3AddressC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproEmail3AddressX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEmail3AddressA"}

Returns or sets the e-mail address of the third e-mail entry for the contact. Read/write **String**.

Email3Address Property Example

This example sets "Jsmith@msn.com" as the e-mail address for the third e-mail entry of a contact.

```
myItem.Email3Address = "Jsmith@msn.com"
```


Email3AddressType Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproEmail3AddressTypeC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproEmail3AddressTypeX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproEmail3AddressTypeA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproEmail3AddressTypeA"}

Returns or sets the address type (such as EX or SMTP) of the third e-mail entry for the contact. This is free-form text field, but it must match the actual type of a existing mail transport. Read/write **String**.

Email3AddressType Property Example

This example sets "SMTP" as the address type for the third e-mail entry of a contact.

```
myItem.Email3AddressType = "SMTP"
```

Email3DisplayName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproEmail3DisplayNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproEmail3DisplayNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproEmail3DisplayNameA"}

Returns the display name of the third e-mail entry for the contact. This property is set to the value of the **FullName** property by default. Read-only **String**.

Email3EntryID Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEmail3EntryIDC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproEmail3EntryIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEmail3EntryIDA"}

Returns the entry ID of the third e-mail entry for the contact. Read-only **String**.

Enabled Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEnabledC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproEnabledX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEnabledA"}

True if the action is enabled in the application. Read/write **Boolean**.

End Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEndC"}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEndA"}

{ewc HLP95EN.DLL, DYNALINK, "Example":"olproEndX":1}

Returns or sets the end date and time of an appointment or journal entry. Read/write **Date**.

EndTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEndTimeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproEndTimeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEndTimeA"}

Returns or sets the end time for a recurrence pattern. This property is only valid for appointments
Read/write **Date**.

EntryID Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproEntryIDC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproEntryIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproEntryIDA"}

Returns the unique entry ID of the object. This property corresponds to the MAPI property PR_ENTRYID. MAPI systems assign a permanent, unique ID string when an object is created that does not change from one MAPI session to another. The **EntryID** property is not set for an Outlook item until it is saved or sent. Read-only **String**.

EntryID Property Example

This example compares the entry ID of one message to the entry ID of a message returned by a search operation to determine whether the objects represent the same message.

```
If myItem.EntryID = myFoundItem.EntryID Then
    MsgBox "These two message objects refer to the same message."
End If
```

Execute Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthExecuteC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthExecuteX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthExecuteA"}

Executes the action for the item. Returns the Outlook item created by the action.

Syntax

expression.**Execute**

expression An expression that returns an **Action** object.

Execute Method Example

This example looks through the all the actions for the given mail message, and executes the action called "Reply to All."

```
For Each a In myItem.Actions
    If a.Name = "Reply to All" Then
        Set myItem2 = a.Execute
    Exit For
End If
Next a
```

ExpiryTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproExpiryTimeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproExpiryTimeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproExpiryTimeA"}

Returns or sets the date and time at which the mail message or post becomes invalid and can be deleted. Read/write **Date**.

FileAs Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFileAsC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproFileAsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFileAsA"}

Returns or sets the default keyword string assigned to the contact when it is filed. Read/write **String**.

FindNext Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthFindNextC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthFindNextX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthFindNextA"}

After the **Find** method runs, this method finds and returns the next Outlook item in the collection. The search operation begins from the current position, which matches the expression previously set through **Find**.

Syntax

expression.**FindNext**

expression An expression that returns an **Items** object.

FindNext Method Example

This example displays in a series of message boxes all the appointments occurring today.

```
tdystart = Format(Date, "Short Date") & " 12:00 AM"
tdyend = Format(Date, "Short Date") & " 11:59 PM"
Set myAppointments = olNameSpace.GetDefaultFolder _
    (olFolderCalendar).Items
Set currentAppointment = myAppointments.Find("[Start] >= "" & _
    tdystart & "" and [Start] <= "" & tdyend & """)
While TypeName(currentAppointment) <> "Nothing"
    MsgBox currentAppointment.Subject
    Set currentAppointment = myAppointments.FindNext
Wend
```

FirstName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproFirstNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproFirstNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproFirstNameA"}

Returns or sets the first name for the contact. Read/write **String**.

Remarks

This property is parsed from the **FullName** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes of entries to **FullName**.

FlagDueBy Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFlagDueByC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproFlagDueByX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFlagDueByA"}

Returns or sets the date by which action on this mail message is due. This property is only valid if the **FlagStatus** property is also set for the message. This property corresponds to the MAPI property PR_REPLY_TIME. Read/write **Date**.

FlagRequest Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFlagRequestC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproFlagRequestX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFlagRequestA"}

Returns or sets the requested action for the mail message. This is a free-form text field. This property is only valid if the **FlagStatus** property is also set for the message. Read/write **String**.

FlagStatus Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFlagStatusC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproFlagStatusX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFlagStatusA"}

Returns or sets the flag status for the mail message. Can be one of the following **OIFlagStatus** constants: **olFlagComplete**, **olFlagMarked**, or **olNoFlag**. Read/write **Long**.

Folders Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFoldersC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproFoldersX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFoldersA"}

Returns the **Folders** collection that represents all the folders contained in the specified folder or name space. The **NameSpace** object is the root of all the folders for the given name space. Read-only.

FormDescription Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFormDescriptionC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproFormDescriptionX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFormDescriptionA"}

Returns the **FormDescription** object that represents the form description for the Outlook item. Read-only.

Formula Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFormulaC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproFormulaX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFormulaA"}

Returns or sets the formula for the user property. Read/write **String**.

Forward Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthForwardC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthForwardX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthForwardA"}

Executes the Forward action for the journal entry, mail message, or post. Returns the resulting copy as a new object.

Syntax

expression.**Forward**

expression An expression that returns an item in the Applies To list.

Forward Method Example

This example retrieves the first message in the default Inbox folder and forwards it to Laura Jennings. It assumes that the name will resolve unambiguously in the Address Book.

```
Set myFolder = olNameSpace.GetDefaultFolder(olFolderInbox)
Set myForward = myFolder.Items(1).Forward
myForward.Recipients.Add "Laura Jennings"
myForward.Send
```


FTPSite Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFTPSiteC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproFTPSiteX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFTPSiteA"}

Returns the FTP site entry for the contact. Read/write **String**.

FullName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFullNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproFullNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFullNameA"}

Returns or sets the whole, unparsed full name for the contact. Read/write **String**.

Remarks

This property is parsed into the **FirstName**, **LastName**, and **MiddleName** properties, which may be changed or entered independently should they be parsed incorrectly. Note that any such changes or entries to the **FirstName**, **LastName**, or **MiddleName** properties will be overwritten by any subsequent changes or entries to **FullName**.

FullNameAndCompany Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFullNameAndCompanyC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproFullNameAndCompanyX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFullNameAndCompanyA"}

Returns the full name and company of the contact by concatenating the values of the **FullName** and **CompanyName** properties. Read-only **String**.

Gender Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproGenderC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproGenderX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproGenderA"}

Returns or sets the gender of the contact. Can be one of the following **OIGender** constants:
olFemale, **olMale**, or **olUnspecified**. Read/write **Long**.

GetAssociatedAppointment Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetAssociatedAppointmentC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthGetAssociatedAppointmentX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetAssociatedAppointmentA"}

Returns an **AppointmentItem** object that represents the appointment associated with the meeting request.

Syntax

expression.**GetAssociatedAppointment(AddToCalendar)**

expression An expression that returns a **MeetingRequestItem** object.

AddToCalendar Required **Boolean**. **True** to add the meeting to the default Calendar folder.

GetAssociatedAppointment Method Example

This example finds a meeting request in the default Inbox folder and adds the associated appointment to the Calendar folder.

```
Set myFolder = _
    olNamespace.GetDefaultFolder(olFolderInbox)
Set myMtgReq = myFolder.Items.Find("[MessageClass] = _
    'IPM.Schedule.Meeting.Request'")
If TypeName(myMtgReq) <> "Nothing" Then
    Set myAppt = myMtgReq.GetAssociatedAppointment(True)
End If
```

This example accepts a meeting request, sending the response without displaying the inspector.

```
Set myNewMeeting = myMtgReq.GetAssociatedAppointment(True)
myNewMeeting.Respond olResponseAccepted, True
```

GetAssociatedTask Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetAssociatedTaskC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthGetAssociatedTaskX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetAssociatedTaskA"}

Returns a **TaskItem** object that represents the requested task.

Syntax

expression.**GetAssociatedTask**(*AddToTaskList*)

expression An expression that returns a **TaskRequestItem** object.

AddToTaskList Required **Boolean**. **True** if the task is added to the default Tasks folder.

GetAssociatedTask Method Example

This example accepts a task request, sending the response without displaying the inspector.

```
Set myNewTask = myTaskRequest.GetAssociatedTask(True)  
myNewTask.Respond olResponseAccepted, True
```


GetDefaultFolder Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetDefaultFolderC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthGetDefaultFolderX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetDefaultFolderA"}

Returns a **MAPIFolder** object that represents the default folder of the requested type for the current profile (for example, obtaining the default Calendar folder for the user who is currently logged on).

Syntax

expression.GetDefaultFolder(**FolderTypeEnum**)

expression An expression that returns a **Namespace** object.

FolderTypeEnum Required **Long**. The type of default folder to return. Can be one of the following **OlDefaultFolders** constants: **olFolderCalendar**, **olFolderContacts**, **olFolderDeletedItems**, **olFolderInbox**, **olFolderJournal**, **olFolderNotes**, **olFolderOutbox**, **olFolderSentMail**, or **olFolderTasks**.

GetDefaultFolder Method Example

This example obtains the default Calendar folder for the current user.

```
set myCalendar = olNameSpace.GetDefaultFolder(olFolderCalendar)
```

GetFolderFromID Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetFolderFromIDC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthGetFolderFromIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetFolderFromIDA"}

Returns a **MAPIFolder** object identified by the specified entry ID (if valid). This method is used for ease of transition between MAPI and OLE/Messaging applications and Outlook.

Syntax

expression.**GetFolderFromID**(*EntryIDFolder*, *EntryIDStore*)

expression An expression that returns a **Namespace** object.

EntryIDFolder Required **String**. The entry ID of the folder.

EntryIDStore Optional **String**. The entry id of the store containing the folder.

GetItemFromID Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetItemFromIDC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthGetItemFromIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetItemFromIDA"}

Returns an Outlook item identified by the specified entry ID (if valid). This method is used for ease of transition between MAPI and OLE/Messaging applications and Outlook.

Syntax

expression.**GetItemFromID**(*EntryIDItem*, *EntryIDStore*)

expression An expression that returns a **Namespace** object.

EntryIDItem Required **String**. The entry ID of the item.

EntryIDStore Optional **String**. The entry ID of the store containing the item.

GetNameSpace Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetNameSpaceC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthGetNameSpaceX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetNameSpaceA"}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetNameSpaceA"}

Returns a **NameSpace** object of the specified type.

Syntax

expression.**GetNameSpace**(*Type*)

expression An expression that returns a **Application** object.

Type Required **String**. The type of name space to return.

Remarks

The only supported name space type is "MAPI."

GetNameSpace Method Example

This example obtains the MAPI **NameSpace** object.

```
set myOlApp = CreateObject ("Outlook.Application")  
Set olNameSpace = myOlApp.GetNameSpace("MAPI")
```

GetRecipientFromID Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetRecipientFromIDC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthGetRecipientFromIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetRecipientFromIDA"}

Returns a **Recipient** object identified by the specified entry ID (if valid). This method is used for ease of transition between MAPI and OLE/Messaging applications and Outlook.

Syntax

expression.**GetRecipientFromID**(*EntryID*)

expression An expression that returns a **Namespace** object.

EntryID Required **String**. The entry ID of the recipient.

GetRecurrencePattern Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthGetRecurrencePatternC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthGetRecurrencePatternX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthGetRecurrencePatternA"}

Returns a **RecurrencePattern** object that represents the recurrence attributes of an appointment or task. If there is no existing recurrence pattern, a new, empty **RecurrencePattern** object is returned.

Syntax

expression.**GetRecurrencePattern**

expression An expression that returns an **AppointmentItem** or **TaskItem** object.

GetRecurrencePattern Method Example

This example obtains the recurrence pattern for an appointment.

```
Set myPattern = myAppointment.GetRecurrencePattern
```

GovernmentIDNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproGovernmentIDNumberC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproGovernmentIDNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies
To":"olproGovernmentIDNumberA"}

Returns or sets the government ID number for the contact. Read/write **String**.

HasAttachment Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olprolsHasAttachmentC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olprolsHasAttachmentX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olprolsHasAttachmentA"}

True if the remote item has an attachment associated with it. The default value is **True**. Read-only **Boolean**.

Height Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproHeightC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproHeightX": 1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproHeightA"}

Returns or sets the height (in pixels) of the note. Read/write **Long**.

HideFormPage Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthHideFormPageC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthHideFormPageX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthHideFormPageA"}

Hides a form page in the inspector.

Syntax

expression.**HideFormPage**(*PageName*)

expression An expression that returns an **Inspector** object.

Index Required **String**. The display name of the page to be hidden.

Hobby Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproHobbyC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproHobbyX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproHobbyA"}

Returns or sets the hobby for the contact. Read/write **String**.

