

Connection Tab

Specifies how your computer is connected to your postoffice.

Enter The Path To Your Postoffice

Type the network location of your postoffice. For example, if the postoffice is located in a shared directory named Maildata on a server named Post, type **\\post\maildata**. If you don't know the path to your postoffice, see your administrator or click **Browse**.

Select How This Service Should Connect At Startup

Click the type of connection to your postoffice.

Automatically Sense LAN Or Remote

Identifies whether your computer is connected to your postoffice by a local area network (LAN) connection or a modem. If your postoffice cannot detect a connection type, Microsoft Mail prompts you for one.

Local Area Network (LAN)

Connects your computer to your postoffice by using a local area network (LAN) connection. You can compose mail and deliver it to and from your postoffice.

Remote Using A Modem And Dial-Up Networking

Connects your computer to your postoffice by using a modem. You can compose mail and send it to your Outbox at any time, and then send and receive mail when you connect to your postoffice.

Offline

Creates no connection to your postoffice. You can compose and send mail to your Outbox when your postoffice is not available, such as when you are traveling. You cannot deliver mail to or from your postoffice while offline.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

Logon Tab

Specifies access information for your postoffice. If you do not know the following information, see your administrator.

Enter The Name Of Your Mailbox

Type the name of your mailbox.

Enter Your Mailbox Password

Type your password. For security, the password is not displayed when you type it.

When Logging On, Automatically Enter Password

Keeps track of your password so that you don't have to type it each time you start Windows Messaging.

Change Mailbox Password

Changes your password.

Delivery Tab

Specifies how you transfer mail between your Inbox and your postoffice.

Enable Incoming Mail Delivery

Delivers mail from your postoffice to your Inbox.

Enable Outgoing Mail Delivery

Sends mail to your postoffice.

Enable Delivery To

To stop delivery of certain types of mail, click [Address Types](#).

Check For New Mail Every _ Minutes

Sets the time interval for mail delivery.

Immediate Notification

Notifies you of the arrival of mail and notifies the recipient of your mail's arrival. You must have NetBIOS to use this feature. For more information about NetBIOS, see your administrator.

Display Global Address List Only

Displays the Global Address List only. You usually have access to at least two address lists: the Global Address List and your Personal Address Book. With only the Global Address List displayed, the number of address lists you need to scroll through when you address messages is reduced.

Address Types Dialog Box

Specifies which types of mail you want sent to the postoffice.

Only Send Mail To These Address Types

Click the types of mail you want to send to the postoffice. For example, if you want to send your faxes by another information service, you would click all address types except fax.

To send a type of message, click the check box for the address type. To prevent a type of message from being sent, clear the check box for the address type.

LAN Configuration Tab

Specifies whether to use mail headers for selecting the mail you want to receive and whether to use a local copy of the Address Book. This tab applies only when you have a LAN connection.

Use Remote Mail

Displays mail headers rather than automatically transferring mail. Use **Remote Mail** from the **Tools** menu in Windows Messaging.

Use Local Copy

Uses a local copy of the Address Book (an Address Book that is stored on your computer) rather than the Address Book in your postoffice. To update the Local Address Book, click the **Tools** menu in Windows Messaging, click **Microsoft Mail Tools**, and then click **Download Address Lists**.

Use External Delivery Agent

Delivers mail with minimal overhead. This feature requires that External.exe is always running on the server. Contact your mail administrator for details before you click (check) this feature.

Log Tab

Keeps a log file (or history) of the session events.

Maintain A Log Of Session Events

Records events, such as logging on and off and error messages, in a log file.

Specify The Location Of The Session Log

Type the name of the log file and the location where you want to store it. The log file is saved as a text file.

Browse

To search for a log file, click **Browse**.

Remote Configuration Tab

Specifies whether to use mail headers for selecting the mail you want to receive and whether to use a local copy of the Address Book. This tab applies only when you have a remote access connection with Dial-Up Networking and a modem.

Use Remote Mail

Displays mail headers rather than automatically transferring mail. Use Remote Mail from the **Tools** menu in Windows Messaging.

Use Local Copy

Uses a local copy of the Address Book (an Address Book that is stored on your computer rather than the Address Book in your postoffice).

Use External Delivery Agent

Delivers mail with minimal overhead. This feature requires that External.exe is always running on the server. Contact your mail administrator for details before you click (check) this feature.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

Remote Session Tab

Specifies when messages are to be delivered if you are using Dial-Up Networking.

