



### **Paste Special Dialog Box**

Inserts the Clipboard contents into a message in a specified format.

#### **Source**

Displays the name of the source program and its location. If the data was copied from a program that did not provide this information, such as an MS-DOS-based program, "Unknown Source" is displayed.

#### **Paste**

Inserts the Clipboard contents into a message.

#### **Paste Link**

Inserts a link to the information from the message. If the information changes, you can have it updated automatically or manually.

The **Paste Link** button is available only when the Clipboard contents come from a program where information can be linked to Windows Messaging.

#### **As**

Specify the type of information you want to paste from the Clipboard.

##### **Formatted Text (RTF)**

Text with formatting.

##### **Text And Objects**

Unformatted text plus any OLE embedded objects.

##### **Text**

Plain text with no formatting.

#### **Display As Icon**

Displays the selected link as an icon in the message.

#### **Result**

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

**Find Dialog Box (Edit Menu)**

Searches for specified text in the active message.

**Find What**

Type the text you want to find.

**Match Whole Word Only**

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

**Match Case**

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

**Find Next**

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

**Replace Dialog Box**

Searches for and replaces specified text in the active message.

**Find What**

Type the text you want to find.

**Replace With**

Type the text you want to use as replacement text. To delete the text specified in the **Find What** box, leave the **Replace With** box empty.

**Match Whole Word Only**

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

**Match Case**

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

**Find Next**

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

**Replace**

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

**Replace All**

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

**Links Dialog Box**

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

**Links**

Displays information about all links in a message, including the file name, the item, the type, and whether the information is updated automatically or manually.

**Source**

Displays the file name and location of the link.

**Type**

Displays the program or type of program in which the link was created.

**Update**

Specify how you want the information to be updated.

**Automatic**

If new data is available, update existing data every time the message is opened, .

**Manual**

Updates existing data only when you click the **Update Now** button.

**Update Now**

Updates all links selected in the **Links** box.

**Open Source**

Opens the selected file in the source program for editing.

**Change Source**

Specifies a different source file for a selected link so that the link receives data from the new source file.

**Break Link**

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

**Change Source Dialog Box**

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

**Look In**

Type or click the name of the folder that you want to search.

**File Name**

Type or click the name of the file you want to use as the link source.

**Files of Type**

Select the type of files that you want to search for.

**Item Name**

Displays the name of the link.

**Up One Level**

Displays folders one level higher in the folder hierarchy.

**Create New Folder**

Creates a new folder in the current location.

**List**

Displays the contents of the current location in alphabetic order.

**Details**

Provides details of the contents of the current location.

**Convert Dialog Box**

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

**Current Type**

Displays the type of object (for example, a Microsoft Excel worksheet) that you are converting or activating.

**Object Type**

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

**Convert To**

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

**Activate As**

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

**Display As Icon**

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

**Rename Attachment Dialog Box**

Modifies the file name displayed under an attachment icon that is inserted in a message.

**Name**

Type the name you want to display below the selected attachment.

**Original Name**

Displays the original name of the attachment.



**Save As Dialog Box**

Saves an attachment as a separate file. You can also save the file in another location.

**Save In**

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

**File Name**

Type or click the file name you want.

**Save As Type**

Saves the file in its original format.

**Up One Level**

Displays folders one level higher in the folder hierarchy.

**Create New Folder**

Creates a new folder in the current location.

**List**

Displays the contents of the current location in alphabetic order.

**Details**

Provides details of the contents of the current location.

**Save**

Saves the selected items.

**Save As Dialog Box**

Saves messages and files stored in Windows Messaging folders, as well as files from your file system, with the name, location, and file format that you specify.

**Save In**

Click a location in which to save your file.

**File Name**

Displays the name of the selected file.

**Save As Type**

Saves messages and attachments in text only format, rich text format, or message format.

**Text Only**

Saves text without its formatting and uses the ANSI character set. Click this format only if the destination application cannot read rich text format.

**Rich Text Format**

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

**Message Format**

Saves the message as a message file. Message files keep all the message-related properties intact, such as To, From, and Subject.

**Save The Message(s) Only**

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

**Save These Attachments Only**

Saves selected attachments. Attachments that were previously selected in a message are selected in the list. You can select or clear attachments in the list before clicking **Save**.

**Move Dialog Box**

Moves the selected message, file, or folder into another folder.

**Move This Item To The Selected Folder**

Click the location where you want to move the item. To display subfolders within a folder, click the plus sign (+) next to that folder.

**New Folder**

Creates a new folder in the location selected in the **Move To** box.

**Move Dialog Box (Message)**

Moves the active message into another folder.

**Move This Item To The Selected Folder**

Click the location where you want to move the message. To display subfolders within a folder, click the plus sign (+) next to that folder.

**New Folder**

Creates a new folder in the location selected in the **Move To** box.

**Copy Dialog Box**

Copies the selected message, file, or folder into another folder.

**Copy This Item To The Selected Folder**

Click the location where you want to store a copy of the item. To display subfolders within a folder, click the plus sign (+) next to that folder.

**New Folder**

Creates a new folder in the location selected in the **Copy To** box.

**Copy Dialog Box (Message)**

Copies the active message into another folder.

**Copy This Item To The Selected Folder**

Click the location where you want to store a copy of the message. To display subfolders within a folder, click the plus sign (+) next to that folder.

**New Folder**

Creates a new folder in the location selected in the **Copy To** box.

**New Folder Dialog Box**

Creates a new folder in the selected location. The new folder is created as a subfolder of the selected folder.

**Folder Name**

Type the name you want to give the new folder.

**Print Dialog Box**

Controls how you print selected messages, files, and attachments. Before using this command, you must install a printer. To install a printer, see your operating system documentation.

**Printer**

Displays the name of the selected printer and printing status.

**Name**

The name of the selected printer.

**Status**

The status of the selected printer.

**Type**

The type of printer.

**Where**

The number of documents waiting to be printed on the selected printer.

**Comment**

Additional information about the printer.

**Properties**

Displays properties for print setup.

**Print To File**

Prints a copy of a message to a new file that is not routed directly to a printer.

**Options**

Click the options you want for printing messages and files.

**Start Each Item On A New Page**

Prints each item or file on a separate page.

**Print Attachments**

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

**Number Of Copies**

Type the number of copies you want to print.

**Collate**

Sorts the pages by page number so that all copies of one page print together.



**New Entry Dialog Box**

Creates a new entry for a recipient who is not listed in the Address Book.

**Select The Entry Type**

Click the type of entry you want to create.

**Other Address**

If you cannot find a more specific address entry type, use this type.

**Personal Distribution List**

Creates a single Address Book entry for a group of recipients.

**Put This Entry**

Click where you want to insert the new Address Book entry.

**In The**

Click the name of the address list where you want to add the new entry.

**In This Message Only**

Adds the new entry to the **To** box in the active message.

**New Entry Dialog Box**

Creates a new entry for a recipient who is not listed in the Address Book.

**Create What Kind Of Entry**

Click the type of entry you want to create.

**Other Address**

If you cannot find a more specific address entry type, use this type.

**Personal Distribution List**

Creates a single Address Book entry for a group of recipients.

**General Tab (Folder)**

Displays or modifies general information about the selected folder.

**Type**

The type of object that is selected.

**Location**

The name of the folder in which the selected folder is stored.

**Description**

An optional comment about the selected folder.

**General Tab (Personal Folders)**

Displays or modifies general information about the selected set of personal folders.

**Type**

The type of object that is selected.

**Location**

The name of the selected folder.

**Comment**

A comment about the selected set of personal folders.

## **General Tab (Read Form)**

Displays or modifies general information about the selected or open message.

### **Type**

The type of message.

### **Location**

The location of the message. If the message has not yet been sent or saved, "Outbox" is displayed.