Home2TelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproHome2TelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproHome2TelephoneNumberX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproHome2TelephoneNumberA"}

Returns or sets the second home telephone number for the contact. Read/write **String**.

HomeAddress Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproHomeAddressC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproHomeAddressX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproHomeAddressA"}

Returns or sets the full, unparsed text of the home address for the contact. Read/write **String**.

HomeAddressCity Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproHomeAddressCityC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproHomeAddressCityX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproHomeAddressCityA"}

Returns or sets the city portion of the home address for the contact. Read/write **String**.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressCountry Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproHomeAddressCountryC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproHomeAddressCountryX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproHomeAddressCountryA"}

Returns or sets the country portion of the home address for the contact. Read/write **String**.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressPostalCode Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproHomeAddressPostalCodeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproHomeAddressPostalCodeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproHomeAddressPostalCodeA"}

Returns or sets the postal code portion of the home address for the contact. Read/write **String**.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressPostOfficeBox Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproHomeAddressPostOfficeBoxC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproHomeAddressPostOfficeBoxX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproHomeAddressPostOfficeBoxA"}

Returns or sets the post office box number portion of the home address for the contact. Read/write **String**.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressState Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproHomeAddressStateC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproHomeAddressStateX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproHomeAddressStateA"}

Returns or sets the state portion of the home address for the contact. Read/write **String**.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeAddressStreet Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproHomeAddressStreetC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproHomeAddressStreetX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproHomeAddressStreetA"}

Returns or sets the street portion of the home address for the contact. Read/write **String**.

Remarks

This property is parsed from the **HomeAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **HomeAddress**.

HomeFaxNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproHomeFaxNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproHomeFaxNumberX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproHomeFaxNumberA"}

Returns or sets the home fax number for the contact. Read/write **String**.

HomeTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproHomeTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproHomeTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproHomeTelephoneNumberA"}

Returns or sets the first home telephone number for the contact. Read/write **String**.

Icon Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olprolconC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olprolconX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olprolconA"}

Returns or sets the file name of the icon to be displayed for the form. Read/write **String**.

Importance Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproImportanceC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproImportanceX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproImportanceA"}

Returns or sets the relative importance level for the Outlook item. Can be one of the following **OImportance** constants: **oImportanceHigh**, **oImportanceLow**, or **oImportanceNormal**. This property corresponds to the MAPI property PR_IMPORTANCE. Read/write **Long**.

Initials Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproInitialsC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproInitialsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproInitialsA"}

Returns or sets the initials for the contact. Read/write **String**.

Interval Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproIntervalC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproIntervalX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproIntervalA"}

Returns or sets the number of units of a given recurrence type between occurrences. For example, setting the **Interval** property to 2 and the **RecurrenceType** property to "Weekly" would cause the pattern to occur every second week. Read/write **Long**.

Note This property is not valid for yearly recurrence patterns.

ISDNNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproISDNNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproISDNNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproISDNNumberA"}

Returns or sets the ISDN number for the contact. Read/write **String**.

IsRecurring Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproIsRecurringC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproIsRecurringX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproIsRecurringA"}

True if the appointment or task is a recurring appointment or task. When the **GetRecurrencePattern** property is used with an **AppointmentItem** or **TaskItem** object, this property is set to **True**. Read-only **Boolean**.

Items Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproItemsC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproItemsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproItemsA"}

Returns the collection of Outlook items in the folder. Read-only.

Items Property Example

This example obtains the collection of **MailItem** objects from the default Inbox folder.

```
Set myFolder = olNamespace.GetDefaultFolder(olFolderInbox)
Set myItems = myFolder.Items
```


JobTitle Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproJobTitleC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproJobTitleX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproJobTitleA"}

Returns or sets the job title for the contact. Read/write **String**.

Journal Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olprolsJournalC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olprolsJournalX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olprolsJournalA"}

True if the transaction of the contact will be journalized. The default value is **False**. Read/write **Boolean**.

Language Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproLanguageC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproLanguageX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproLanguageA"}

Returns or sets the language for the contact. Read/write **String**.

LastModificationTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproLastModificationTimeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproLastModificationTimeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies
To":"olproLastModificationTimeA"}

Returns the time the Outlook item was last modified. This property corresponds to the MAPI property PR_LAST_MODIFICATION_TIME. Read-only **Date**.

LastName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproLastNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproLastNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olprLastNameA"}

Returns or sets the last name for the contact. Read/write **String**.

Remarks

This property is parsed from the **FullName** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes of entries to **FullName**.

LastNameAndFirstName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproLastNameAndFirstNameC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproLastNameAndFirstNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies
To":"olproLastNameAndFirstNameA"}

Returns the concatenated last name and first name for the contact. Read-only **String**.

Remarks

This property is parsed from the **FirstName** and **LastName** properties for the contact, which are themselves parsed from the **FullName** property.

Left Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproLeftC"}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproLeftA"}

{ewc HLP95EN.DLL, DYNALINK, "Example":"olproLeftX":1}

Returns or sets the position (in pixels) of the left vertical edge of the note. Read/write **Long**.

Locked Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproLockedC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproLockedX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproLockedA"}

True if the form may be modified. Read/write **Boolean**.

Logoff Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthLogoffC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthLogoffX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthLogoffA"}

Logs the user off from the current MAPI session.

Syntax

expression.**Logoff**

expression An expression that returns a **Namespace** object.

Logon Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthLogonC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthLogonX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthLogonA"}

Logs the user on to MAPI, obtaining a MAPI session.

Syntax

expression.**Logon**(*Profile*, *Password*, *ShowDialog*, *NewSession*)

expression An expression that returns a **Namespace** object.

Profile Optional **String**. The profile name to use for the session.

Password Optional **String**. The password (if any) associated with the profile.

ShowDialog Optional **Boolean**. **True** to display the MAPI logon dialog.

NewSession Optional **Boolean**. **True** to create a new session (doesn't use an existing session).

MailingAddress Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproMailingAddressC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproMailingAddressX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproMailingAddressA"}

Returns or sets the full, unparsed selected mailing address for the contact. Read/write **String**.

Remarks

This property replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OMailingAddress** constants: **olBusiness**, **olHome**, **olNone**, or **olOther**. While it can be changed or entered independently, any such changes or entries to this property will be overwritten by any subsequent changes or entries to the property indicated by **SelectedMailingAddress**.

MailingAddressCity Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproMailingAddressCityC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproMailingAddressCityX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproMailingAddressCityA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproMailingAddressCityA"}

Returns or sets the city name portion of the selected mailing address of the contact. Read/write **String**.

Remarks

This property is parsed from the **MailingAddress** property, which in turn replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**, **olHome**, **olNone**, or **olOther**. While can be changed or entered independently should it be parsed incorrectly, any such changes or entries to this property will be overwritten by any subsequent changes or entries to either **MailingAddress** or to the property indicated by **SelectedMailingAddress**.

MailingAddressCountry Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMailingAddressCountryC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproMailingAddressCountryX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMailingAddressCountryA"}

Returns or sets the country code portion of the selected mailing address of the contact. Read/write **String**.

Remarks

This property is parsed from the **MailingAddress** property, which in turn replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**, **olHome**, **olNone**, or **olOther**. While can be changed or entered independently should it be parsed incorrectly, any such changes or entries to this property will be overwritten by any subsequent changes or entries to either **MailingAddress** or to the property indicated by **SelectedMailingAddress**.

MailingAddressPostOfficeBox Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMailingAddressPostOfficeBoxC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproMailingAddressPostOfficeBoxX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMailingAddressPostOfficeBoxA"}

Returns or sets the post office box number portion of the selected mailing address of the contact.

Read/write **String**.

Remarks

This property is parsed from the **MailingAddress** property, which in turn replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OIMailingAddress** constants: **olBusiness**, **olHome**, **olNone**, or **olOther**. While can be changed or entered independently should it be parsed incorrectly, any such changes or entries to this property will be overwritten by any subsequent changes or entries to either **MailingAddress** or to the property indicated by **SelectedMailingAddress**.

MailingAddressPostalCode Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMailingAddressPostalCodeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproMailingAddressPostalCodeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMailingAddressPostalCodeA"}

Returns or sets the postal code portion of the selected mailing address of the contact. Read/write **String**.

Remarks

This property is parsed from the **MailingAddress** property, which in turn replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OMailingAddress** constants: **olBusiness**, **olHome**, **olNone**, or **olOther**. While can be changed or entered independently should it be parsed incorrectly, any such changes or entries to this property will be overwritten by any subsequent changes or entries to either **MailingAddress** or to the property indicated by **SelectedMailingAddress**.

MailingAddressState Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproMailingAddressStateC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproMailingAddressStateX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproMailingAddressStateA"}

Returns or sets the state code portion for the selected mailing address of the contact. Read/write **String**.

Remarks

This property is parsed from the **MailingAddress** property, which in turn replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OlMailingAddress** constants: **olBusiness**, **olHome**, **olNone**, or **olOther**. While can be changed or entered independently should it be parsed incorrectly, any such changes or entries to this property will be overwritten by any subsequent changes or entries to either **MailingAddress** or to the property indicated by **SelectedMailingAddress**.

MailingAddressStreet Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMailingAddressStreetC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproMailingAddressStreetX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMailingAddressStreetA"}

Returns or sets the street address portion of the selected mailing address of the contact. Read/write **String**.

Remarks

This property is parsed from the **MailingAddress** property, which in turn replicates the property indicated by the **SelectedMailingAddress** property, which is one of the following **OMailingAddress** constants: **olBusiness**, **olHome**, **olNone**, or **olOther**. While can be changed or entered independently should it be parsed incorrectly, any such changes or entries to this property will be overwritten by any subsequent changes or entries to either **MailingAddress** or to the property indicated by **SelectedMailingAddress**.

ManagerName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproManagerNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproManagerNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproManagerNameA"}

Returns or sets the manager name for the contact. Read/write **String**.

MarkComplete Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthMarkCompleteC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthMarkCompleteX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthMarkCompleteA"}

Marks the task as completed. Sets **PercentComplete** to "100%", **Complete** to **True**, and **DateCompleted** to the current date.

Syntax

expression.**MarkComplete**

expression An expression that returns a **TaskItem** object.

MeetingStatus Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproMeetingStatusC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproMeetingStatusX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproMeetingStatusA"}

Returns or sets the meeting status of the appointment. Use this property to make a **MeetingRequestItem** object available for the appointment. Can be one of the following **OlMeetingStatus** constants: **olMeeting**, **olMeetingCanceled**, **olMeetingReceived**, or **olNonMeeting**. Read/write **Long**.

MessageClass Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMessageClassC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproMessageClassX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMessageClassA"}

Returns or sets the message class for the Outlook item or **Action**. This property corresponds to the MAPI property PR_MESSAGE_CLASS. Read/write **String**.

MiddleName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMiddleNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproMiddleNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMiddleNameA"}

Returns or sets the middle name for the contact. Read/write **String**.

Remarks

This property is parsed from the **FullName** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes of entries to **FullName**.

Mileage Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproMileageC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproMileageX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproMileageA"}

Returns or sets the mileage for the appointment, contact, or task. This is a free-form string field and can be used to store mileage information associated with the item (for example, 100 miles documented for a task) for purposes of reimbursement. Read/write **String**.

Minilcon Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMinilconC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproMinilconX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMinilconA"}

Returns or sets the file name of the mini-icon to be displayed for the form. Read/write **String**.

MobileTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMobileTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproMobileTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMobileTelephoneNumberA"}

Returns or sets the mobile telephone number for the contact. Read/write **String**.

ModifiedFormPages Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproPagesC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproModifiedFormPagesX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproModifiedFormPagesA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproModifiedFormPagesA"}

Returns the **Pages** collection that represents all the pages for the item in the inspector. The main page and up to a 3 customizable pages can be obtained using the **Add** method. Read-only.

MonthOfYear Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMonthOfYearC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproMonthOfYearX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMonthOfYearA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMonthOfYearA"}

Returns or sets which month of the year is valid for this recurrence pattern. Can be a number from 1 through 12. For example, setting this property to 5 and the **RecurrenceType** property to **olRekursYearly** would cause this recurrence pattern to occur every May. Read/write **Long**.

Note This property is only valid for recurrence patterns whose **RecurrenceType** property is set to **olRekursYearly** or **olRekursYearNth**.

Move Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthMoveC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthMoveX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthMoveA"}

Moves an Outlook item to a new folder.

Syntax

expression.**Move**(**DestFldr**)

expression An expression that returns an object in the Applies To list.

DestFldr Required **MAPIFolder**. The destination folder.

MoveTo Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthMoveToC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthMoveToX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthMoveToA"}

Moves the current folder to the specified destination folder.

Syntax

expression.**MoveTo**(*DestFldr*)

expression An expression that returns a **MAPIFolder** object.

DestFldr Required **MAPIFolder**. The folder to add the moved folder to.

MoveTo Method Example

This example adds a new folder to the default Contacts folder, and then moves it to the default Inbox folder.

```
Set myFolder = olNamespace.GetDefaultFolder(olFolderContacts)
Set myNewFolder = myFolder.Folders.Add("My Contacts")
myNewFolder.MoveTo olNamespace.GetDefaultFolder(olFolderInbox)
```

Name Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproNameC"} {ewc HLP95EN.DLL, DYNALINK,
"Example": "olproNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproNameA"}

Returns the display name for the object. Read-only **String** for **Recipient** and **UserProperty** objects, read/write **String** for **Action**, **FormDescription**, and **MAPIFolder** objects.