You indicate which default connection to use and whether you want to be prompted for a different connection or use the same connection each session. You can also add entries to the list of connections.

Automatically Start A Dial-Up Networking Session

Starts a Dial-Up Networking session.

When This Service Is Started

Starts a session as soon as you start Windows Messaging. The session continues until you quit Windows Messaging.

Automatically End A Dial-Up Networking Session

Click or clear the following check boxes to specify how you end a Dial-Up Networking session.

After Retrieving Mail Headers

Ends a Dial-Up Networking session after you receive the headers from your postoffice. Use Remote Mail on the **Tools** menu in Windows Messaging to view the headers and choose the ones you want to read.

After Sending And Receiving Mail

Ends a Dial-Up Networking session after you receive mail from and send mail to your postoffice.

When You Exit

Ends a Dial-Up Networking session when you quit Windows Messaging.

Schedule Mail Delivery

Schedules a session for connecting with your postoffice.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

Scheduled Remote Mail Delivery Dialog Box

Schedules sessions for connecting with your postoffice. You can schedule sessions to start at a specific time interval (such as every 30 minutes), once at a specific time, or on a weekly basis at a specific time. You can schedule up to 16 sessions.

Currently Scheduled Sessions

Lists all sessions that you presently have scheduled.

Add

Adds a new scheduled session.

Change

Changes the selected session.

Delete

Deletes a session.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

Add or Change Scheduled Session Dialog Box

Specifies the profile to use for the session, and adds or changes the schedule of your sessions.

Use

Specifies the Dial-Up Networking connection to use for the scheduled sessions. Type a connection or click the arrow to select a new connection.

When

Specifies when to schedule a session.

Every

Schedules a session at a specific time interval. In the box below, type the hours and/or minutes for the interval, or click the arrows in the box to select a new setting.

Weekly On

Schedules a session on a weekly basis at a specific time. Select the check box of each day to be included in the session. Under **At**, type the hour and minute when the session starts, including AM or PM, or click the arrows in the box to select a new setting.

Once At

Schedules a session once at a specific time. Under **At**, type the hour and minute, including AM or PM. Under **On**, type the month, day, and year. You can also click the arrows in either box to select a new setting.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

Dial-Up Networking Tab

Defines sessions if you are using Dial-Up Networking.

Use The Following Dial-Up Networking Connection

Click the Dial-Up Networking connection you want to use.

Add Entry

Adds more types of connections to the list.

Edit Entry

Edits an existing entry.

When Dial-Up Networking Fails to Connect

Attempts to connect for a remote session. Specify the number of attempts before Dial-Up Networking stops. Also specify the time interval between attempts.

Confirm The Dial-Up Networking Connection Before Starting A Session

Click or clear the following check boxes to specify how you want to verify the Dial-Up Networking session.

Never Confirm

Does not confirm the Dial-Up Networking connection.

Confirm On First Session And After Errors

Confirms when you first connect and if errors occur.

Always Confirm

Confirms each time you log on.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

Connect To Server Dialog Box

Starts sessions as required if you are using Dial-Up Networking, and changes the delivery options for a particular session. Your preferences for delivering mail to and from your postoffice are defined in your profile.

Send Mail

Sends mail from your Outbox to your postoffice.

Receive Mail

Delivers mail from your postoffice. If you initiated this session from the Remote Mail window, you will receive the mail that you selected. Otherwise, you will receive all new mail.

Update View Of Mail Headers

Copies headers from your postoffice if you initiated this session from the Remote Mail window.

Download Address Lists

Copies the current Address Book lists from your postoffice.

Disconnect After Actions Are Completed

Ends the session after all the options you selected have been completed. Specify the profile you want to use for this session.

Change Mailbox Password Dialog Box

Changes your mailbox password.

Old Password

Type your current password.

New Password

Type your new password.

Verify New Password

Type your new password again.

Logon: Microsoft Mail Dialog Box

Provides information about accessing the postoffice. This dialog box appears only when you start Windows Messaging and need to specify how to access your postoffice. For example, it appears if you did not include your password in your profile. If you do not know the following information, see your administrator.

Postoffice

Type the network location of your postoffice.

Mailbox

Type the name of your mailbox.

Password

Type your password.