### **Size**

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

### **Sent**

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

### **Received**

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

### **Last Changed**

The date and time the message was last modified.

### **Options For This Item**

The following settings reflect the options set by the sender. You can change the importance assigned to the message.

#### **Importance**

Click the priority you want to assign to the message.

##### **High**

Displays an exclamation point (!).

##### **Normal**

Displays no icon.

##### **Low**

Displays a down arrow.

#### **Sensitivity**

The sensitivity for the active or selected message. The sensitivity level appears in the Sensitivity column in the Viewer, if that column is displayed. Private sensitivity also protects a message when it is replied to or forwarded.

##### **Normal**

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

##### **Personal**

A personal message typically contains nonbusiness-related information.

##### **Private**

Prohibits any recipient from modifying your original message when it is replied to or forwarded.

##### **Confidential**

A confidential message should be treated according to your company's policies on confidentiality.

#### **Read Receipt Requested**

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

**Delivery Receipt Requested**

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

## **General Tab (Send Form)**

Displays or modifies general information about the selected or open message.

### **Type**

The type of message.

### **Location**

The location of the message. If the message has not yet been sent or saved, "Outbox" is displayed.

### **Size**

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

### **Last Changed**

The date and time the message was last modified.

### **Options For This Item**

The following settings reflect the options set by the sender. You can change the importance assigned to the message.

#### **Importance**

Click the priority you want to assign to the message.

##### **High**

Displays an exclamation point (!).

##### **Normal**

Displays no icon.

##### **Low**

Displays a down arrow.

#### **Sensitivity**

Click the sensitivity you want to assign to the message. The sensitivity level you assign appears in the Sensitivity column in the Viewer, if that column is displayed. Private sensitivity also protects your message when it is replied to or forwarded.

##### **Normal**

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

##### **Personal**

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

##### **Private**

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

##### **Confidential**

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

#### **Read Receipt**

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

#### **Delivery Receipt**

Sends a receipt to the sender after the message is delivered or, if the message was previously sent, displays

"Delivery Receipt Requested."

**Save Copy In Sent Items Folder**

Saves a copy of the message in your Sent Items folder when you send the message.

**Send Options**

Displays the **Send Options** dialog box, where you can display or specify options for sending a message. This dialog box is available only if it is provided by the information service you are using to send messages.



**General Tab (File)**

Displays or modifies general information about a selected file from the file system that is stored in a folder.

**Type**

The type of object that is selected.

**Size**

The file size.

**File Name**

The file name.

**Location**

The location of the file.

**Sent**

The date and time the file was sent.

**Received**

The date and time you received the file.

**Last Changed**

The date and time the file was last modified.

**Importance**

Click the priority you want to assign to the file.

**High**

Displays an exclamation point (!).

**Normal**

Displays no icon.

**Low**

Displays a down arrow.

### **Personal Address Book Tab**

Displays or modifies general information about the active personal address book (PAB).

#### **Name**

The name of the active PAB. To change the name, type a new name.

#### **Path**

The path and file name of the data file where entries in this PAB are stored. The data file stores the names and personal distribution lists you add to your PAB.

#### **Browse**

Opens the **Browse** dialog box, where you can locate additional files.

#### **Show Names By**

Click the way you want to display names in your PAB.

##### **First Name (John Smith)**

Displays first names followed by last names.

##### **Last Name (Smith, John)**

Displays last names followed by first names.

**Distribution List Tab**

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

**Name**

Displays the name of the selected PDL.

**Add/Remove Members**

Opens the **Edit New Personal Distribution List Members** dialog box, where you can modify the list of recipients in the distribution list.

**Edit Members Of New Personal Distribution List Dialog Box**

Adds or removes members in the selected personal distribution list (PDL) in the active personal address book (PAB).

**Show Names From The**

Click the address list that contains the names you want.

**Type Name Or Select From List**

Type or click a name in the list.

**Members**

Adds the selected member to your PAB.

**New**

Creates a new entry in your PAB.

**Properties**

Displays details about the selected name.

**Find**

Searches for names in the list displayed in the left pane.

**Group Tab (Distribution List)**

Displays general information about the selected distribution list.

**Name**

The name of the selected distribution list.

**Address Type**

The address type of the distribution list.

**E-mail Address**

The e-mail address of the selected distribution list.

**Add To Personal Address Book**

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

**Phone Numbers Tab**

Displays or modifies various telephone numbers for the selected name in the personal address book (PAB).

**Dial**

Dials the number in the corresponding box. Your computer must be connected to a telephone device or modem.

**<< (Previous)**

Displays the previous entry in the PAB.

**>> (Next)**

Displays the next entry in the PAB.

**General Tab (Personal Address Book Other Entry)**

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

**Name**

Type the name you want to display in the PAB.

**Notes Tab (Recipient)**

Displays or modifies comments about the selected entry in your personal address book (PAB).

**<< (Previous)**

Displays the preceding entry in the PAB.

**>> (Next)**

Displays the following entry in the PAB.



**Notes Tab (Personal Address Book)**

Displays or modifies comments about your personal address book (PAB).

**Business Tab**

View or add information about a business entry listed in your personal address book (PAB).

**Name**

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

**First**

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

**Last**

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

**Address**

Select the mailing address for the recipient.

**City**

Type the city for the mailing address.

**State**

Type the state for the mailing address.

**Zip Code**

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

**Country**

Type the country name where the recipient lives.

**Title**

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

**Company**

Type the company name for the recipient.

**Department**

Type the department name for the recipient.

**Office**

Type the office location for the recipient.

**Assistant**

Type the recipient's assistant's name.

**Phone Number**

Click a phone number type. These phone numbers are entered in the **Phone Numbers Tab**. For more information, see the [Phone Numbers Tab](#) topic.

**Dial**

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

**New - Address Tab**

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

**Display Name**

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

**E-mail Address**

Type the e-mail address for the new entry in the PAB.

**E-mail Type**

Type a description of the type of e-mail address for the entry.

**Always Send To This Recipient In Windows Messaging Rich-Text Format**

Sends messages in rich-text format to a recipient who is using Windows Messaging or another messaging system that can display text formatting. Clear to send messages as plain text only.

**Rename Dialog Box**

**New Name**

Type the new name you want for the folder.

**General Tab (Remote Mail Message)**

Displays general information about the selected or active item in the Remote Mail window.

**Subject**

The subject of the item.

**From**

The sender of the item.

**Type**

The type of item.

**Size**

The size of the item.

**Action**

The action you have taken to retrieve the item.

**Importance**

The importance level of the item.

**Sensitivity**

The sensitivity level of the item.

**Received**

The date and time the item was received.

**Retrieval Time**

The estimated time required to retrieve the message.

**Specify File To Import Dialog Box**

Imports message and personal address book (PAB) files.

**Look In**

Click the drive and directory (folder) where the file you want to import is located.

**File Name**

Type a name or click the file you want to import.

**Files Of Type**

Click the type of file you want to import.

**All Mail Types**

Lists all mail files in the current location.

**Message Files (\*.MMF)**

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

**Address Book (\*.PAB)**

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

**Open**

Opens the file you specify.

**Import Mail Data Dialog Box**

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

**Type The Password**

Type a password for the mail file, if necessary.

**Import Messages**

Imports messages from a mail file.

**Import Personal Address Book Entries**

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

**Import Mail Data Dialog Box (Personal Address Book)**

Imports personal address book (PAB) entries.



**Select Personal Address Books To Import Dialog Box**

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

**The Following Address Books Have Been Found In This Mail File**

Click the PAB you want to import.

**Import Mail Data Dialog Box (Messages)**

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

**Put The Messages Into Existing Personal Folders**

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

**Put The Messages Into New Personal Folders**

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

**Specify The Path Name For The New Personal Folders**

Type the path name for the new set of personal folders.