NickName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproNickNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproNickNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproNickNameA"}

Returns or sets the nickname for the contact. Read/write **String**.

NoAging Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproNoAgingC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproNoAgingX": 1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproNoAgingA"}

True to not to age the Outlook item. Read/write **Boolean**.

NoEndDate Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproNoEndDateC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproNoEndDateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproNoEndDateA"}

True if the recurrence pattern has no end date. Read/write **Boolean**.

Remarks

This property must be coordinated with other properties when setting up a recurrence pattern. If the **PatternEndDate** property or the **Occurrences** property is set, the pattern is considered to be finite and the **NoEndDate** property is **False**. If neither **PatternEndDate** nor **Occurrences** is set, the pattern is considered infinite and **NoEndDate** is **True**.

Number Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproNumberC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproNumberA"}

Returns or sets the number for the form. Read/write **String**.

Occurrences Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproOccurrencesC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproOccurrencesX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproOccurrencesA"}

Returns or sets the number of occurrences of the recurrence pattern. This property allows the definition of a recurrence pattern that is only valid for the specified number of subsequent occurrences. For example, you can set this property to 10 for a formal training course that will be held on the next ten Thursday evenings. Read/write **Long**.

Remarks

This property must be coordinated with other properties when setting up a recurrence pattern. If the **PatternEndDate** property or the **Occurrences** property is set, the pattern is considered to be finite and the **NoEndDate** property is **False**. If neither **PatternEndDate** nor **Occurrences** is set, the pattern is considered infinite and **NoEndDate** is **True**.

OneOff Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOneOffC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproOneOffX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOneOffA"}

True if the form will be discarded after using once (one-off). **False** if the form is retained as a custom form. Read/write **Boolean**.

OptionalAttendees Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOptionalAttendeesC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproOptionalAttendeesX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOptionalAttendeesA"}

Returns the display string of optional attendees names for the appointment. This property corresponds to the MAPI property PR_DISPLAY_CC. Read-only **String**.

Ordinal Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOrdinalC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproOrdinalX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOrdinalA"}

Returns or sets the position in the view (ordinal) for the task. Read/write **Long**.

OrganizationalIDNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOrganizationalIDNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproOrganizationalIDNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOrganizationalIDNumberA"}

Returns or sets the organizational ID number for the contact. Read/write **String**.

OriginatorDeliveryReportRequested Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOriginatorDeliveryReportRequestedC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproOriginatorDeliveryReportRequestedX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOriginatorDeliveryReportRequestedA"}

True if the originator requested a delivery receipt on the mail message. Read/write **Boolean**.

OtherAddress Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproOtherAddressC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproOtherAddressX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproOtherAddressA"}

Returns or sets the other address for the contact. Read/write **String**.

Remarks

This property contains the full, unparsed other address for the contact.

OtherAddressCity Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproOtherAddressCityC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproOtherAddressCityX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproOtherAddressCityA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproOtherAddressCityA"}

Returns or sets the city portion of the other address for the contact. Read/write **String**.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressCountry Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOtherAddressCountryC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproOtherAddressCountryX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOtherAddressCountryA"}

Returns or sets the country portion of the other address for the contact. Read/write **String**.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressPostalCode Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOtherAddressPostalCodeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproOtherAddressPostalCodeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOtherAddressPostalCodeA"}

Returns or sets the postal code portion of the other address for the contact. Read/write **String**.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressPostOfficeBox Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOtherAddressPostalCodeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproOtherAddressPostOffice BoxX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOtherAddressPostOfficeBoxA"}

Returns or sets the post office box portion of the other address for the contact. Read/write **String**.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressState Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOtherAddressStateC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproOtherAddressStateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOtherAddressStateA"}

Returns or sets the state portion of the other address for the contact. Read/write **String**.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherAddressStreet Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproOtherAddressStreetC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproOtherAddressStreetX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproOtherAddressStreetA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproOtherAddressStreetA"}

Returns or sets the street portion of the other address for the contact. Read/write **String**.

Remarks

This property is parsed from the **OtherAddress** property, but may be changed or entered independently should it be parsed incorrectly. Note that any such changes or entries to this property will be overwritten by any subsequent changes or entries to **OtherAddress**.

OtherFaxNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOtherFaxNumberC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproOtherFaxNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOtherFaxNumberA"}

Returns or sets the other fax number for the contact. Read/write **String**.

OtherTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOtherTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproOtherTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOtherTelephoneNumberA"}

Returns or sets the other telephone number for the contact. Read/write **String**.

Owner Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproOwnerC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproOwnerX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproOwnerA"}

Returns or sets the owner for the task. This is a free form string field. Setting this property to someone other than the current user does not have the effect of delegating the task; use the **CreateTaskRequest** method for this purpose. Read/write **String**.

Ownership Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOwnershipC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproOwnershipX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproOwnershipA"}

Returns the ownership state of the task. Can be one of the following **OITaskOwnership** constants:
olDelegatedTask, **olNewTask**, or **olOwnTask**. Read-only **Long**.

PagerNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproPagerNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproPagerNumberX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproPagerNumberA"}

Returns or sets the pager number for the contact. Read/write **String**.

Password Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproPasswordC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproPasswordX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproPasswordA"}

Returns or sets the password for modifying the form. Read/write **String**.

PathName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproPathNameC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproPathNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproPathNameA"}

Returns the full path to the linked attached file. This property is only valid for linked files. Read-only **String**.

PatternEndDate Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproPatternEndDateC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproPatternEndDateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproPatternEndDateA"}

Returns or sets the end date for the recurrence pattern. Read/write **Date**.

Remarks

This property is optional but must be coordinated with other properties when setting up a recurrence pattern. If this property or the **Occurrences** property is set, the pattern is considered to be finite, and the **NoEndDate** property is **False**. If neither **PatternEndDate** or **Occurrences** is set, the pattern is considered infinite and **NoEndDate** is **True**.

PatternStartDate Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproPatternStartDateC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproPatternStartDateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproPatternStartDateA"}

Returns or sets the start date for the recurrence pattern. Read/write **Date**.

PercentComplete Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproPercentCompleteC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproPercentCompleteX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproPercentCompleteA"}

Returns or sets the percentage of the task completed at the current date and time. Read/write **Long**.

PersonalHomePage Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproPersonalHomePageC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproPersonalHomePageX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproPersonalHomePageA"}

Returns or sets the URL of the personal Web page for the contact. Read/write **String**.

Position Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproPositionC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproPositionX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproPositionA"}

Returns or sets the position of the attachment within the body of the item. Read/write **Long**.

Prefix Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproPrefixC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproPrefixX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproPrefixA"}

Returns or sets the prefix (for example, "Re") to use with the subject of the item when the action is executed. Note that Outlook automatically adds a colon (:) to the value of the **Prefix** property when setting the subject of the item. Read/write **String**.

PrimaryTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproPrimaryTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproPrimaryTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies
To":"olproPrimaryTelephoneNumberA"}

Returns or sets the primary telephone number for the contact. Read/write **String**.

PrintOut Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthPrintOutC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthPrintOutX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthPrintOutA"}

Prints the Outlook item using all default settings.

Syntax

expression.PrintOut

expression An expression that returns an object in the Applies To list.

Profession Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproProfessionC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproProfessionX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproProfessionA"}

Returns or sets the profession for the contact. Read/write **String**.

RadioTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproRadioTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproRadioTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies
To":"olproRadioTelephoneNumberA"}

Returns or sets the radio telephone number for the contact. Read/write **String**.

ReadReceiptRequested Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReadReceiptRequestedC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReadReceiptRequestedX":1}
To:"olproReadReceiptRequestedA"} {ewc HLP95EN.DLL, DYNALINK, "Applies

True if a read receipt has been requested by the sender. This property corresponds to the MAPI property PR_READ_RECEIPT_REQUESTED. Read/write **Boolean**.

ReceivedByEntryID Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReceivedByEntryIDC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReceivedByEntryIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReceivedByEntryIDA"}

Returns the entry ID for the true recipient as set by the transport provider delivering the mail message. This property corresponds to the MAPI property PR_RECEIVED_BY_ENTRYID. Read-only **String**.

ReceivedByName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReceivedByNameC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproReceivedByNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReceivedByNameA"}

Returns display name of the true recipient for the mail message. This property corresponds to the MAPI property PR_RECEIVED_BY_NAME. Read-only **String**.

ReceivedOnBehalfOfEntryID Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReceivedOnBehalfOfEntryIDC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReceivedOnBehalfOfEntryIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReceivedOnBehalfOfEntryIDA"}

Returns the entry ID of the user delegated to represent the recipient for the mail message. This property corresponds to the MAPI property PR_RCVD_REPRESENTING_ENTRYID. Read-only **String**.

ReceivedOnBehalfOfName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReceivedOnBehalfOfNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReceivedOnBehalfOfNameX":1}
To:"olproReceivedOnBehalfOfNameA"} {ewc HLP95EN.DLL, DYNALINK, "Applies

Returns the display name of the user delegated to represent the recipient for the mail message. This property corresponds to the MAPI property PR_RCVD_REPRESENTING_NAME. Read-only **String**.

ReceivedTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReceivedTimeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproReceivedTimeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReceivedTimeA"}

Returns or sets the date and time at which the mail message or post was received. Read/write **Date**.

RecipientReassignmentProhibited Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproRecipientReassignmentProhibitedC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproRecipientReassignmentProhibitedX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproRecipientReassignmentProhibitedA"}

True if the recipient cannot forward the mail message. Read/write **Boolean**.

Recipients Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproRecipientsC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproRecipientsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproRecipientsA"}

Returns a **Recipients** collection that represents all the recipients for the Outlook item. Read-only.

RecurrenceType Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproRecurrenceTypeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproRecurrenceTypeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproRecurrenceTypeA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproRecurrenceTypeA"}

Returns or sets the frequency of occurrences for the recurrence pattern. Can be one of the following **OIRecurrenceType** constants: **olRekursDaily**, **olRekursWeekly**, **olRekursMonthly**, **olRekursMonthNth**, **olRekursYearly**, or **olRekursYearNth**. Use the **Interval** property to specify the number of units of a given recurrence type between occurrences in the pattern Read/write **Long**.

ReferredBy Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReferredByC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReferredByX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReferredByA"}

Returns or sets the referral name entry for the contact. Read/write **String**.

ReminderMinutesBeforeStart Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReminderMinutesBeforeStartC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReminderMinutesBeforeStartX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReminderMinutesBeforeStartA"}

Returns or sets the number of minutes the reminder should occur prior to the start of the appointment or task. Read/write **Long**.

ReminderOverrideDefault Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReminderOverrideDefaultC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReminderOverrideDefaultX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReminderOverrideDefaultA"}

True if the reminder overrides the default reminder behavior for the appointment or task. Read/write **Boolean**.

ReminderPlaySound Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproReminderPlaySoundC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproReminderPlaySoundX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproReminderPlaySoundA"}

True if the reminder should play a sound when it occurs for this appointment or task. This property is only valid if the **ReminderOverrideDefault** property is set to **True**. Read/write **Boolean**.

ReminderSet Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReminderSetC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReminderSetX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReminderSetA"}

True if a reminder has been set for this appointment or task. Read/write **Boolean**.

ReminderSoundFile Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReminderSoundFileC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReminderSoundFileX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReminderSoundFileA"}

Returns or sets the path and filename of the sound file to play when the reminder occurs for the appointment or task. This property is only valid if the **ReminderOverrideDefault** and **ReminderPlaySound** properties are set to **True**. Read/write **String**.

ReminderTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReminderTimeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproReminderTimeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReminderTimeA"}

Returns or sets the date and time at which the reminder should occur for this appointment or task.
Read/write **Date**.

RemoteMessageClass Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproRemoteMessageClassC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproRemoteMessageClassX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies
To":"olproRemoteMessageClassA"}

Returns the message class for the remote item. Read-only **String**.

RemoteStatus Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproRemoteStatusC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproRemoteStatusX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproRemoteStatusA"}

Returns or sets the remote status of the mail message. Can be one of the following **OIRemoteStatus** constants: **olMarkedForCopy**, **olMarkedForDelete**, **olMarkedForDownload**, **olNone**, or **olUnMarked**. Read/write **Long**.

Remove Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthRemoveC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthRemoveX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthRemoveA"}

Removes the object from the collection.

Syntax

expression.**Remove**(*Index*)

expression An expression that returns an object in the Applies To list.

Index Required **Long**. The index of the object within the collection.

Reply Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthReplyC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthReplyX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthReplyA"}

Creates a reply, pre-addressed to the original sender, from the journal entry or mail message. Returns the reply as a **MailItem** object.

Syntax

expression.**Reply**

expression An expression that returns a **JournalItem** or **MailItem** object.

ReplyAll Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthReplyAllC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthReplyAllX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthReplyAllA"}

Creates a reply to all original recipients from the journal entry or mail message. Returns the reply as a **MailItem** object.

Syntax

expression.**ReplyAll**

expression An expression that returns a **JournalItem** or **MailItem** object.