**Browse**

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

**Display New Personal Folders**

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

**Create/Open Personal Folders Dialog Box**

Creates a new set of personal folders.

**Look In**

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

**File Name**

Type a name for the new personal folder file.

**Files Of Type**

Personal folder files are saved with a .pst extension.

**Open**

Opens the file you specify.

**Import Mail Data Dialog Box**

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

**Import Status**

Specifies whether you have canceled or completed importing mail information.

**Number Of Messages Imported**

The number of messages you imported.

**Number Of PAB Entries Imported**

The number of PAB entries you imported.

**Number Of Errors Logged**

The number of errors reported while importing.

**Elapsed Time**

The amount of time required to import the information.

**Recipients Tab**

Displays the sender's name and the address of each recipient listed in the **From**, **To**, and **Cc** boxes of a message you have received. For more information on a recipient, select the address, and then choose **Properties**.

**From**

Displays the name of the individual or group who sent the message.

**To**

Displays each address listed in the **To** address box of the message.

**Cc**

Displays each address listed in the **Cc** address box of the message.

**Properties**

Displays more information about any address you select in the **From**, **To**, or **Cc** box. For more information, choose **Help**.

### **Font Dialog Box**

Changes the font, style (such as bold or italic), font size, kind of underline, color, and font effects (such as superscript) of selected or new text.

#### **Font**

Type or click a font name. Fonts available for the current printer driver and additional fonts installed on your system are listed.

#### **Font Style**

Click a style. To use the default type style for a given font, click **Regular**.

#### **Size**

Type or click a size. The sizes available depend on the selected font. If the size you want to use is not available, the closest available size is used.

#### **Effects**

Click the format options you want. You can click a combination of effects.

##### **Strikeout**

Draws a line through selected text.

##### **Underline**

Underlines all selected characters with a single line.

##### **Color**

Click a color. To display text in the default color specified by the operating system, click **Auto**.

#### **Sample**

Displays text with the selected formats.

#### **Script**

Click a type of script.

**Paragraph Dialog Box**

Aligns selected text or other contents of a paragraph relative to the left and right margins. If no text is selected, the contents of the paragraph are aligned where the insertion point is currently located.

**Left**

Aligns selected text at the left margin.

**Center**

Centers selected text between the left and right margins.

**Right**

Aligns selected text at the right margin.

**Bullet**

Inserts a bullet at the left margin preceding each selected paragraph. Text following a bullet is automatically indented to the first tab position.

## **Common tasks in Windows Messaging**

Click one of the following tasks. For more information, click the **Index** tab.

[Sending a message](#)

[Inserting a file into a message](#)

[Checking for new mail](#)

[Saving an attachment](#)

[Replying to a message](#)



## Keyboard Shortcuts

You can use the following shortcut keys to perform common tasks in Windows Messaging. For easy access to the information, you may want to print this topic or maximize the Help window.

<b>Task</b>	<b>Keyboard Shortcut</b>
Address Book (open)	CTRL+SHIFT+B
Bold text	CTRL+B
Bullets (on or off)	CTRL+SHIFT+L
Cancel	ESC
Center text	CTRL+E
Check names	CTRL+K
Close the active window or Windows Messaging if the Viewer window is active	ALT+F4
Collapse the selected folder	LEFT ARROW
Copy an item	CTRL+SHIFT+C
Copy text or graphics	CTRL+C
Cut text or graphics	CTRL+X
Delete an item	CTRL+D
Delete character on the left or the selected object	BACKSPACE
Delete character on the right or the selected object	DELETE
Delete word on the left	CTRL+BACKSPACE
Delete word on the right	CTRL+DELETE
Deliver mail	CTRL+M
Expand the selected folder	RIGHT ARROW
Find text	CTRL+SHIFT+F
Forward a message	CTRL+F
Inbox (open)	CTRL+SHIFT+I
Indent text less	CTRL+SHIFT+T
Indent text more	CTRL+T
Italicize text	CTRL+I
Left align text	CTRL+L
Message (new)	CTRL+N
Message (open)	CTRL+O
Move an item	CTRL+SHIFT+M
Move the insertion point	CTRL+LEFT ARROW

one word left	
Move the insertion point one word right	CTRL+RIGHT ARROW
Move the insertion point to the bottom of the screen	CTRL+PAGE DOWN
Move the insertion point to the end of a message	CTRL+END
Move the insertion point to the end of a paragraph	CTRL+DOWN ARROW
Move the insertion point to the start of a message	CTRL+HOME
Move the insertion point to the start of a paragraph	CTRL+UP ARROW
Move the insertion point to the top of the screen	CTRL+PAGE UP
Move up one folder level in the Viewer	BACKSPACE
Next item (open)	CTRL+>
Outbox (open)	CTRL+SHIFT+O
Paste text or graphics	CTRL+V
Previous item (open)	CTRL+<
Print item	CTRL+P
Properties (display or modify)	ALT+ENTER
Remove text formatting	CTRL+SPACEBAR
Repeat the last find	SHIFT+F4
Replace text	CTRL+H
Reply to all	CTRL+SHIFT+R
Reply to sender	CTRL+R
Right align text	CTRL+G
Save an item	CTRL+S
Save as	F12
Select all	CTRL+A
Send a message	ALT+S
Spelling (check)	F7
Underline text	CTRL+U
Undo last action	CTRL+Z

### **New Message form**

The New Message form is used to compose a message. You can use this form to quickly send messages while

you are working in a messaging-enabled application, such as Microsoft Word or Microsoft Excel. You can use the Formatting toolbar to quickly format text. To address the message, type names in the **To** or **Cc** box, or click the **To** or **Cc** button to select names from the Address Book.

**No Help Available**

There is no Help available for this dialog box or command.

### **Insert File Dialog Box**

Inserts files from your file system into a message. You can insert any file you have access to into a message, including application files, batch files, programs, or graphics files.

#### **Look In**

Click the drive and folder where the file you want to insert is located.

#### **File Name**

Type a name or click the file you want to insert.

#### **Files Of Type**

Click the type of file you want to insert.

##### **All Files (\*.\*)**

Lists all files in the current location.

##### **Text Files (\*.txt)**

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

##### **Rich Text Format (\*.rtf)**

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

##### **Message Files (\*.msg)**

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

#### **Insert As**

Click a display option for the file.

##### **Text Only**

Inserts the file as text in the message.

##### **An Attachment**

Inserts the file as an application icon.

##### **Link Attachment To Original File**

Inserts a link to the file from the message.

#### **Messages**

Opens the **Insert Message** dialog box, where you can insert items from Windows Messaging folders.

**Insert Message Dialog Box**

Inserts a message or file stored in a Windows Messaging folder into a message.

**Location**

Click the folder where the item you want to insert is located.

**Items**

Click the item you want to insert into the message.

**Insert As**

Click a display option for the item.

**Text Only**

Inserts the item as text in the message.

**An Attachment**

Inserts the item as an application icon in the message.

**Link Attachment To Original Item**

Inserts a link to the item from the message.

**Files**

Opens the **Insert File** dialog box, where you can insert files from your file system.

**Insert Object Dialog Box**

Inserts an embedded object, such as a Microsoft Word document, into a message.

**Create New**

Inserts a new object that you create.

**Object Type**

Click the type of information you want to insert. Some common object types include documents, bitmaps, and spreadsheets.

**Create From File**

Inserts an existing object.

**File**

Type the name of the file you want to insert as an embedded object, or click the **Browse** button to locate additional files.

**Browse**

Opens the **Browse** dialog box, where you can locate the file that you want to insert. For more information, click the **Help** button in the **Browse** dialog box.

**Link**

Creates a link to the selected file rather than embedding it.

**Display As Icon**

Displays the embedded object as an icon.

**Change Icon**

Changes the icon that represents the embedded object. This button appears only if you click **Display As Icon**.

**Result**

Describes the result of the selected options.

## **Change Icon Dialog Box**

Changes the icon that represents an embedded object or linked information.

### **Icon**

Click the icon you want to represent an embedded object.

#### **Current**

Continues to display the icon that is currently displayed.

#### **Default**

Displays the default icon for the source application.

#### **From File**

To display more icons, type a new file name. You can choose an icon from another application by typing the location and name of the program file for that application.

### **Label**

Type the label, such as the file name, that you want to display under an icon in a message.

### **Browse**

Opens the **Browse** dialog box, where you can locate files that have icons you want to use to represent embedded objects. For more information, click the **Help** button in the **Browse** dialog box.



**Browse Dialog Box**

Locates files that you want to insert or that have icons you want to use to represent embedded objects.

**Look In**

Click the drive and folder where the file you want to insert or use as an icon is located.

**File Name**

Type a name or click the file you want.

**Files Of Type**

Click the type of file you want to insert.

**Icon Files**

Lists all icon files in the current location.

**Program Files (\*.exe)**

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

**Libraries (\*.dll)**

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

**Icons (\*.ico)**

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

**All Files (\*.\*)**

Lists all files in the current location.

## Overview of Windows Messaging

Windows Messaging helps you organize, access, and share all types of information. With Windows Messaging, you can:

- Send electronic mail (e-mail) to co-workers.
- Include files and objects created in other applications in your messages.
- Use the Address Book to select recipient names.
- Create folders where you can store related messages, files, and other items.

Before you can use Windows Messaging, you must create a profile. Your profile contains essential information, such as the delivery location for your incoming mail and the location of your Address Book. When you start Windows Messaging for the first time, you are prompted to create a profile.

## The Windows Messaging Viewer

To open Windows Messaging, click the **Start** button, point to **Programs**, and then click **Windows Messaging**. This action displays your folder list. If you open Windows Messaging by double-clicking the **Inbox** icon on the desktop, your folder list will not be displayed unless you click **Folders** from the **View** menu. When you restart Windows Messaging, the last view you selected is displayed.

The left side of the Viewer lists your folders, and the right side lists the contents of the selected folder. Folders can contain e-mail messages, files created in other applications, faxes, and even messages from other messaging systems, such as online services. The ability to place all types of items in a folder enables you to store related documents, spreadsheets, and messages in a common location.

## Viewing Items in Your Inbox

Your Inbox is the destination for your incoming mail. Other default folders include:

- Outbox. Temporarily holds messages that you send until they are delivered.
- Sent Items. Retains copies of messages that you have sent.
- Deleted Items. Contains items that you have deleted.

As you read the items in your Inbox, you can reply to, forward, or delete them, or file them in other folders.

## Working Away from the Office

You don't have to be at your office to use Windows Messaging. When working at home or on the road, you can read and reply to mail offline. Then, if you have a modem and access to a telephone line, you can establish a remote connection to your company's network, and send and receive e-mail as if you were at your office.

## Getting the Information You Need

Windows Messaging Help provides a few ways to find the information you need:

- The Contents screen lists topics with step-by-step procedures.
- The Index enables you to search through an alphabetic list of topics contained in Help. Type or click the topic you want to display, and then click **Display**.
- Context-sensitive Help provides information about an active dialog box. Press **F1** or click the **Help** button in the dialog box.
- ToolTips are pop-up definitions you can view by positioning the pointer over a button on the toolbar.

### **To check for new mail**

New mail is displayed in your Inbox in bold type. To read a message, double-click it.

#### **Tips**

- To reply to a message, click the **Compose** menu, and then click **Reply To Sender**. Type your message, click the **File** menu, and then click **Send**.
- To send and receive new mail, click the **Tools** menu, and then click **Deliver Now**. If you are using more than one information service, click **Deliver Now Using**, and then the name of the information service.

### **To send a message**

- 1 On the **Compose** menu, click **New Message**.
- 2 In the **To** box, type the names of the recipients. Separate multiple names with a semicolon. If you need to look up names in the Address Book, click the **To** or **Cc** button.
- 3 Click the **Subject** box or press **TAB**, and then type the message subject.
- 4 Click the message area or press **TAB**, and then type your message.
- 5 On the **File** menu, click **Send**.

### **Note**

- If you have installed another Microsoft application that includes a spelling checker, you can check spelling in messages before sending them by clicking **Tools** and then **Spelling**.

### **To reply to a message**

- 1 If the message is not open, click the message you want to reply to.
- 2 On the **Compose** menu, click **Reply To Sender** to send a reply to the sender only, or click **Reply To All** to send a reply to the sender and all of the original recipients.
- 3 Type your reply.
- 4 On the **File** menu, click **Send**.

### **Note**

- If you do not want the original message text inserted in your replies, turn this option off by clicking the **Tools** menu and then clicking **Options**. Click the **Read** tab, and then clear **Include The Original Text When Replying**.

### **To format text in a message**

- 1 Select the text that you want to format.
- 2 On the **Format** menu, click **Font** or **Paragraph**.

#### **Tips**

- For more information about format options, click the **Help** button in the format dialog boxes.
- You can also format text by using the Formatting toolbar. To display the Formatting toolbar, click the **View** menu, and then click **Formatting Toolbar**.

**To insert a file into a message**

- 1 In the message, click the location where you want to insert the file.
- 2 On the **Insert** menu, click **File**.
- 3 Locate and click the file you want to insert.
- 4 Under **Insert As**, click the method for displaying the file:

**Text Only**

Displays the file as unformatted ANSI text.

**An Attachment**

Displays an icon that represents the file.

**Link Attachment To Original File**

Displays an icon that represents a link to the file. A file that is linked to a message must be in a location where the recipient has access to it, for example, on a server.

**To save an attachment you receive in a message**

- 1 In the message, click the icon that represents the file you want to save.
- 2 On the **File** menu, click **Save As**.
- 3 Click the location where you want to save the file. You can change the file name or save it with the existing name.



**To create a folder**

- 1 If the folder list is not displayed, click the **View** menu, and then click **Folders**.
- 2 Click the folder where you want to create the new folder.
- 3 On the **File** menu, click **New Folder**.
- 4 Type the new folder name.

**Tip**

- To rename a folder, click the folder, click the **File** menu, and then click **Rename**. Type the new name.

**To move or copy items to other folders**

- 1 If the message or other item is closed, click it to select it.
- 2 On the **File** menu, click **Move** or **Copy**.
- 3 Click the folder you want to move or copy the item to.

**Tip**

- You can also move a closed item by dragging it to the new folder.

## **Overview of Finding Items**

You can find and organize items in folders in several different ways.

If you want to locate certain items, you can use the **Find** command on the **Tools** menu. In the Find window, you specify conditions, such as the sender's name and a word in the subject box, and all items matching those conditions will be displayed. If you minimize the Find window, any incoming mail matching the conditions will be displayed when you open the window later.

If you want to sort the items in a folder according to a column heading -- for example, Subject -- you can do so by using the **Sort** command on the **View** menu or by a column heading. You can also change the columns that are displayed in a folder.

### **To find messages and other items**

- 1 On the **Tools** menu, click **Find**.
- 2 Click the **Folder** button, and then click the folder you want to search.
- 3 Under **Find Items That Meet The Following Conditions**, specify the conditions you want to search for.
- 4 To specify more conditions, click **Advanced**.
- 5 Click **Find Now**.

#### **Tip**

- You can minimize a Find window, and it will be updated automatically as new mail with matching conditions arrives.

### **To sort messages and other items**

- 1 Click the folder where you want to sort items.
- 2 On the **View** menu, click **Sort**.
- 3 Click the category you want to sort by.
- 4 Click **Ascending** or **Descending**.

The sort order you select for a folder will remain until you change it again.