ReplyRecipientNames Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReplyRecipientNamesC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReplyRecipientNamesX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReplyRecipientNamesA"}

Returns the semicolon-delimited list of reply recipients for the mail message. This property only contains the display names for the reply recipients. The reply recipients list should be set by using the **ReplyRecipients** collection. Read-only **String**.

ReplyRecipients Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReplyRecipientsC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproReplyRecipientsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReplyRecipientsA"}

Returns a **Recipients** collection that represents all the reply recipient objects for the mail message.
Read-only **Recipients**.

ReplyStyle Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReplyStyleC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproReplyStyleX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReplyStyleA"}

Returns or sets the text formatting reply style for the action. Can be one of the following **OIActionReplyStyle** constants: **olEmbedOriginalItem**, **olIncludeOriginalText**, **olIndentOriginalText**, or **olOmitOriginalText**. Read/write **Long**.

ReplyTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproReplyTimeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproReplyTimeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproReplyTimeA"}

Returns or sets the reply time for the appointment. Read/write **Date**.

RequiredAttendees Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproRequiredAttendeesC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproRequiredAttendeesX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproRequiredAttendeesA"}

Returns the semicolon-delimited string of required attendee names for the meeting appointment. This property only contains the display names for the required attendees. The attendee list should be set by using the **Recipients** collection. Read/write **String**.

Resolve Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthResolveC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthResolveX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthResolveA"}

Attempts to resolve a **Recipient** object. Returns **True** if the object was resolved, **False** if it was not.

Syntax

expression.**Resolve**

expression An expression that returns a **Recipient** object.

ResolveAll Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthResolveAllC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthResolveAllX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthResolveAllA"}

Attempts to resolve all the **Recipient** objects in the **Recipients** collection. Returns **True** if all of the objects were resolved, **False** if one or more were not.

Syntax

expression.**ResolveAll**

expression An expression that returns a **Recipients** object.

Resolved Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproResolvedC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproResolvedX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproResolvedA"}

True if the recipient has been validated against the Address Book. Read-only **Boolean**.

Resources Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproResourcesC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproResourcesX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproResourcesA"}

Returns the semicolon-delimited string of resource names for the meeting. This property contains the display names only. The **Recipients** collection should be used to modify the resource recipients. Resources are added as BCC recipients to the collection. Read/write **String**.

ResponseRequested Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproResponseRequestedC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproResponseRequestedX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproResponseRequestedA"}

True if the sender would like a response to the meeting request for the appointment. Read/write **Boolean**.

ResponseStatus Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproResponseStatusC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproResponseStatusX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproResponseStatusA"}

Returns or sets the overall status of the meeting for the current user for the appointment. Can be one of the following **OIRResponseStatus** constants: **olResponseAccepted**, **olResponseDeclined**, **olResponseNone**, **olResponseNotResponded**, **olResponseOrganized**, or **olResponseTentative**.
Read/write **Long**.

ResponseStyle Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproResponseStyleC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproResponseStyleX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproResponseStyleA"}

Returns or sets the response style used when the action is executed. Can be one of the following **OIActionResponseStyle** constants: **olOpen**, **olPrompt**, or **olSend**. Read/write **Long**.

Save Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthSaveC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthSaveX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthSaveA"}

Saves the Outlook item to the current folder or, if this is a new item, to the Outlook default folder for the item type.

Syntax

expression.**Save**

expression An expression that returns an object in the Applies To list.

SaveAsFile Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthSaveAsFileC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthSaveAsFileX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthSaveAsFileA"}

Saves the attachment to the specified path.

Syntax

expression.**SaveAsFile**(*Path*)

expression An expression that returns an **Attachment** object.

Path Required **String**. The location to save the attachment.

Saved Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproSavedC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproSavedX": 1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproSavedA"}

True if the Outlook item has not been modified since the last save. Read-only **Boolean**.

SaveSentMessageFolder Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproSaveSentMessageFolderC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproSaveSentMessageFolderX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproSaveSentMessageFolderA"}

Returns or sets the **MAPIFolder** object that represents the folder in which a copy of the mail message will be saved upon being sent. Read/write.

SchedulePlusPriority Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproSchedulePlusPriorityC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproSchedulePlusPriorityX": "1"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproSchedulePlusPriorityA"}

Returns or sets the Microsoft Schedule+ priority for the task. Can be 1 through 9, A through Z, or A1 through Z9. Priority 1 is the highest. The default value is 3. Read/write **String**.

SelectedMailingAddress Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproSelectedMailingAddressC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproSelectedMailingAddressX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproSelectedMailingAddressA"}

Returns or sets the type of the mailing address for the contact. Can be one of the following **OlMailingAddress** constants: **olBusiness**, **olHome**, **olNone**, or **olOther**. Read/write **Long**.

Send Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthSendC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthSendX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthSendA"}

Sends the appointment, mail message, or task.

Syntax

expression.**Send**

expression An expression that returns an **AppointmentItem**, **MailItem**, or **TaskItem** object.

SenderName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproSenderNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproSenderNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproSenderNameA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproSenderNameA"}

Returns the display name of the sender for the mail message or post. This property corresponds to the MAPI property PR_SENDER_NAME. Read-only **String**.

Sensitivity Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproSensitivityC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproSensitivityX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproSensitivityA"}

Returns or sets the sensitivity for the Outlook item. Can be one of the following **OlSensitivity** constants: **OlConfidential**, **OlNormal**, **OlPersonal**, or **OlPrivate**. This property corresponds to the MAPI property PR_SENSITIVITY. Read/write **Long**.

SentOn Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproSentOnC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproSentOnX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproSentOnA"}

Returns the date on which the mail message or post was sent. This property corresponds to the MAPI property PR_CLIENT_SUBMIT_TIME. Read-only **Date**.

SentOnBehalfOfName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproSentOnBehalfOfNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproSentOnBehalfOfNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproSentOnBehalfOfNameA"}

Returns the display name for the intended sender of the mail message. This property corresponds to the MAPI property PR_SENT_REPRESENTING_NAME. Read-only **String**.

ShowFormPage Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthShowFormPageC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthShowFormPageX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthShowFormPageA"}

Shows a form page in the inspector.

Syntax

expression.**ShowFormPage**(*PageName*)

expression An expression that returns an **Inspector** object.

PageName Required **String**. The display name of the page to be shown.

ShowOn Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproShowOnC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproShowOnX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproShowOnA"}

Returns or sets the location where the action will be shown. Can be one of the following **OIActionShowOn** constants: **oIDontShow**, **oIMenu**, or **oIMenuAndToolbar**. Read/write **Long**.

Size Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproSizeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example": "olproSizeX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproSizeA"}

Returns the size (in bytes) of the Outlook item. Read-only **Long**.

Spouse Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproSpouseC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproSpouseX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproSpouseA"}

Returns or sets the spouse name entry for the contact. Read/write **String**.

Start Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproStartC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproStartX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproStartA"}

Returns or sets the starting date and time for the appointment or journal entry. Read/write **Date**.

StartDate Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproStartDateC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproStartDateX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproStartDateA"}

Returns or sets the starting date and time for the task. Read/write **Date**.

StartTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproStartTimeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproStartTimeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproStartTimeA"}

Returns or sets the start time for a given occurrence of the recurrence pattern. This property is only valid for appointments. Read/write **Date**.

Status Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproStatusC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproStatusX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproStatusA"}

Returns or sets the status for the task. Can be one of the following **OITaskStatus** constants: **olTaskComplete**, **olTaskDeferred**, **olTaskInProgress**, **olTaskNotStarted**, or **olTaskWaiting**.
Read/write **Long**.

StatusOnCompletionRecipients Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproStatusOnCompletionRecipientsC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproStatusOnCompletionRecipientsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproStatusOnCompletionRecipientsA"}

Returns the semicolon-delimited string of display names for recipients who will receive status upon completion of the task. This property is calculated from the **Recipients** property. Recipients returned by the **StatusOnCompletion** property correspond to BCC recipients in the **Recipients** collection. Read-only **String**.

StatusReport Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthStatusReportC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthStatusReportX":1}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthStatusReportA"}

Sends a status report to all CC recipients (recipients returned by the **StatusUpdateRecipients** property) with the current status for the task.

Syntax

expression.**StatusReport**

expression An expression that returns a **TaskItem** object.

StatusUpdateRecipients Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproStatusUpdateRecipientsC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproStatusUpdateRecipientsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproStatusUpdateRecipientsA"}

Returns the semicolon-delimited string of display names for recipients who receive status updates for the task. This property is calculated from the **Recipients** property. Recipients returned by the **StatusUpdateRecipients** property correspond to CC recipients in the **Recipients** collection. Read-only **String**.

StoreID Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproStoreIDC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproStoreIDX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproStoreIDA"}

Returns or sets the store ID for the folder. Read-only **String**.

Subject Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproSubjectC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproSubjectX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproSubjectA"}

Returns or sets the subject for the Outlook item. This property corresponds to the MAPI property PR_SUBJECT. Read/write **String**.

Note The **Subject** property is the default property for Outlook items.

Suffix Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproSuffixC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproSuffixX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproSuffixA"}

Returns or sets the name suffix (such as Jr., III, or Ph.D.) for the contact. Read/write **String**.

TeamTask Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproTeamTaskC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproTeamTaskX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproTeamTaskA"}

True if the task is a team task. Read/write **Boolean**.

TelexNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproTelexNumberC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproTelexNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproTelexNumberA"}

Returns or sets the telex number for the contact. Read/write **String**.

Template Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproTemplateC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproTemplateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproTemplaterA"}

Returns or sets the name of the template for the form. Read/write **String**.

Title Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproTitleC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproTitleX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproTitleA"}

Returns or sets the title for the contact. Read/write **String**.

To Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproToC"}
{ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproToA"}

{ewc HLP95EN.DLL, DYNALINK, "Example":"olproToX":1}

Returns the semicolon-delimited list of display names for the To recipients for the Outlook item. This property contains the display names only. The **Recipients** collection should be used to modify this property. Read-only **String**.

Remarks

This property corresponds to the MAPI property PR_DISPLAY_TO.

Top Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproTopC"}
{ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproTopA"}

{ewc HLP95EN.DLL, DYNALINK, "Example": "olproTopX": 1}

Returns or sets the position (in pixels) of the top horizontal edge of the note. Read/write **Long**.

TotalWork Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproTotalWorkC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproTotalWorkX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproTotalWorkA"}

Returns or sets the total work for the task. Read/write **Long**.

TrackingStatus Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproTrackingStatusC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproTrackingStatusX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproTrackingStatusA"}

Returns or sets the tracking status for the recipient. Can be one of the following **OITrackingStatus** constants: **olTrackingDelivered**, **olTrackingNone**, **olTrackingNotDelivered**, **olTrackingNotRead**, **olTrackingRead**, **olTrackingRecallFailure**, **olTrackingRecallSuccess**, or **olTrackingReplied**.
Read/write **Long**.

TrackingStatusTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproTrackingStatusTimeC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproTrackingStatusTimeX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproTrackingStatusTimeA"} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproTrackingStatusTimeA"}

Returns or sets the tracking status date and time for the recipient. Read/write **Date**

TransferSize Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproTransferSizeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproTransferSizeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproTransferSizeA"}

Returns the transfer size (in bytes) for the remote item. Read-only **Long**.

TransferTime Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproTransferTmeC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproTransferTimeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproTransferTimeA"}

Returns the transfer time (in seconds) for the remote item. Read-only **Long**.

TTYTDDTelephoneNumber Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproTTYTDDTelephoneNumberC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproTTYTDDTelephoneNumberX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproTTYTDDTelephoneNumberA"}

Returns or sets the TTY/TDD telephone number for the contact. Read/write **String**.

Type Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproTypeC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproTypeX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproTypeA"}

Returns or sets the type of the object, as shown in the following table.

Object	Type
Attachment	Can be one of the following OIAttachmentType constants: olByReference , olByValue , olEmbeddedItem , or olIOLE . Read-only Long .
JournalItem	A free-form string field, usually containing the display name of the journalizing application (for example, "MSWord"). Read/write String .
NameSpace	The only supported type is "MAPI." Read-only String .
Recipient (of JournalItem)	The OIJournalRecipientType constant: olAssociatedContact . Read/write Long .
Recipient (of MailItem)	Can be one of the following OIMailRecipientType constants: olBCC , olCC , olOriginator , or olTo . Read/write Long .
Recipient (of MeetingRequestItem)	Can be one of the following OIMeetingRecipientType constants: olOptional , olOrganizer , olRequired , or olResource . Read/write Long .
Recipient (of TaskItem)	Can be either of the following OITaskRecipientType constants: olFinalStatus , or olUpdate . Read/write Long .
UserProperty	Can be one of the following OIUserPropertyType constants: olCombination , olCurrency , olDateTime , olDuration , olFormula , olKeywords , olNumber , olPercent , olText , or olYesNo . Read-only Long .

UnRead Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproUnReadC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproUnReadX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproUnReadA"}

True if the Outlook item has not been opened (read). Read/write **Boolean**.

UnReadItemCount Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproUnReadItemCountC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproUnReadItemCountX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproUnReadItemCountA"}

Returns the number of unread items in the folder. Read-only **Long**.

User1 Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproUser1C"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproUser1X":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproUser1A"}

Returns or sets the first Microsoft Schedule+ user for the contact. Read/write **String**.

User2 Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproUser2C"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproUser2X":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproUser2A"}

Returns or sets the second Microsoft Schedule+ user for the contact. Read/write **String**.

User3 Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproUser3C"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproUser3X":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproUser3A"}

Returns or sets the third Microsoft Schedule+ user for the contact. Read/write **String**.

User4 Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproUser4C"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproUser4X":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproUser4A"}

Returns or sets the fourth Microsoft Schedule+ user for the contact. Read/write **String**.

UserProperties Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproUserPropertiesC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproUserPropertiesX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproUserPropertiesA"}

Returns the **UserProperties** collection that represents all the user properties for the Outlook item.
Read-only.

UseWordMail Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproUnReadC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproUseWordMailX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproUseWordMailA"}

True to use Microsoft Word as the default editor for the form. Read/write **Boolean**.

ValidationFormula Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproValidationFormulaC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproValidationFormulaX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproValidationFormulaA"}

Returns or sets the validation formula for the user property. This property is just a descriptive string; it does not have any validation functionality. Read/write **String**.

ValidationText Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproValidationTextC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproValidationTextX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproValidationTextA"}

Returns or sets the validation text for the user property. Read/write **String**.

Value Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproValueC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproValueX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproValueA"}

Returns or sets the value for the user property. Read/write **VARIANT**.

Actions Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproActionsC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproActionsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproActionsA"}

Returns a **Actions** collection that represents all the available actions for the Outlook item. Read-only.

Version Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproVersionC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproVersionX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproVersionrA"}

Returns or sets the number of the version for the form. Read/write **String**.

VotingOptions Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproVotingOptionsC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproVotingOptionsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproVotingOptionsA"}

Returns or sets a delimited string containing the voting options for the mail message. Read/write **String**.

VotingResponse Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproVotingResponseC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproVotingResponseX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproVotingResponseA"}

Returns or sets the voting response for the mail message. This property is usually set to one of the delimited values returned by the **VotingOptions** property on a reply to the original message.

Read/write **String**.

WebPage Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproWebPageC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproWebPageX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproWebPageA"}

Returns or sets the URL of the Web page for the contact. Read/write **String**.

Width Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproWidthC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproWidthX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproWidthA"}

Returns or sets the width (in pixels) for the note. Read/write **Long**.

YomiCompanyName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproYomiCompanyNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproYomiCompanyNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproYomiCompanyNameA"}

Returns or sets the Japanese phonetic rendering (yomigana) of the company name for the contact.
Read/write **String**.

YomiFirstName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproYomiFirstNameC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproYomiFirstNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproYomiFirstNameA"}

Returns or sets the Japanese phonetic rendering (yomigana) of the first name for the contact.
Read/write **String**.

YomiLastName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproYomiLastNameC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproYomiLastNameX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproYomiLastNameA"}

Returns or sets the Japanese phonetic rendering (yomigana) of the last name for the contact.
Read/write **String**.

FormDescription Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "oobjFormDescriptionC"} {ewc HLP95EN.DLL, DYNALINK,  
"Properties": "oobjFormDescriptionP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "oobjFormDescriptionM"}  
{ewc HLP95EN.DLL, DYNALINK, "Events": "oobjFormDescriptionE"}
```

Contains the general properties of an Outlook form. The properties of an Outlook form are displayed on the **Properties** page of a form in design mode. To see the **Properties** page in design mode, open the Outlook item, click **Design Outlook Form** on the **Tools** menu, and then click the **Properties** tab in item's window.

Using the FormDescription Object

Use the **FormDescription** property to return the **FormDescription** object associated with an Outlook item.

PostItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "objMailItemC"} {ewc HLP95EN.DLL, DYNALINK,
"Properties": "objPostItemP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "objPostItemM"} {ewc
HLP95EN.DLL, DYNALINK, "Events": "objPostItemE"}
```

Represents a post in a public folder that others may browse. Unlike a **MailItem** object, a **PostItem** object is not sent to a recipient. You use the **Post** method, which is analogous to **Send** method for the **MailItem** object, to save the **PostItem** to the target public folder instead of mailing it.

Using the PostItem Object

Use the **CreateItem** method to create a **PostItem** object that represents a new post. The following example returns a new post.

```
Set myItem = myOlApp.CreateItem(olPostItem)
```

Use **Items(index)**, where *index* is the index number of a post or a value used to match the default property of a post, to return a single **PostItem** object from a public folder.

RemotelItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"oobjFormDescriptionC"} {ewc HLP95EN.DLL, DYNALINK,
"Properties":"oobjRemotelItemP"} {ewc HLP95EN.DLL, DYNALINK, "Methods":"oobjRemotelItemM"} {ewc
HLP95EN.DLL, DYNALINK, "Events":"oobjRemotelItemE"}
```

Represents an remote item in an Inbox (mail) folder. The **RemotelItem** object is similar to the **MailItem** object, but it contains only the Subject, Received Date and Time, Sender, Size and the first 256 characters of the body of the message. It is used to give someone connecting in remote mode enough information to decide whether or not to download the corresponding mail message.

Using the RemotelItem Object

Unlike other Outlook objects, you cannot create this object. Remote items are created by Outlook automatically when you use a Remote Access System (RAS) connection. Each **RemotelItem** created on the local system corresponds to a pre-existing **MailItem** on the remote system.

ReportItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"objReportItemC"}          {ewc HLP95EN.DLL, DYNALINK,  
"Properties":"objReportItemP"}          {ewc HLP95EN.DLL, DYNALINK, "Methods":"objReportItemM"}          {ewc  
HLP95EN.DLL, DYNALINK, "Events":"objReportItemE"}
```

Represents a mail-delivery report in an Inbox (mail) folder. The **ReportItem** object is similar to a **MailItem** object, and it contains a report (usually the non-delivery report) or error message from the mail transport system.

Using the ReportItem Object

Unlike other Outlook objects, you cannot create this object. Report items are created automatically when any report or error in general is received from the mail transport system.

Assign Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthAssignC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthAssignX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthAssignA"}

Assigns a task and returns a **TaskItem** object that represents it. This method allows a task to be assigned (delegated) to another user. You must create a task before you can assign it, and you must assign a task before you can send it. An assigned task is sent as a **TaskRequestItem** object.

Syntax

expression.**Assign**

expression An expression that returns a **TaskItem** object.

CancelResponseState Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthCancelResponseStateC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthCancelResponseStateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthCancelResponseStateA"}

Resets an unsent response to a task request back to a simple task. After you receive a task request and respond to it, but before sending the response, you can use this method to revert the task to its state before you responded.

Syntax

expression.**CancelResponseState**

expression An expression that returns a **TaskItem** object.

ClearConversationIndex Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthClearConversationIndexC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthClearConversationIndexX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthClearConversationIndexA"}

Clears the index of the conversation thread for the mail message or post.

Syntax

expression.**ClearConversationIndex**

expression An expression that returns a **MailItem** or **PostItem** object.

Close Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthCloseC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthCloseX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthCloseA"}

Explorer object: Closes the explorer. No information is saved.

Inspector or Outlook item object: Closes the inspector or item and optionally saves changes to the displayed Outlook item.

Syntax 1

expression.Close

Syntax 2

expression.Close(**SaveMode**)

expression An expression that returns an **Explorer** object (Syntax 1) or an **Inspector** or Outlook item object (Syntax 2).

SaveMode Required **Long**. The close behavior. Can be one of the following **OInspectorClose** constants: **olDiscard** (discard all changes without prompting), **olPromptForSave** (prompt to save or discard all changes), or **olSave** (save all changes without prompting). The default value is **olDiscard**. If the item displayed within the inspector has not been changed, this argument has no effect.

Post Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthPostC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthPostX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthPostA"}

Sends (posts) the **PostItem** object. The **Post** method, which is analogous to **Send** method for the **MailItem** object, is used to save the post to the target public folder instead of mailing it.

Syntax

expression.**Post**

expression An expression that returns an **PostItem** object.

PublishForm Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthPublishFormC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthPublishFormX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthPublishFormA"}

Saves the definition of the **FormDescription** object in the specified form registry. Forms are registered as one of three classes: Folder, Organization, or Personal. The Folder form registry holds a set of forms that are only accessible from that specific folder, whether public or private. The Organization form registry holds forms that are shared across an entire enterprise and thus are accessible to everyone. The Personal form registry holds forms that are accessible only to the current store user.

Syntax

expression.**PublishForm**(**Registry**, **Folder**)

expression An expression that returns a **FormDescription** object.

Registry Required **Long**. The form class. Can be one of the following **OIFormRegistry** constants: **olDefaultRegistry**, **olFolderRegistry**, **olOrganizationRegistry**, or **olPersonalRegistry**. Use **olDefaultRegistry** to handle items without regard to their form class.

Folder Required **MAPIFolder**. Used only with Folder form registry. The folder object from which the forms must be accessed.

Quit Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthQuitC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthQuitX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthQuitA"}

Closes all currently open windows. The associated Outlook session is closed completely: the user is logged out of MAPI and any changes to items not already saved are discarded.

Syntax

expression.Quit

expression An expression that returns an **Application** object.

SaveAs Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthSaveAsC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthSaveAsX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthSaveAsA"}

Saves the Outlook item to the specified path and in the format of the specified file type. If the file type is not specified, the MSG format is used.

Syntax

expression.**SaveAs**(*Path*, *Type*)

expression An expression that returns an Outlook item object.

Path Required **String**. The path on which to save the item.

Type Optional **Variant**. The file type to save. Can be one of the following **OISaveAsType** constants: **oIDoc**, **oMSG**, **oRTF**, **oTemplate**, or **oTXT**.

SetCurrentFormPage Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthSetCurrentFormPageC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthSetCurrentFormPageX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthSetCurrentFormPageA"}

Displays the specified form page in the inspector.

Syntax

expression.**SetCurrentFormPage**(*PageName*)

expression An expression that returns an **Inspector** object.

PageName Required **String**. The display name of the form page.

SkipRecurrence Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthSkipRecurrenceC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olmthSkipRecurrenceX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthSkipRecurrenceA"}

Clears the current instance of a recurring task and sets the recurrence to the next instance of that task.

Syntax

expression.**SkipRecurrence**

expression An expression that returns a **TaskItem** object.

StartTimer Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthStartTimerC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthStartTimerX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthStartTimerA"}

Starts the timer on the journal entry. This method allows programmatic control of the timer function. The **Duration**, **End** and **Start** properties are automatically updated when the timer is stopped.

Syntax

expression.**StartTimer**

expression An expression that returns an **JournalItem** object.

StopTimer Method

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olmthStopTimerC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olmthStopTimerX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olmthStopTimerA"}

Stops the timer on the journal entry. This method allows programmatic control of the timer function. The **Duration**, **End** and **Start** properties are automatically updated when the timer is stopped.

Syntax

expression.**StopTimer**

expression An expression that returns an **JournalItem** object.

AutoForwarded Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproAutoForwardedC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproAutoForwardedX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproAutoForwardedA"}

True if the mail message was automatically forwarded. Read/write **Boolean**.

FileName Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproFileNameC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproFileNameX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproFileNameA"}

Returns the file name of the attachment. Use this property in conjunction with the **PathName** property.
Read-only **String**.

Location Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproLocationC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproLocationX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproLocationA"}

Returns or sets the specific office location (for example, Building 1 Room 1 or Suite 123) for the appointment. This property corresponds to the MAPI property PR_OFFICE_LOCATION. Read/write **String**.

MeetingResponseStatus Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproMeetingResponseStatusC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olproMeetingResponseStatusX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproMeetingResponseStatusA"}

Returns or sets the overall status of the response to the meeting request for the recipient. Can be one of the following **OIResponseStatus** constants: **olResponseAccepted**, **olResponseDeclined**, **olResponseNone**, **olResponseNotResponded**, **olResponseOrganized**, or **olResponseTentative**.
Read/write **Long**.

OfficeLocation Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproOfficeLocationC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproOfficeLocationX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproOfficeLocationA"}

Returns or sets the specific office location (for example, Building 1 Room 1 or Suite 123) for the contact. This property corresponds to the MAPI property PR_OFFICE_LOCATION. Read/write **String**.

OutlookInternalVersion Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproOutlookVersionC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproOutlookInternalVersionX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies
To":"olproOutlookInternalVersionA"}

Returns the build number of the Outlook application for an Outlook item. Read-only **String**.

OutlookVersion Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproOutlookVersionC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproOutlookVersionX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproOutlookVersionA"}

Returns the major and minor version number of the Outlook application for an Outlook item. Read-only **String**.

ResponseState Property

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olproResponseStateC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olproResponseStateX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olproResponseStateA"}

Returns or sets the overall status of the response to the task request. Can be one of the following **OITaskResponse** constants: **oITaskAccept**, **oITaskAssign**, **oITaskDecline**, or **oITaskSimple**.
Read/write **Long**.

Role Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproRoleC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproRoleX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproRoleA"}

Returns or sets the free-from text string associating the owner of a task with a role for the task.

Read/write **String**.

UserCertificate Property

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olproUserCertificateC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olproUserCertificateX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olproUserCertificateA"}

Returns or sets the string containing the user's authentication certificate for the contact. Read/write **String**.

Close Event

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olevtCloseC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olevtCloseX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olevtCloseA"}

Occurs when the inspector associated with an Outlook item is being closed. If you set the return value of this function to **False**, the close operation isn't completed and the inspector is left open.