#### **Tip**

- You can also sort items by clicking a column heading in the Viewer.

## **Overview of Profiles and Information Services**

Before you can use Windows Messaging, you must create a profile. A profile contains configuration information, such as the location of incoming mail, your personal address book, and other information services that you can use.

An information service controls how your messaging applications address, send, receive, and store messages and files. Examples of information services include remote services, other mail systems, and fax drivers. When you want to use a new information service, you must first install it and then add it to your profile.

Another type of information service is a set of personal folders, where you can organize and save folders, messages, and files. You can create any number of personal folder files and save, copy, and move them like any other file. When you create a set of personal folders, the folders are added to your profile.

### **To create a personal folder file**

- 1 On the **Tools** menu, click **Services**.
- 2 Click **Add**.
- 3 In the **Available Information Services** box, click **Personal Folders**, and then click **OK**.
- 4 In the **File Name** box, type the name of the new personal folder file, and then click **Open**.
- 5 In the **Name** box, type the name that you want to display in the folder list.

#### **Note**

- You can move or copy folders and items to the new personal folder file and then move it to another location, such as a portable computer.

**To create a new profile**

- 1 In **Control Panel**, double-click the **Mail** or **Mail and Fax** icon.
- 2 Click **Show Profiles**, and then click **Add**.

**Note**

- If another messaging profile is active when you start Windows Messaging, Windows Messaging will use that profile instead of prompting you for a profile.



**To add an information service to your profile**

- 1 In **Control Panel**, double-click the **Mail** or **Mail and Fax** icon.
- 2 Click **Add**, and then click the service. If the service is not listed, click **Have Disk**. You will need to provide the information service software.

To remove a service, click the service, and then click **Remove**.

### **To change the columns displayed in a folder**

- 1 Open the folder where you want to change the columns.
- 2 On the **View** menu, click **Columns**.
- 3 Use **Available Columns** and **Show The Following** to add or remove columns. The columns listed in **Show The Following** are displayed from left to right in the Viewer.
- 4 Arrange the order of the columns by using **Move Up** and **Move Down**.
- 5 If necessary, type a column width for the selected column.

#### **Tips**

- You can change column width directly in a folder by moving the pointer between column headings and dragging the split bar to the location you want.

## **Overview of Remote Mail**

You can work with Windows Messaging using a computer in your office and/or a computer away from the office. The Remote Mail feature of Windows Messaging gives you a way to select which message you want to retrieve instead of retrieving all of your mail.

In the Remote Mail window, you will see your mail headers, which consist of the sender, subject, date received, and other information. Using this information, you can decide which messages you want to delete (without reading), copy (read but leave a copy on the server), or move (move from the server to your Inbox). You can also send messages you've composed while offline.

Before you can use Remote Mail, you must prepare your computers, specify configuration options, and connect to a server by using a telephone and a modem.

Here's a typical way you might use Remote Mail if you are traveling with a portable computer, and you want to send messages and check for new mail:

- While offline, you compose messages and click the Send button. Messages are stored in the Outbox until you connect to the server.
- Start Windows Messaging and open the Remote Mail window. You then connect to the server and update mail headers.
- You mark which mail headers you want to delete, move to your portable, or copy to your portable.

Before you can use Remote Mail, you must prepare your computers and specify configuration options.

### **Note**

- Not all information services support the use of Remote Mail.

### **To prepare your computer for Remote Mail**

- 1 Start Windows Messaging.
- 2 Create a personal folder file on the hard disk of the computer you will be using for remote work. You will receive mail in the Inbox of this personal folder file. For more information, see the topic [To create a personal folder file.](#)
- 3 Install and configure your dial-up networking software. If you are using Windows 95, set the options in the **Dial-up Networking** and **Remote Session** tabs. If you are using Windows NT, use Network in Control Panel.
- 4 Copy the items you need -- such as folders and your personal address book -- to the computer you will be using for remote work. If you use a dockable portable computer, copy all Windows Messaging-related files to your hard disk before you undock it from your desktop computer.
- 5 Before you leave your office, exit and log off from Windows Messaging.

If you share a computer, such as a company-owned portable, each user should have a separate profile and personal folder file for confidentiality and security.

#### **Note**

- Not all information services support the use of Remote Mail.

**To specify configuration options for Remote Mail**

- 1 On the **Tools** menu, click **Remote Mail**.
- 2 In the Remote Mail window, click the **Tools** menu, and then click **Options**.
- 3 For each tab, specify the necessary information.

For more information, click the **Help** button in the tab.

**Note**

- Not all information services support the use of Remote Mail.

### **To send and receive mail remotely**

- 1 Start Windows Messaging.
- 2 Create any messages you want to send. See the topic [To send a message.](#)
- 3 Click the **Tools** menu, and then click **Remote Mail**.
- 4 On the **Tools** menu in the Remote Mail window, click **Connect**.
- 5 In the **Connect To Server** dialog box, select the appropriate checkboxes for the actions you want performed, and then click **OK**.

Note that you must select the **Update View Of Mail Headers** checkbox to copy message headers from your postoffice that are waiting to be delivered to you.

Messages in the Outbox are sent, messages you marked to move or copy are downloaded, and messages you marked to delete are deleted from the server.

- 6 Using commands on the Edit menu, mark the message headers you want to delete (**Mark To Delete**), move to your Inbox (**Mark To Retrieve**), or copy to your Inbox (**Mark To Retrieve A Copy**).
- 7 If you do not already have new mail in your Inbox, repeat steps 4 and 5.
- 8 Read new mail in the Inbox.
- 9 On the **Tools** menu, click **Disconnect**.

#### **Note**

- Not all information services support the use of Remote Mail.

[Click Contents.](#)

### To use command-line options to perform tasks

You can create a shortcut that changes what is displayed when you open Windows Messaging.

- 1 Create a shortcut to the Exchng32 program. Note that you cannot use command-line options with an Inbox shortcut.

For more information, choose **Help** from the Start button to see your operating system documentation.

- 2 Using the right mouse button, click the Windows Messaging shortcut, and then click **Properties**.
- 3 Click the **Shortcut** tab, and then type a space following the text in the **Target** box.
- 4 Type one of the following:

<u>To do this</u>	<u>Type</u>
Open a new message	<b>/n</b>
Open a new message and attach a file	filename
Open a file as a message	<b>/f</b> filename
Open the Find window	<b>/s</b>
Open the Address Book	<b>/a</b>
Open the Viewer and display only the Inbox	<b>/i</b>
Open the Viewer with the folder list displayed	<b>/j</b>



**Active Profile**

The profile that defines your current messaging session. You use this profile when you start Windows Messaging. A profile contains essential information, used by messaging applications. This information, called information services, includes the location of your Inbox, Outbox, and address lists, and the sets of personal folders available to you for storing and retrieving messages and files.

## **Information Service**

A utility that enables messaging applications to do one or a combination of the following:

- Send and receive items, such as messages and files.
- Store items in a personal folder file.
- Obtain user address and directory information.

A profile contains a list of all information services that you use while logged on to Windows Messaging or other messaging applications.

**Profile**

A set of configuration options used by Windows Messaging and other messaging applications that contains essential information, such as which information services you are using. This information includes the location of your Inbox, Outbox, and address lists, and the personal folder files available to you for storing and retrieving messages and files.

**Address Book Dialog Box (Standard Send Form)**

Displays names from one or more address lists.

**Show Names From The**

Click the address list that contains the names you want.

**Type Name Or Select From List**

Type a name or click a name in the list.

**To/Cc**

Adds the selected names to the corresponding box on the right.

**Note** If the **Bcc** box is displayed in the Standard Send form, you will also see a **Bcc** button and a corresponding message recipients box.

**Message Recipients**

Displays the names that you have added. Multiple names are separated with a semicolon (;).

**New**

Adds a user or personal distribution list name to your personal address book.