Syntax

Function Item_Close()

Close Event Example

This example automatically saves an item without prompting the user when the item closes.

```
Function Item_Close()  
    If not myItem.Saved Then  
        myItem.Save  
    End If  
End Function
```

CustomAction Event

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "olevtCustomActionC"}      {ewc HLP95EN.DLL, DYNALINK,  
"Example": "olevtCustomActionX": 1}      {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olevtCustomActionA"}
```

Occurs when a custom action of an Outlook item executes. Both the original item and the newly created item resulting from the custom action are passed to the event. If you set the return value of this function to **False**, the custom action is not completed.

Syntax

Function Item_CustomAction(*Action As Object*, *Response As Object*)

Action The custom action being executed.

Response The new item created in response to executing the custom action.

CustomAction Event Example

This example sets a property on the response item.

```
Function Item_CustomAction(ByVal myAction, ByVal myResponse)
    Select Case myAction.Name
        Case "Action1"
            myResponse.Subject = "Changed by VB Script"
        Case Else
    End Select
End Function
```

CustomPropertyChange Event

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olevtCustomPropertyChangeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olevtCustomPropertyChangeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olevtCustomPropertyChangeA"}

Occurs when a custom property of an Outlook item is changed. The property name is passed to the procedure so that you can determine which custom property changed.

Syntax

Sub Item_CustomPropertyChange(*Name As String*)

Name The name of the custom property that was changed.

CustomPropertyChange Event Example

This example enables a control when a Boolean field is set to **True**.

```
Sub Item_CustomPropertyChange (ByVal myPropName)
    Select Case myPropName
        Case "RespondBy"
            Set myPropChg = myItem.GetInspector.ModifiedFormPages
            Set myCtrl = myPropChg("Page 2").Controls("DateToRespond")
            If myItem.UserProperties("RespondBy").Value Then
                myCtrl.Enabled = True
                myCtrl.BackColor = 1
            Else
                myCtrl.Enabled = False
                myCtrl.BackColor = 0
            End If
        Case Else
    End Select
End Sub
```

Forward Event

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olevtForwardC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olevtForwardX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olevtForwardA"}

Occurs when the user selects the Forward action for an Outlook item. Both the original item and the newly created item are passed to the event. If you set the return value of this function to **False**, the Forward action isn't completed and the new item isn't displayed.

Syntax

Function Item_Forward(*Response As Object*)

Response The item created in response to the event.

Forward Event Example

This example disables forwarding on an item and displays a message that the item may not be forwarded.

```
Function Item_Forward(ByVal myForwardItem)
    MsgBox "You may not forward this message!"
    Item_Forward = False
End Function
```

Open Event

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olevtOpenC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olevtOpenX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olevtOpenA"}

Occurs when an Outlook item is being opened in an inspector. When this event occurs, the **Inspector** object is initialized but not yet displayed. If you set the return value of this function to **False**, the open operation is not completed and the inspector isn't displayed.

Syntax

Function Item_Open()

Open Event Example

This example opens an item in its inspector and displays the "All Fields" page.

```
Function Item_Open()  
    myItem.GetInspector.SetCurrentFormPage "All Fields"  
End Function
```

PropertyChange Event

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olevt PropertyChangeC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olevtPropertyChangeX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olevtCustomPropertyChangeA"}

Occurs when a standard property (for example, Subject or To) of an Outlook item is changed. The property name is passed to the event so that you can determine which property changed.

Syntax

Sub Item_PropertyChange(*Name As String*)

Name The name of the property that was changed.

PropertyChange Event Example

This example disables setting a reminder on an item.

```
Sub Item_PropertyChange(ByVal myPropertyName)
    Select Case myPropertyName
        Case "ReminderSet"
            MsgBox "You may not set a reminder on this item!"
            myItem.ReminderSet = False
        Case Else
    End Select
End Sub
```

Read Event

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olevtReadC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olevtReadX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olevtReadA"}

Occurs when an existing Outlook item is opened for editing by the user. The **Read** event differs from the **Open** event in that **Read** occurs whenever the user selects the item in a view that supports in-cell editing as well as when the item is being opened in an inspector.

Syntax

Sub Item_Read()

Read Event Example

This example increments a counter to track how often an item is read.

```
Sub Item_Read()  
    Set myProperty = myItem.UserProperties("ReadCount").Value  
    myProperty.Value = myProperty.Value + 1  
    myItem.Save  
End Sub
```

Reply Event

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olevtReplyC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olevtReplyX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olevtReplyA"}

Occurs when the user selects the Reply action for an Outlook item. Both the original item and the newly created reply item are passed to the event. If you set the return value of this function to **False**, the Reply action isn't completed and the new item isn't displayed.

Syntax

Function Item_Reply(*Response As Object*)

Response The item created in response to the event.

Reply Event Example

This example sets the Sent Items folder for the reply item to the folder in which the original item resides.

```
Function Item_Reply(ByVal myResponse)  
    Set myResponse.SaveSentMessageFolder = myItem.Parent  
End Function
```

ReplyAll Event

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olevtReplyAllC"} {ewc HLP95EN.DLL, DYNALINK, "Example":"olevtReplyAllX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olevtReplyAllA"}

Occurs when the user selects the ReplyAll action for an Outlook item. Both the original item and the newly created reply item are passed to the event. If you set the return value of this function to **False**, the ReplyAll action isn't completed and the new item isn't displayed.

Syntax

Function Item_ReplyAll(*Response As Object*)

Response The item created in response to the event.

ReplyAll Event Example

This example reminds the user that proceeding will reply to all original recipients of an item and, depending on the user's response, either allows the action to continue or stops it.

```
Function Item_ReplyAll (ByVal myResponse)
    myResult = MsgBox ("Do you really want to reply to all original _
        recipients?", 289, "Flame Protector")
    If myResult = 1 Then
        Item_ReplyAll = True
    Else
        Item_ReplyAll = False
    End If
End Function
```

Send Event

{ewc HLP95EN.DLL, DYNALINK, "See Also":"olevtSendC"} {ewc HLP95EN.DLL, DYNALINK,
"Example":"olevtSendX":1} {ewc HLP95EN.DLL, DYNALINK, "Applies To":"olevtSendA"}

Occurs when the user selects the Send action for an Outlook item. If you set the return value of this function to **False**, the Send action isn't completed and the item's inspector is left open.

Syntax

Function Item_Send()

Send Event Example

This example sends an item with an automatic expiration date of one week.

```
Function Item_Send()  
    myItem.ExpiryTime = Date + 7  
End Function
```

Write Event

{ewc HLP95EN.DLL, DYNALINK, "See Also": "olevtWriteC"} {ewc HLP95EN.DLL, DYNALINK, "Example": "olevtWriteX": 1} {ewc HLP95EN.DLL, DYNALINK, "Applies To": "olevtWriteA"}

Occurs when an Outlook item is saved, either explicitly (for example, using the **Save** or **SaveAs** method) or implicitly (for example, in response to a prompt when closing the item's inspector). If you set the return value of this function to **False**, the save operation isn't completed.

Syntax

Function Item_Write()

Write Event Example

This example warns the user that item is about to be saved and will overwrite any existing item and, depending on the user's response, either allows the operation to continue or stops it.

```
Function Item_Write()  
    myResult = MsgBox ("The item is about to be saved. Do you wish _  
        to overwrite the existing item?", 289, "Save")  
    If myResult = 1 Then  
        Item_Write = True  
    Else  
        Item_Write = False  
    End If  
End Function
```

Assign Method Example

This example creates a simple task and delegates it as a task request to another user.

```
Set myItem = myOlApp.CreateItem(olTaskItem)
myItem.Assign
Set myDelegate = myItem.Recipients.Add("April LaMonte")
myItem.Subject = "Prepare Agenda For Meeting"
myItem.DueDate = #9/20/97#
myItem.Send
```

Close Method Example

This example opens a mail message, adds a recipient to it to introduce a change, gets the inspector for the item, then closes the inspector, prompting the user to save changes.

```
Set myItem = = myOlApp.CreateItem(olMailItem)
myItem.Recipients.Add "David Goodhand"
Set myInspector = myItem.GetInspector
myInspector.Close olPromptForSave
```

CreateItemFromTemplate Method Example

This example creates and displays a new item created from the Outlook Mail template.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItemFromTemplate("C:\Program
Files\Microsoft Office\Templates\Outlook\Mail.oft")
myItem.Display
```


HideFormPage Method Example

This example hides the Message page of the currently open item.

```
Set myInspector = myOlApp.ActiveInspector  
myInspector.HideFormPage("Message")
```

IncludeRecurrences Property Example

This example demonstrate how to return a specific instance of a recurring appointment.

```
Set myItems = myOlApp.ActiveExplorer.CurrentFolder.Items
myItems.Sort "[Start]"
myItems.IncludeRecurrences = True
MsgBox "The fifth instance of the recurring appointment _
occurs on:" & myItems.Item(5).Start
```

Logon Method Example

This example logs on to a new session, displaying the dialog box to verify the profile name and password.

```
Set olNameSpace = myOlApp.GetNameSpace("MAPI")  
olNameSpace.Logon "myProfile", "myPassword", True, True
```

MeetingStatus Property Example

This example creates an appointment and sets the meeting status to "Meeting" to turn it into a meeting request with both a required and an optional attendee.

```
Set myItem = myOlApp.CreateItem(olAppointmentItem)
Set myItem.MeetingStatus = olMeeting
myItem.Subject = "Strategy Meeting"
myItem.Location = "Conference Room B"
myItem.Start = #9/24/97 1:30:00 PM#
myItem.Duration = 90
Set myRequiredAttendee = myItem.Recipients.Add("Nate _
Sun")
myRequiredAttendee.Type = olRequired
Set myOptionalAttendee = myItem.Recipients.Add("Kevin _
Kennedy")
myOptionalAttendee.Type = olOptional
Set myResourceAttendee =
myItem.Recipients.Add("Conference Room B")
myResourceAttendee.Type = olResource
myItem.Send
```

Move Method Example

This example moves all mail messages sent by Mike Nash from the default Inbox folder to the Personal Mail folder.

```
Set myInbox = myO1App.GetDefaultFolder(olFolderInbox)
Set myItems = myInbox.Items
Set myDestFolder = myInbox.Folders("Personal Mail")
Set myItem = myItems.Find("[SenderName] = 'Mike Nash'")
While TypeName(myItem) <> "Nothing"
    myItem.Move myDestFolder
    Set myItem = myItems.FindNext
Wend
```

PublishForm Method Example

This example creates a contact, obtains its **FormDescription** object, and saves it in the Folder form registry of the default Contacts folder.

```
Set myFolder = _
    olNamespace.GetDefaultFolder(olFolderContacts)
Set myItem = myOlApp.CreateItem(olContactItem)
Set myForm = myItem.FormDescription
myForm.Name = "My Contact"
myForm.PublishForm olFolderRegistry, myFolder
```

This example creates an appointment, obtains its **FormDescription** object, and saves it in the user's Personal form registry.

```
Set myItem = myOlApp.CreateItem(olAppointmentItem)
Set myForm = myItem.FormDescription
myForm.Name = "Interview Scheduler"
myForm.PublishForm olPersonalRegistry
```

Remove Method Example

This example removes all attachments from a forwarded message before sending it on to John Y. Chen.

```
Set myItem = myOlApp.ActiveInspector.CurrentItem.Forward
Set myAttachments = myItem.Attachments
While myAttachments.Count > 0
    myAttachments.Remove 1
Wend
myItem.Recipients.Add "John Y. Chen"
myItem.Send
```

Resolve Method Example

This example attempts to resolve a recipient and, if unsuccessful, displays the item so a user can resolve it manually.

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add("Tim O'Brien")
If Not myRecipient.Resolve Then myItem.Display
```


ResolveAll Method Example

This example attempts to resolve all recipients and, if unsuccessful, displays a message box for each unresolved recipient.

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipients = myItem.Recipients
myRecipients.Add("Aaron Con")
myRecipients.Add("Viki Parrott")
myRecipients.Add("Jeffrey Weems")
If Not myRecipients.ResolveAll Then
    For Each myRecipient In myRecipients
        If Not myRecipient.Resolved Then
            MsgBox myRecipient.Name
        End If
    Next
End If
```

Restrict Method Example

This example gets all Inbox items dealing with Project X and moves them to the Project X folder.

```
Set myFolder = _  
    olNameSpace.GetDefaultFolder(olFolderInbox)  
Set my Items = myFolder.Items  
Set myRestrictItems = myItems.Restrict("[Categories] = _  
    'Project X'")  
For Each myItem In myRestrictItems  
    myItem.Move myFolder.Folders("Project X")  
Next
```

SaveAs Method Example

This example saves the currently open item as a text file in the My Documents folder, using the subject as the file name.

```
Set myItem = myOlApp.ActiveInspector.CurrentItem
myItem.SaveAs "C:\My Documents\" & myItem.Subject & _
    ".txt", olTXT
```

SaveAsFile Method Example

This example saves the first attachment of the currently open item as a file in the My Documents folder, using the attachment's display name as the file name.

```
Set myItem = myOlApp.ActiveInspector.CurrentItem
Set myAttachments = myItem.Attachments
myAttachments.Item(1).SaveAsFile "C:\My Documents\" & _
    myAttachments.Item(1).DisplayName
```

ShowFormPage Method Example

This example shows the All Fields page of the currently open item.

```
Set myInspector = myOlApp.ActiveInspector  
myInspector.ShowFormPage("All Fields")
```

StatusReport Method Example

This example reports the status of the currently open task.

```
Set myTask = myOlApp.ActiveInspector.CurrentItem
Set myReport = myTask.StatusReport
myReport.Send
```

Application Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "oobjApplicationC"}           {ewc HLP95EN.DLL, DYNALINK,
"Properties": "oobjApplicationP"}           {ewc HLP95EN.DLL, DYNALINK, "Methods": "oobjApplicationM"}           {ewc
HLP95EN.DLL, DYNALINK, "Events": "oobjApplicationE"}
```

Represents the entire Microsoft Outlook application. This is the only object in the hierarchy that can be returned by using the **CreateObject** or **GetObject** function.

The Outlook **Application** object has several purposes:

- As the root object, it allows access to other objects in the Outlook hierarchy.
- It allows direct access to new items created by using **CreateItem**, without having to traverse the object hierarchy.
- It allows access to the active interface objects (the explorer and the inspector)

Using the Application Object

When you use Automation to control Microsoft Outlook from another application, you use the **CreateObject** function to create an Outlook **Application** object. The following example starts Microsoft Outlook (if it's not already running) and opens the default Inbox folder.