**Properties**

Displays details about the selected name.

**Find**

Searches for names.

**Send Options**

Displays the **Send Options** dialog box, where you can display or specify options for the selected name. This dialog box is available only if it is provided by the information service you are using to send messages.

**General Tab (Find Dialog Box)**

Finds user or personal distribution list names in the selected address list.

**Find Names Containing**

Type any contiguous string of leading character letters in the name that you want to search for.

**Check Names Dialog Box**

Verifies recipient names before you send a message. Multiple names in the address boxes must be separated with semicolons.

**Windows Messaging Does Not Recognize Name/Windows Messaging Found More Than One Name**

Displays the recipient name that either cannot be found in your Address Book or that has multiple matches.

**Create A New Address For Name**

Click this, and then click OK to display the **New Entry** dialog box, where you can create a new entry.

**Change To**

Displays the entries in your Address Book that match the name in the address boxes. Click the correct name in the list.

**Properties**

Displays details about the selected name.

**Show More Names**

Opens the **Address Book** dialog box, where you can click the correct name.

**Address Book (Viewer)**

The Address Book contains lists of user names and distribution list names that you can address messages to.

**Type Name Or Select From List**

Type a name or click a name in the list.

**Show Names From The**

Click the address list that contains the names you want.

### **Find Dialog Box (Tools Menu)**

Defines conditions and searches for messages and files that meet all of those conditions.

#### **Look In**

Displays the name of the folder that will be searched.

##### **Folder**

Locates a different folder.

### **Find Items That Meet The Following Conditions**

Specify conditions for one or more of the following fields.

#### **From**

Locates items from a sender that you specify. Type the name of the sender, or click the **From** button to select the name from the Address Book. To find more than one sender, separate the names with a semicolon (;).

#### **Sent To**

Locates items addressed to a recipient that you specify. Type the name of the recipient, or click the **Sent To** button to select the name from the Address Book. To find more than one recipient, separate names with a semicolon (;).

#### **Sent Directly To Me**

Locates items in which your name appears in the **To** box.

#### **Copied (Cc) To Me**

Locates items in which your name appears in the **Cc** box.

#### **Subject**

Locates items with a subject that you specify. Type the complete or partial text of the subject you want to find. To find more than one subject, separate them with a semicolon (;).

#### **Message Body**

Locates items with message text that you specify. Type the phrase or text string that you want to find. To find more than one phrase or text string, separate the strings with a semicolon (;).

### **Find Now**

Begins the search using the conditions you have specified.

### **Stop**

Stops the search.

### **New Search**

Clears the conditions you've specified.

### **Advanced**

Opens the **Advanced** dialog box, where you can specify additional search conditions.



**Find Items In Folder Dialog Box**

Specifies a folder or a set of personal folders to look in when searching for messages and files.

**Look In**

Click the folder where you want to search for items.

**Include All Subfolders**

Includes all subfolders in the selected folder.

### **Advanced Dialog Box**

Specifies advanced conditions for displaying mail items.

#### **Size (Kilobytes)**

Displays items that are greater or less than a size you specify or that are within a size range. To view the size of items in the Viewer, click the **View** menu, click **Columns**, and then click the **Size** option.

##### **At Least/At Most**

In one or both boxes, type the size limit you want. You can also use the up or down arrows to adjust the value.

#### **Received**

Displays items that were last saved or received on a specific date, after or before a specific date, or between two dates.

##### **From/To**

To display items with a specific date or between two dates, click the **From** and **To** check boxes, and type the beginning and end dates. To display items later than a certain date, click the **From** check box, and type the date in the box. To display items earlier than a certain date, click the **To** check box, and type the date in the box.

#### **Only Unread Items**

Displays items that you have not yet read.

#### **Only Items With Attachments**

Displays items that have attachments.

#### **Only Items That Do Not Match These Conditions**

Displays items that do not match any one of the conditions you specified. For example, if you click the **Only Items With Attachments** box and the **High Importance** box with **Only Items That Do Not Match These Conditions** checked, all items that do not have attachments or are not high importance will be displayed.

#### **Importance**

Displays items assigned a specific importance (High, Normal, or Low). Click the importance that you want in the list on the right.

#### **Sensitivity**

Displays items assigned a specific sensitivity (Normal, Personal, Private, or Confidential). Click the priority that you want in the list on the right.

**Address Book Dialog Box**

Displays names from one or more address lists.

**Show Names From The**

Click the address list that contains the names you want.

**Type Name Or Select From List**

Type a name or click a name in the list.

**Add**

Adds the selected names to the box on the right.

**Note** The name of this button may vary according to what you are selecting names for.

**Name**

Displays the names that you have added. Multiple names are separated with a semicolon (;).

**Note** The caption for the name box will vary according to what you are selecting names for.

**New**

Adds a user or personal distribution list name to your personal address book.

**Properties**

Displays details about the selected name.

**Find**

Searches for names.

**Send Options**

Displays the **Send Options** dialog box, where you can display or specify options for the selected name. This dialog box is available only if it is provided by the information service you are using to send messages.

## **Customize Toolbar Dialog Box**

Adds, removes, and rearranges buttons on the toolbars in the Viewer, Standard Send form, Standard Read form, and Find windows.

### **Available Buttons**

Displays the buttons that you can add to the toolbar in the active window.

#### **Add**

Moves the button selected in the **Available Buttons** list to the **Toolbar Buttons** list.

#### **Remove**

Moves the button selected in the **Toolbar Buttons** list to the **Available Buttons** list.

### **Toolbar Buttons**

Displays the buttons in the order they appear (from left to right) on the toolbar in the active window.

#### **Reset**

Restores the default set of buttons on the toolbar in the active window.

#### **Move Up**

Moves the selected button up one line. On the toolbar, the button shifts left one space.

#### **Move Down**

Moves the selected button down one line. On the toolbar, the button shifts right one space.

## **General Tab**

Sets general options for working in Windows Messaging.

### **When New Mail Arrives**

Click one or more of the following options to specify how you want to be notified of new mail.

#### **Play A Sound**

Plays a sound when you receive new mail. This sound is specified by the **New Mail Notification** setting in Control Panel.

#### **Briefly Change The Pointer**

Changes your pointer to an envelope when you receive new mail.

#### **Display A Notification Message**

Displays a pop-up message when you receive new mail.

### **Deleting Items**

Click the options you want for deletions.

#### **Warn Before Permanently Deleting Items**

Displays a message in which you can confirm or cancel the permanent deletion of an item, folder, or address list entry.

#### **Empty The 'Deleted Items' Folder Upon Exiting**

Permanently deletes all items in the Deleted Items folder when you quit Windows Messaging.

### **When Starting Windows Messaging**

Click to display the following options for opening Windows Messaging.

#### **Prompt For A Profile To Be Used**

Displays the **Choose Profile** dialog box when you open Windows Messaging. You can specify the profile you want to use. Click this option when you use different profiles for working in Windows Messaging (for example, if you have separate profiles for working at the office and on the road).

#### **Always Use This Profile**

Automatically logs on using the selected profile when you open Windows Messaging. If you have additional profiles, you can click a different profile in the list.

### **Show ToolTips**

Displays a ToolTip when the pointer is placed over any button on a toolbar.

### **When Selecting, Automatically Select Entire Word**

Selects entire words when you drag the pointer.

### **Mail Notification Dialog Box**

Notifies you whenever you receive new mail. To turn off this notification message, click the **Tools** menu, click **Options**, click the **General** tab, and then turn off **Display A Notification Message**.

#### **Do You Want To Read Your New Mail Now?**

##### **Yes**

Switches to Windows Messaging and opens your new message.

##### **No**

Closes this notification message.

**Read Tab**

Sets options for reviewing messages and formatting replies and forwards.

**After Moving Or Deleting An Open Item**

Click the action that you want to occur after you move or delete an open item.

**Open The Item Above It**

Opens the previous item in the folder contents list.

**Open The Item Below It**

Opens the next item in the folder contents list.

**Return To Windows Messaging**

Returns to the Viewer.

**When Replying To Or Forwarding An Item**

Click options for replying to and forwarding messages.

**Include The Original Text When Replying**

Includes the text of the original message below the text of your reply.

**Indent The Original Text When Replying**

Indents the text of the original message in your reply.

**Close The Original Item**

Closes the item you are replying to or forwarding.

**Use This Font For The Reply Text**

Sets the default font to use for text you type in replies and forwards.

**Font**

Opens the Font dialog box, where you can specify the font you want to use for replying to and forwarding messages.

**Send Tab**

Sets options for sending and formatting new messages.

**Use This Font**

Sets the default font for new messages.

**Font Button**

Opens the **Font** dialog box, where you can specify the font you want to use for replying to and forwarding messages.

**Request That A Receipt Be Sent Back When**

Click the options you want

**The Item Has Been Read**

Sends you notification when messages that you send are opened by their recipients.

**The Item Has Been Delivered**

Sends you notification when messages that you send have been successfully delivered.

**Set Sensitivity**

Click the sensitivity you want to assign to all outgoing mail. The sensitivity level you assign appears in the Sensitivity column, if the column is displayed.

**Normal**

Displays no sensitivity. The Sensitivity column of the item header is blank.

**Personal**

A personal message typically contains nonbusiness-related information.

**Private**

Prohibits any recipient from modifying your original message when it is replied to or forwarded.

**Confidential**

A confidential message should be treated according to your organization's policies on confidentiality.

**Set Importance**

Click the default importance for all messages you send.

**High**

Displays an exclamation point (!).

**Normal**

Displays no icon.

**Low**

Displays a down arrow.

**Save A Copy Of The Item In The 'Sent Items' Folder**

Saves a copy of every message that you send in the Sent Items folder.



**Addressing Tab**

Sets options for using the Address Book.

**Show This Address List First**

Displays the address lists in the active profile. Click the address list that you want to use as the default.

**Keep Personal Addresses In**

Displays your personal address books. Click the personal address book that you want to be the default when you add new names.

**When Sending Mail, Check Names Using These Address Lists In The Following Order**

Displays the order in which address lists are checked when you send a message, or when you click the **Check Names** button or command. Click an address list to move it up or down in the list or to view its properties.

**Move Up/Move Down arrows**

Moves the selected address list up or down one line in the list.

**Add**

Adds address lists to the list.

**Remove**

Removes the selected address list from the list.

**Properties**

Displays details about the selected address list.

**Add Address List Dialog Box**

Selects the address lists to search when recipient names are verified. Names are verified prior to sending a message or when you click the **Check Names** button or command.

**Address Lists**

Displays the address lists in the active profile. Click an address list to view its properties, or click one or more address lists to add.

**Add**

Adds the selected address lists.

**Properties**

Displays details about the selected address list.

**Use Personal Address Book Dialog Box**

Selects a new or existing personal address book (PAB) data file. The options that are displayed depend on your operating system.

**Folders**

Displays the current directory (folder) and any subdirectories. Double-click the directories and subdirectories to move through the list, and then click the directory you want.

**Look In**

Displays the current directory (folder) and any subdirectories. Double-click the directories and subdirectories to move through the list, and then click the directory you want.

**File Name**

Displays the default file extension (\*.pab). The list box displays all files with this extension in the current folder. Type a new filename or click a filename.

**List Files Of Type/Files Of Type**

Displays the available file format (.pab files).

**Drives**

Displays available disk drives.

**Network**

Click to connect to a network share.

**Services Tab**

Sets options for the [active profile](#).

**The Following Information Services Are Set Up In This Profile**

Displays the [information services](#) in the active profile. To configure an information service, click its name in the list.

**Add**

Adds an information service to the active profile.

**Remove**

Removes the selected information service.

**Properties**

Displays details about the selected information service.

**Copy**

Copies the information service to a profile.

**About**

Displays details about the selected information service, such as its filename, size, manufacturer, and version.

**Add Service to Profile Dialog Box**

Adds an information service to the active profile. For example, to create another set of personal folders, click the **Personal Folders** information service. If the information service you want to add is not listed, you can install a new information service on your system.

**Available Information Services**

Displays the information services installed on your computer. To add, remove, or get more information, click the information service you want in the list. You can specify only one information service at a time.

**Have Disk**

Click if the information service you want to add is on a disk or somewhere on the network.

**Remove**

Removes the selected information service from your computer.

**About**

Displays details about the selected information service, such as its filename, size, manufacturer, and version.

**Install Other Information Service Dialog Box**

Specifies the location of a different information service.

**Insert The Information Service Disk In The Specified Drive Or 'Choose Browse...' To Locate The Current Directory**

Type the drive and path of the location of the information service file.

**Browse**

Opens the **Browse** dialog box, where you can click the correct folder.

**Copy Information Service Dialog Box**

Copies the selected information service to a different profile.

**Copy To Profile**

Displays the other profiles installed on your computer. Click the profile where you want to copy the information service.

**Delivery Tab**

Sets the location where your incoming mail is delivered and the order in which your outgoing mail is sent.

**Deliver New Mail To The Following Location**

Click the location you want to use as the default.

**Recipient Addresses Are Processed By These Information Services In The Following Order**

If you use multiple information services, you can determine the order in which services are used to send messages.

**Up Arrow**

Moves the selected information service up one position in the **Recipient Addresses Are Processed By These Information Services In The Following Order** list.

**Down Arrow**

Moves the selected information service down one position in the **Recipient Addresses Are Processed By These Information Services In The Following Order** list.



**Create/Open Personal Folders File Dialog Box**

Selects a new or existing personal folder file.

**Look In**

Displays the current directory (folder) and any subdirectories. Double-click the directories and subdirectories to move through the list, and then click the directory you want.

**File Name**

Displays the default file extension (\*.pst). The list box displays all files with this extension in the current folder. Type a new filename or click a filename.

**Files of Type**

Displays the available file format (\*.pst files).

## **Create Microsoft Personal Folders Dialog Box**

Configures a new personal folder file.

### **File**

Displays the path and filename of the personal folder file.

### **Name**

Type a display name for the set of personal folders. This name appears in the folder list in the Viewer.

### **Encryption Setting**

A personal folder file can be opened and read as a text file in other programs even if it is password-protected. You can secure the file, however, by encrypting the information so that it will be unreadable by any other programs.

Click one of the following options for encrypting the information in your file. Note that this option cannot be changed after the personal folder file is created.

#### **No Encryption**

Does not encrypt your file. The file can be opened and read as a text file in any word processing program.

#### **Compressible Encryption**

Encrypts your file in a compressible format. This means that in addition to having the file encrypted, you can also compress the file so that it uses less space on your hard disk.

#### **Best Encryption**

Encrypts your file in an uncompressible format. This option offers the greatest degree of protection; however, you cannot compress the file.

### **Password**

Protecting your personal folder file is optional but provides added security. You will be prompted for the password when you start Windows Messaging or connect to the personal folder file, unless you save the password in the password list.

#### **Password**

Type a password for your profile.

#### **Verify Password**

Retype the password to verify it.

#### **Save This Password In Your Password List**

Stores your password in your password list so that you are not prompted for the password each time you connect to this set of personal folders. A password is required to connect to the file when you are logged on with a different name or when a different user attempts to open the file.

**Copy Profile Dialog Box**

Copies the information services and settings in a selected profile to a new profile.

**New Profile Name**

Type a name for the new profile.

**Address Book Dialog Box**

Displays entries from one or more address lists.

**Show Names From The**

Click the address list that contains the name you want.