```
Set myOlApp = CreateObject("Outlook.Application")
Set olNameSpace = myOlApp.GetNameSpace("MAPI")
Set myFolder= _
    olNameSpace.GetDefaultFolder(olFolderInbox)
myFolder.Display
```

The following example uses the **Application** object to create and open a new contact.

```
Set myOlApp = CreateObject("Outlook.Application")
Set myItem = myOlApp.CreateItem(olContactItem)
myItem.Display
```

Action Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"oobjActionC"}          {ewc HLP95EN.DLL, DYNALINK,  
"Properties":"oobjActionP"}          {ewc HLP95EN.DLL, DYNALINK, "Methods":"oobjActionM"}          {ewc HLP95EN.DLL,  
DYNALINK, "Events":"oobjActionE"}
```

Represents a specialized action (for example, the voting options response) that can be executed on an item. The **Action** object is a member of the **Actions** collection.

Using the Action Object

Use **Actions**(*index*), where *index* is the name of an available action, to return a single **Action** object. The following example uses the "Reply" action of a particular item to send a reply.

```
Set myReply = myItem.Actions("Reply").Execute
```

The following example does the same thing, using a different reply style for the reply.

```
myItem.Actions("Reply").ReplyStyle = _  
    olIncludeOriginalText  
Set myReply = myItem.Actions("Reply").Execute
```


Actions Collection Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "objActionsC"} {ewc HLP95EN.DLL, DYNALINK,  
"Properties": "objActionsP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "objActionsM"} {ewc  
HLP95EN.DLL, DYNALINK, "Events": "objActionsE"}
```

A collection of **Action** objects that represent all the specialized actions that can be executed on an Outlook item.

Using the Actions Collection

Use the **Actions** property to return the **Actions** collection for any Outlook item object.

Use **Actions(index)**, where *index* is the name of an available action, to return a single **Action** object. The following example uses the "Reply" action of a particular item to send a reply.

```
Set myReply = myItem.Actions("Reply").Execute
```

AppointmentItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "objAppointmentItemC"} {ewc HLP95EN.DLL, DYNALINK, "Properties": "objAppointmentItemP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "objAppointmentItemM"} {ewc HLP95EN.DLL, DYNALINK, "Events": "objAppointmentItemE"}
```

Represents an appointment in the Calendar folder. An **AppointmentItem** object can represent a meeting, a one-time appointment, or a recurring appointment or meeting.

Using the AppointmentItem Object

Use the **CreateItem** method to create an **AppointmentItem** object that represents a new appointment. The following example returns a new appointment.

```
Set myItem = myOlApp.CreateItem(olAppointmentItem)
```

Use **Items(index)**, where *index* is the index number of an appointment or a value used to match the default property of an appointment, to return a single **AppointmentItem** object from a Calendar folder.

You can also return an **AppointmentItem** object from a **MeetingRequestItem** object by using the **GetAssociatedAppointment** method.

Attachment Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"olobjAttachmentC"}      {ewc HLP95EN.DLL, DYNALINK,  
"Properties":"olobjAttachmentP"}      {ewc HLP95EN.DLL, DYNALINK, "Methods":"olobjAttachmentM"}      {ewc  
HLP95EN.DLL, DYNALINK, "Events":"olobjAttachmentE"}
```

Represents a document or link to a document contained in an Outlook item.

Using the Attachment Object

Use **Attachments**(*index*), where *index* is the index number, to return a single **Attachment** object.

Use the **Add** method to add an attachment to an item. The following example creates a new mail message, attaches a Q496.xls as an attachment (not a link), and gives the attachment a descriptive caption.

```
Set myItem = myOlApp.CreateItem(olMailItem)  
Set myAttachments = myItem.Attachments  
myAttachments.Add "C:\My Documents\Q496.xls", _  
    olByValue, 1, "4th Quarter 1996 Results Chart"
```

Attachments Collection Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "olobjAttachmentsC"} {ewc HLP95EN.DLL, DYNALINK, "Properties": "olobjAttachmentsP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "olobjAttachmentsM"} {ewc HLP95EN.DLL, DYNALINK, "Events": "olobjAttachmentsE"}
```

A collection of **Attachment** objects that represent the attachments in an Outlook item.

Using the Attachments Collection

Use the **Attachments** property to return the **Attachments** collection for any Outlook item (except notes).

Use the **Add** method to add an attachment to an item. The following example creates a new mail message, attaches a Q496.xls as an attachment (not a link), and gives the attachment a descriptive caption.

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myAttachments = myItem.Attachments
myAttachments.Add "C:\My Documents\Q496.xls", _
    olByValue, 1, "4th Quarter 1996 Results Chart"
```

Use **Attachments(index)**, where *index* is the index number, to return a single **Attachment** object.

ContactItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"objContactItemC"}          {ewc HLP95EN.DLL, DYNALINK,  
"Properties":"objContactItemP"}          {ewc HLP95EN.DLL, DYNALINK, "Methods":"objContactItemM"}          {ewc  
HLP95EN.DLL, DYNALINK, "Events":"objContactItemE"}
```

Represents a contact in a Contacts folder. A contact can represent any person with whom you have any personal or professional contact.

Using the ContactItem Object

Use the **CreateItem** method to create a **ContactItem** object that represents a new contact. The following example returns a new contact.

```
Set myItem = myOlApp.CreateItem(olContactItem)
```

Use **Items(index)**, where *index* is the index number of a contact or a value used to match the default property of a contact, to return a single **ContactItem** object from a Contacts folder.

Explorer Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"objExplorerC"} {ewc HLP95EN.DLL, DYNALINK,  
"Properties":"objExplorerP"} {ewc HLP95EN.DLL, DYNALINK, "Methods":"objExplorerM"} {ewc  
HLP95EN.DLL, DYNALINK, "Events":"objExplorerE"}
```

Represents the window in which the contents of a folder are displayed.

Using the Explorer Object

Use the **ActiveExplorer** method to return the currently active explorer (if there is one).

Use the **GetExplorer** method to return the **Explorer** object associated with a folder.

Use the **Display** method to display a folder in its associated explorer.

Folders Collection Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "objFoldersC"} {ewc HLP95EN.DLL, DYNALINK, "Properties": "objFoldersP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "objFoldersM"} {ewc HLP95EN.DLL, DYNALINK, "Events": "objFoldersE"}
```

A collection of **MAPIFolder** objects that represent all the available Outlook folders.

Using the Folders Collection

Use the **Folders** property to return the **Folders** collection from a **Namespace** object or another **MAPIFolder** object.

Use **Folders(index)**, where *index* is the name or index number, to return a single **MAPIFolder** object. Folder names are case-sensitive. The following example returns the folder named "Inbox" from `myFolder`

```
Set myNewFolder = myFolder.Folders("Inbox")
```

The following example returns the first folder in `myFolder`.

```
Set myNewFolder = myFolder.Folders(1)
```

Inspector Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "oobjInspectorC"} {ewc HLP95EN.DLL, DYNALINK,  
"Properties": "oobjInspectorP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "oobjInspectorM"} {ewc  
HLP95EN.DLL, DYNALINK, "Events": "oobjInspectorE"}
```

Represents the window in which an Outlook item is displayed.

Using the Inspector Object

Use the **ActiveInspector** method to return the currently active **Inspector** (if there is one).

Use the **GetInspector** method to return the **Inspector** object associated with an item.

Use the **Display** method to display an item in its associated inspector.

Items Collection Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"objItemsC"} {ewc HLP95EN.DLL, DYNALINK,  
"Properties":"objItemsP"} {ewc HLP95EN.DLL, DYNALINK, "Methods":"objItemsM"} {ewc HLP95EN.DLL,  
DYNALINK, "Events":"objItemsE"}
```

A collection of Outlook item objects in a folder. Outlook item objects include the **AppointmentItem**, **ContactItem**, **JournalItem**, **MailItem**, **MeetingRequestItem**, **NoteItem**, **PostItem**, **RemoteItem**, **ReportItem**, **TaskItem**, and **TaskRequestItem** objects.

Using the Items Collection

Use the **Items** property to return the **Items** collection of a **MAPIFolder** object.

Use **Items(index)**, where *index* is the name or index number, to return a single Outlook item. The following example returns the first item with the subject "Need your advice" in *myFolder*.

```
Set myItem = myFolder.Items("Need your advice")
```

The following example returns the first item in *myFolder*.

```
Set myItem = myFolder.Items(1)
```

JournalItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"olobjJournalItemC"} {ewc HLP95EN.DLL, DYNALINK, "Properties":"olobjJournalItemP"} {ewc HLP95EN.DLL, DYNALINK, "Methods":"olobjJournalItemM"} {ewc HLP95EN.DLL, DYNALINK, "Events":"olobjJournalItemE"}
```

Represents a journal entry in a Journal folder. A journal entry represents a record of all Outlook-moderated transactions for any given period.

Using the JournalItem Object

Use the **CreateItem** method to create a **JournalItem** object that represents a new journal entry. The following example returns a new journal entry.

```
Set myItem = myOlApp.CreateItem(olJournalItem)
```

Use **Items(index)**, where *index* is the index number of a journal entry or a value used to match the default property of a journal entry, to return a single **JournalItem** object from a Journal folder.

MailItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"objMailItemC"} {ewc HLP95EN.DLL, DYNALINK,  
"Properties":"objMailItemP"} {ewc HLP95EN.DLL, DYNALINK, "Methods":"objMailItemM"} {ewc  
HLP95EN.DLL, DYNALINK, "Events":"objMailItemE"}
```

Represents a mail message in an Inbox (mail) folder.

Using the MailItem Object

Use the **CreateItem** method to create a **MailItem** object that represents a new mail message. The following example returns a new mail message.

```
Set myItem = myOlApp.CreateItem(olMailItem)
```

Use **Items(index)**, where *index* is the index number of a mail message or a value used to match the default property of a message, to return a single **MailItem** object from an Inbox folder.

MAPIFolder Object

{ewc HLP95EN.DLL, DYNALINK, "See Also":"objMAPIFolderC"} {ewc HLP95EN.DLL, DYNALINK, "Properties":"objMAPIFolderP"} {ewc HLP95EN.DLL, DYNALINK, "Methods":"objMAPIFolderM"} {ewc HLP95EN.DLL, DYNALINK, "Events":"objMAPIFolderE"}

Represents an Outlook folder. A **MAPIFolder** object can contain other **MAPIFolder** objects, as well as Outlook items. You can navigate nested folders by using a combination of **Folders(index)**, which returns a folder within a name space or another folder, and the **Parent** property, which returns the containing object.

Using the MAPIFolder Object

Use **Folders(index)**, where *index* is the name or index number, to return a single **MAPIFolder** object from a **NameSpace** object or another **MAPIFolder** object.

There is a set of folders within an Outlook data store that support the default functionality of Outlook. Use **GetDefaultFolders(index)**, where *index* is one of the **OIDefaultFolders** constants (**olFolderCalendar**, **olFolderContacts**, **olFolderDeletedItems**, **olFolderInbox**, **olFolderJournal**, **olFolderNotes**, **olFolderOutbox**, **olFolderSentMail**, **olFolderTasks**), to return one of the default Outlook folders in the Outlook **NameSpace** object.

Use the **Add** method to add a folder to the **Folders** collection. The **Add** method has an optional argument that can be used to specify the type of items that can be stored in that folder. By default, folders created inside another folder inherit the type of the parent folder.

Remarks

Folders within the Outlook data store can be typed; for example, the Calendar folder will only contain **AppointmentItem** objects and the Contacts folder will only contain **ContactItem** objects.

Note that when items of a specific type are saved, they are saved directly into their corresponding default folder. For example, when the **GetAssociatedAppointment** method is applied to a **MeetingRequestItem** in the Inbox folder, the appointment that is returned will be saved to the default Calendar folder.

MeetingRequestItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"objMeetingRequestItemC"} {ewc HLP95EN.DLL, DYNALINK, "Properties":"objMeetingRequestItemP"} {ewc HLP95EN.DLL, DYNALINK, "Methods":"objMeetingRequestItemM"} {ewc HLP95EN.DLL, DYNALINK, "Events":"objMeetingRequestItemE"}
```

Represents an item in an Inbox (mail) folder. A **MeetingRequestItem** object represents a change to the recipient's Calendar folder initiated by another party or as a result of a group action.

Using the MeetingRequestItem Object

Unlike other Outlook objects, you cannot create this object or find an existing one in the **Items** collection. It is created automatically when you set the **MeetingStatus** property of an **AppointmentItem** object to **olMeeting** and sending it to one or more users. The following example creates an appointment and turns it into a meeting request with both a required and an optional attendee.

```
Set myItem = myOlApp.CreateItem(olAppointmentItem)
myItem.MeetingStatus = olMeeting
myItem.Subject = "Strategy Meeting"
myItem.Location = "Conference Room B"
myItem.Start = #9/24/97 1:30:00 PM#
myItem.Duration = 90
Set myRequiredAttendee = myItem.Recipients.Add("Nate _
Sun")
myRequiredAttendee.Type = olRequired
Set myOptionalAttendee = myItem.Recipients.Add("Kevin _
Kennedy")
myOptionalAttendee.Type = olOptional
Set myResourceAttendee =
myItem.Recipients.Add("Conference Room B")
myResourceAttendee.Type = olResource
myItem.Send
```

Use the **GetAssociatedAppointment** method to return the **AppointmentItem** object associated with a **MeetingRequestItem** object, and work directly with the **AppointmentItem** object to respond to the request.

NameSpace Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also":"oobjNameSpaceC"}          {ewc HLP95EN.DLL, DYNALINK,  
"Properties":"oobjNameSpaceP"}          {ewc HLP95EN.DLL, DYNALINK, "Methods":"oobjNameSpaceM"}          {ewc  
HLP95EN.DLL, DYNALINK, "Events":"oobjNameSpaceE"}
```

Represents an abstract root object for any data source. The object itself provides methods for logging in and out, accessing storage objects directly by ID, accessing certain special default folders directly, and accessing data sources owned by other users.

Using the NameSpace Object

Use **GetNameSpace("MAPI")** to return the Outlook **NameSpace** object from the **Application** object.

Remarks

The only data source supported is "MAPI", which allows access to all Outlook data stored in MAPI.

Noteltem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "objNoteltemC"}          {ewc HLP95EN.DLL, DYNALINK,  
"Properties": "objNoteltemP"}          {ewc HLP95EN.DLL, DYNALINK, "Methods": "objNoteltemM"}          {ewc  
HLP95EN.DLL, DYNALINK, "Events": "objNoteltemE"}
```

Represents a note (an annotation attached to a document) in a Notes folder.

Using the Noteltem Object

Use the **CreateItem** method to create a **Noteltem** object that represents a new note. The following example returns a new note.

```
Set myItem = myOlApp.CreateItem(olNoteItem)
```

Use **Items(index)**, where *index* is the index number of a note or a value used to match the default property of a note, to return a single **Noteltem** object from an Notes folder.

Pages Collection Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "objPagesC"} {ewc HLP95EN.DLL, DYNALINK, "Properties": "objPagesP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "objPagesM"} {ewc HLP95EN.DLL, DYNALINK, "Events": "objPagesE"}
```

A collection of pages that represent the pages of an inspector. Every **Inspector** object has a **Pages** collection defined, which is empty (count 0) if the Outlook item has never been customized before.

Using the Pages Collection

Use the **ModifiedFormPages** property to return the **Pages** collection from an **Inspector** object. The following example returns the Pages collection for the active inspector.

```
Set myPages = myItem.GetInspector.ModifiedFormPages
```

Use the **Add** method to create a custom page (you can add as many as 5 customizable pages). Use the **Name** argument of the **Add** method to set the display name of the returned page. In addition to adding custom pages, you can use the **Name** argument to return the main page of an **Inspector** object for modification.

The following example returns a custom page with a default name (such as "Custom1").

```
Set myPage = myPages.Add
```

The following example returns a custom page named "My Page."

```
Set myPage = myPages.Add("My Page")
```

The following example returns the Message page if the inspector contains a mail message.

```
Set myPage = myPages.Add("Message")
```

The following example returns the General (main) page if the inspector contains a contact.

```
Set myPage = myPages.Add("General")
```

Use **ModifiedFormPages(index)**, where *index* is the name or index number, to return a single page from a **Pages** collection.

Recipient Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "objRecipientC"} {ewc HLP95EN.DLL, DYNALINK, "Properties": "objRecipientP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "objRecipientM"} {ewc HLP95EN.DLL, DYNALINK, "Events": "objRecipientE"}
```

Represents a user or resource in Outlook, generally a mail message addressee.

Using the Recipient Object

Use **Recipients**(*index*), where *index* is the name or index number, to return a single **Recipient** object.

Use the **Add** method to create a new **Recipient** object and add it to the **Recipients** collection. The **Type** property of a new **Recipient** object is set to the default for the associated **AppointmentItem**, **JournalItem**, **MailItem** or **TaskItem** object and must be reset to indicate another recipient type.

The following example creates a new **MailItem** object and adds "Jon Grande" as the recipient using the default type ("To").

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add "Jon Grande"
```

The following example creates the same **MailItem** object as the preceding example, and then changes the type of the **Recipient** object from the default ("To") to "CC."

```
Set myItem = myOlApp.CreateItem(olMailItem)
Set myRecipient = myItem.Recipients.Add "Jon Grande"
Set myRecipient.Type = olCC
```

Recipients Collection Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "objRecipientsC"} {ewc HLP95EN.DLL, DYNALINK,  
"Properties": "objRecipientsP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "objRecipientsM"} {ewc  
HLP95EN.DLL, DYNALINK, "Events": "objRecipientsE"}
```

The **Recipients** collection is a standard collection of **Recipient** objects.

Using the Recipients Collection

Use the **Recipients** property to return the **Recipients** collection of an **AppointmentItem**, **JournalItem**, **MailItem**, or **TaskItem** object.

Use the **Add** method to create a new **Recipient** object and add it to the **Recipients** collection. The **Type** property of a new **Recipient** object is set to the default for the associated **AppointmentItem**, **JournalItem**, **MailItem** or **TaskItem** object and must be reset to indicate another recipient type.

The following example creates a new **MailItem** object and adds "Jon Grande" as the recipient using the default type ("To").

```
Set myItem = myOlApp.CreateItem(olMailItem)  
Set myRecipient = myItem.Recipients.Add "Jon Grande"
```

The following example creates the same **MailItem** object as the preceding example, and then changes the type of the **Recipient** object from the default ("To") to "CC."

```
Set myItem = myOlApp.CreateItem(olMailItem)  
Set myRecipient = myItem.Recipients.Add "Jon Grande"  
Set myRecipient.Type = olCC
```

Use **Recipients(index)**, where *index* is the name or index number, to return a single **Recipient** object.

RecurrencePattern Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "objRecurrencePatternC"} {ewc HLP95EN.DLL, DYNALINK, "Properties": "objRecurrencePatternP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "objRecurrencePatternM"} {ewc HLP95EN.DLL, DYNALINK, "Events": "objRecurrencePatternE"}
```

Represents the pattern of incidence of recurring appointments and tasks for the associated **AppointmentItem** and **TaskItem** object.

Using the RecurrencePattern Object

Use the **GetRecurrencePattern** method to return the RecurrencePattern object associated with an **AppointmentItem** or **TaskItem** object.

Remarks

Calling **GetRecurrencePattern** or **ClearRecurrencePattern** has the side effect of setting the **IsRecurring** property of the item accordingly. This property can be used as required for efficient filtering of **Items** collections.

The type of recurrence pattern is indicated by the **RecurrenceType** property. The **RecurrenceType** property is the first property you should set.

The following properties are valid for all recurrence patterns: **EndDate**, **Occurrences**, **StartDate**, **StartTime**, or **Type**.

The following table shows the properties that are valid for the different recurrence types. The properties listed are not all required for the given type; an error occurs if the item is saved and the property is null or contains an invalid value. Monthly and yearly patterns are only valid for a single day. Weekly patterns are only valid as the **Or** of the **DayOfWeekMask**.

RecurrenceType	Properties	Example
oiRecursDaily (one or the other property is required, not both)	Interval	Every N days
	DayOfWeekMask	Every Tuesday, Wednesday, and Thursday
oiRecursMonthly	Interval	Every N months
	DayOfMonth	The Nth day of the month
oiRecursMonthlyNth	Interval	Every N months
	Instance	The Nth Tuesday
	DayOfWeekMask	Every Tuesday and Wednesday
oiRecursWeekly	Interval	Every N weeks
	DayOfWeekMask	Every Tuesday, Wednesday, and Thursday
oiRecursYearly	DayOfMonth	The Nth day of the month
	MonthOfYear	February
oiRecursYearlyNth	Instance	The Nth Tuesday
	DayOfWeekMask	Tuesday, Wednesday, Thursday
	MonthOfYear	February

TaskItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "oobjTaskItemC"}          {ewc HLP95EN.DLL, DYNALINK,  
"Properties": "oobjTaskItemP"}          {ewc HLP95EN.DLL, DYNALINK, "Methods": "oobjTaskItemM"}          {ewc  
HLP95EN.DLL, DYNALINK, "Events": "oobjTaskItemE"}
```

Represents a task (an assigned, delegated, or self-imposed task to be performed within a specified time frame) in a Tasks folder.

Using The TaskItem Object

Use the **CreateItem** method to create a **TaskItem** object that represents a new task. The following example returns a new task.

```
Set myItem = myOlApp.CreateItem(olTaskItem)
```

Use **Items(index)**, where *index* is the index number of a task or a value used to match the default property of a task, to return a single **TaskItem** object from an Tasks folder.

TaskRequestItem Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "oobjTaskRequestItemC"} {ewc HLP95EN.DLL, DYNALINK, "Properties": "oobjTaskRequestItemP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "oobjTaskRequestItemM"} {ewc HLP95EN.DLL, DYNALINK, "Events": "oobjTaskRequestItemE"}
```

Represents an item in an Inbox (mail) folder. A **TaskRequestItem** object represents a change to the recipient's Tasks list initiated by another party or as a result of a group tasking.

Using the TaskRequestItem Object

Unlike other Outlook objects, you cannot create this object or find an existing one in the **Items** collection. It is created automatically when you apply the **Assign** method to a **TaskItem** object to assign (delegate) the associated task to another user. The following example creates a simple task and assigns it as a task request to another user.

```
Set myItem = myOlApp.CreateItem(olTaskItem)
myItem.Assign
Set myDelegate = myItem.Recipients.Add("April LaMonte")
myItem.Subject = "Prepare Agenda For Meeting"
myItem.DueDate = #9/20/97#
myItem.Send
```

Use the **GetAssociatedTask** method to return the **TaskRequestItem** object, and work directly with the **TaskItem** object to respond to the request.

UserProperties Collection Object

```
{ewc HLP95EN.DLL, DYNALINK, "See Also": "oobjUserPropertiesC"} {ewc HLP95EN.DLL, DYNALINK, "Properties": "oobjUserPropertiesP"} {ewc HLP95EN.DLL, DYNALINK, "Methods": "oobjUserPropertiesM"} {ewc HLP95EN.DLL, DYNALINK, "Events": "oobjUserPropertiesE"}
```

A collection of **UserProperty** objects that represent the custom properties of an Outlook item.

Using The UserProperties Object

Use the **UserProperties** property to return the **UserProperties** collection for an Outlook items.

Use the **Add** method to create new **UserProperty** for an item and adding it to the **UserProperties** collection. The **Add** method allows you to specify a name and type for the new property. The following example adds a custom text property named "MyPropName" to `myItem`.

```
Set myProp = myItem.UserProperties.Add("MyPropName", olText)
```

Use **UserProperties(index)**, where *index* is a name or index number, to return a single **UserProperty** object.

Remarks

When you create a custom property, a field is added in the folder that contains the item (using the same name as the property). That field can be used as a column in folder views.

UserProperty Object

{ewc HLP95EN.DLL, DYNALINK, "See Also":"oobjUserPropertyC"} {ewc HLP95EN.DLL, DYNALINK, "Properties":"oobjUserPropertyP"} {ewc HLP95EN.DLL, DYNALINK, "Methods":"oobjUserPropertyM"} {ewc HLP95EN.DLL, DYNALINK, "Events":"oobjUserPropertyE"}

Represents a custom property of an Outlook item.

Using The UserProperty Object

Use **UserProperties**(*index*), where *index* is a name or index number, to return a single **UserProperty** object.

Use the **Add** method to create new **UserProperty** for an item and adding it to the **UserProperties** collection. The **Add** method allows you to specify a name and type for the new property. The following example adds a custom text property named "MyPropName" to `myItem`.

```
Set myProp = myItem.UserProperties.Add("MyPropName", olText)
```

Remarks

When you create a custom property, a field is added in the folder that contains the item (using the same name as the property). That field can be used as a column in folder views.

Outlook Visual Basic Help has been installed

The Visual Basic Help file for Microsoft Outlook has already been installed. You do not need to install it from the ValuPack.