**Type Name Or Select From List**

Type a name or click a name in the list. As you type the letters of the name, the address list scrolls to match the letters.

**New**

Opens the **New Entry** dialog box, where you can add a personal distribution list or individual user to your personal address book.

**Properties**

Displays details about the selected name.

**Find**

Opens the **Search** dialog box, where you can specify conditions for searching for names. When the search is completed, all matching names are displayed in a list titled **Search Results**.

Depending on the address list that you click in the **Show Names From The** list, you may have different options for specifying conditions in the **Find** dialog box.

## **Spelling Tab**

Specifies options for checking spelling. This tab is unavailable unless a spelling dictionary has been installed with another 32-bit Microsoft application, such as Microsoft Office 95.

### **General Options**

Click one or more of the following options.

#### **Always Suggest Replacements For Misspelled Words**

Displays a list of proposed suggestions whenever Windows Messaging finds a word that is not in the dictionary.

#### **Always Check Spelling Before Sending**

Checks spelling automatically before a message is placed in the Outbox.

### **When Checking, Always Ignore**

Click one or more of the following word categories to skip when checking a message.

#### **Words In UPPERCASE**

Skips all words that contain only uppercase letters.

#### **Words With Numbers**

Skips all words that contain numbers.

#### **The Original Text In A Reply Or Forward**

Skips the original message text when you reply to or forward a message; includes only the subject and text you type in the spelling check.

### **Spelling Dialog Box**

Checks spelling of selected text or an entire message before sending. This dialog box is unavailable unless a spelling dictionary has been installed with another 32-bit Microsoft application, such as Microsoft Office 95.

### **Not In Dictionary**

Displays the word if it is not found in the dictionary.

### **Change To**

Displays the first suggestion from the **Suggestions** list, a previous correction to the same word, or if no match is found, the misspelled word. You can edit the word in this box or click a word in the **Suggestions** list.

### **Suggestions**

Displays up to six proposed words from the dictionary when you click the **Suggest** button or if the **Always Suggest** option is enabled on the **Spelling** tab. Click the correct word in the list.

#### **Ignore/Ignore All**

Skips either the current word or all occurrences of that word.

#### **Change/Change All**

Changes either the current word or all occurrences of that word to the proposed word in the **Change To** box.

#### **Add**

Adds the word to the dictionary.

#### **Suggest**

Displays a list of proposed suggestions for the word in the **Change To** box. This button is not available if the **Always Suggest** option is selected.

### **Options**

Displays the **Spelling** tab. For more information, click the **Help** button in the **Spelling** tab.

### **Undo Last**

Reverses the last spelling change.

**Choose Profile Dialog Box**

Displays profiles that you can use with Windows Messaging.

**Profile Name**

Click the profile you want to use.

**New**

Creates a new profile.

**Options**

Click to specify advanced options for logging on.

**Set As Default Profile**

Sets the selected profile as the default. You can set some messaging applications, such as Windows Messaging, to automatically log on using your default profile.

**Show Log On Screens For All Information Services**

Displays the logon dialog boxes for each information service in the selected profile.

**Mail (General Tab)/Mail And Fax (General Tab)**

Adds and configures profiles for use with your messaging applications.

**The Following Profiles Are Set Up On This Computer**

Displays the profiles on your system. You can click a profile in the list to configure, rename, copy, or set as the default.

**Add**

Opens the Profile Wizard, which assists you in creating a new profile.

**Remove**

Removes the selected profile.

**Properties**

Edits the selected profile. You can add and configure information services, and change profile settings, such as delivery and addressing options.

**Copy**

Copies the information services and settings in the selected profile to a new profile.

**When Starting Windows Messaging, Use This Profile**

Sets the selected profile as the default.



**General Tab (Personal Folders)**

Displays or modifies settings for the selected set of personal folders.

**Name**

Displays the name of the set of personal folders.

**Path**

Displays the location of the personal folder file.

**Encryption**

Displays the encryption setting for the personal folder file. A personal folder file can be opened and read as a text file in other applications, unless the information is encrypted so that it will be unreadable in any other application.

**Change Password**

Displays a dialog box where you can change the password for the personal folder file.

**Compact Now**

Compresses the personal folder file, reducing the size of the file.

**Comment**

Displays a comment about the set of personal folders. Type a new comment, or modify the existing comment. It may be useful to include a description of the contents of the personal folder file.

**Personal Folder File Password Dialog Box**

Specifies the password for the set of personal folders.

**Password**

Type the password for the personal folder file.

**Save This Password In Your Password List**

Stores the password in your password list. A password is required to connect to the file when you are logged on with a different name or when someone else attempts to open the file.

### **General Tab (Windows Messaging Profiles)**

Adds and configures profiles for use with messaging applications.

### **The Following Profiles Are Set Up On This Computer**

Displays the profiles on your computer.

#### **Add**

Opens the Profile Wizard, where you can create a new profile.

#### **Remove**

Removes the selected profile.

#### **Properties**

Edits the selected profile.

#### **Copy**

Copies the information services and settings in the selected profile to a new profile.

### **When Starting Windows Messaging, Use This Profile**

Sets the selected profile as the default. Typically when you start Windows Messaging, a **Log On** dialog box is displayed with the default profile selected. You can then log on with the default or select a different profile.

**Change Password Dialog Box**

Type a new password for the selected personal folder file.

**Old Password**

Type your current password.

**New Password**

Type a new password for your personal folder file.

**Verify Password**

Retype the new password to verify it.

**Save This Password In Your Password List**

Saves the password for the personal folder file in your Windows workstation password list. The next time you log on, you will not be prompted for the password.

**Address Book Dialog Box (Find Window)**

Opens the Address Book, where you can select names from one or more address lists, and add the names to the **From** or **Sent To** boxes in the Find window.

**Show Names From The**

Click the address list that contains the names that you want.

**Type Name Or Select From List**

Type a name or click one from the list. As you type the letters of the name, the address list scrolls to match the letters that you type.

**From/Sent To**

Adds the selected names to the corresponding box on the right.

**Show Messages**

Displays the names that you have added. When you choose **OK**, these names are added to the corresponding boxes in the Find window.

**New**

Opens the **New Entry** dialog box, where you can create a new entry for your personal address book or for the active message.

**Properties**

Displays details about the selected name.

**Find**

Opens the **Find** dialog box, where you can specify advanced conditions to search for names. The search options may vary depending upon which address list is selected.

**Folders Dialog Box**

Selects a folder or subfolder from a set of personal folders.

**Folders**

Click a folder in the list.

**Sort Dialog Box**

Sorts the items in the open folder by a specified property. For example, you can sort items by sender to make it easy to find a message from a specific person.

**Sort Items By**

Click the property that you want to sort by.

**Ascending**

Sorts items in alphabetic order, or with the least recent date or lowest value at the top of the list.

**Descending**

Sorts items in reverse alphabetic order, or with the most recent date or highest value at the top of the list.

### **Columns Dialog Box**

Adds, deletes, or changes the order of the column headings in the Viewer. You can also change the width of the columns.

#### **Available Columns**

Lists the properties that are not displayed as columns in the Viewer. If you have added additional properties to any file in the open folder, those properties will also be listed.

#### **Show The Following**

Lists the properties that are currently displayed as columns in the Viewer. The top to bottom order in this box is displayed from left to right in the Viewer.

#### **Add**

Adds the selected column to the Viewer. The property is moved from the **Available Columns** box to the **Show The Following** box below the outlined property.

#### **Remove**

Removes the selected column from the Viewer. The property is moved from the **Show The Following** box to the **Available Columns** box.

#### **Move Up/Move Down**

Changes the order of the displayed columns.

#### **Column Width**

Displays the character width of the selected property. To change the width, select the number in the box and type the width you want.

#### **Reset**

Resets any changes just made to the default settings.