Remember Password

Keeps track of your password so that you don't have to type it each time you start Windows Messaging.

Offline

Enables you to work in Windows Messaging without a connection to your postoffice. You can compose and queue mail in your Outbox while your postoffice is not available. You can then deliver the mail once you restart Windows Messaging and connect to your postoffice.

Note

- After Microsoft Mail confirms the connection mode, the **Offline** button does not appear.

Microsoft Mail

You specified that the Microsoft Mail service automatically detect the connection type, but the Mail server cannot be found.

Choose one of the following connection types for this Microsoft Mail session only:

Local Area Network (LAN)

Connects your computer to your postoffice by using a local area network (LAN) connection. You can compose mail and deliver it to and from your postoffice.

Remote Using A Modem And Dial-Up Networking

Connects your computer to your postoffice by using a modem. You can compose mail and send it to your Outbox at any time, and then send and receive mail when you connect to your postoffice.

Offline - Do Not Connect To The Mail Server

Enables you to work without a connection to your postoffice. You can compose and send mail to your Outbox when your postoffice is not available, such as when you are traveling. You cannot deliver mail to or from your postoffice while offline.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

Overview

Windows Messaging gives you the ability to communicate with a number of electronic mail systems, including Microsoft Mail. You can use Windows Messaging to gain access to your mailbox if it is in a postoffice created by:

- Microsoft Mail version 3.0 or later
- Microsoft Windows for Workgroups version 3.1 or later
- Microsoft Windows NT version 3.1 or later

When you start Windows Messaging for the first time, a wizard helps you create your profile. A profile contains default settings for how messages are delivered to and from your mailbox.

If you have used Microsoft Mail before, you can also use the wizard to move the messages in your message file to your personal folder file.

How you work with mail will determine whether you need more than one profile. If you use one computer, typically you have one profile that specifies a mailbox located on your computer or on a network server. You may also want to store your mailbox on your computer if you have a dockable computer, if you frequently work in locations where the postoffice is unavailable, or if your message delivery is slow.

If you work on more than one computer and you use different information services on each, you may want to create separate profiles listing the information services.

If multiple people share a computer, each person must have a profile.

To change your Microsoft Mail settings

- 1 Open the Microsoft Mail dialog box.
- 2 Select how you want to edit your profile.
 - To specify how you are connected to your postoffice, click the Connection tab.
 - To maintain the security of your postoffice, click the Logon tab.
 - To set preferences for delivering messages, click the Delivery tab.
 - To set preferences for a LAN connection, click the LAN Configuration tab.
 - To maintain a log of events during a Dial-Up Networking session, click the Log tab.
 - To set preferences for a remote access connection, click the Remote Configuration tab.
 - To set preferences for starting and ending remote access sessions, click the Remote Session tab.
 - To set preferences for a remote connection with Dial-Up Networking and a modem, click the Dial-Up Networking tab.

To change your postoffice connection

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Connection** tab.
- 3 In the **Enter The Path To Your Postoffice** box, type the network location of your postoffice -- for example, \\ Servername\Sharename. If you are not sure what the network location is, see your administrator.
- 4 Click the type of connection you want.

See Also

[Connection Tab](#)

To change the time interval for mail delivery

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Delivery** tab.
- 3 In the **Check For New Mail Every _ Minute(s)** box, type the time interval for checking incoming mail.

See Also

[Delivery Tab](#)

To change logon options

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Logon** tab.
- 3 In the **Enter The Name Of Your Mailbox** box, type your mailbox name. If you don't know it, see your administrator.
- 4 In the **Enter Your Mailbox Password** box, type your mailbox password.
- 5 To bypass having to type your password each time you log on, click **When Logging On, Automatically Enter Password**.
- 6 To change your password, click **Change Mailbox Password**.

See Also

[Logon Tab](#)

To set up a Dial-Up Networking connection

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Dial-Up Networking** tab.
- 3 In the list, click your Dial-Up Networking connection.
- 4 To add an entry, click **Add Entry**.
- 5 To change an existing entry, click **Edit Entry**.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

See Also

[Dial-Up Networking Tab](#)

To preview headers before downloading mail

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 On either the **LAN Configuration** tab or the **Remote Configuration** tab, click the **Use Remote Mail** check box.
- 3 On the **Tools** menu in Windows Messaging, click **Remote Mail**.

See Also

[LAN Configuration Tab](#)

[Remote Configuration Tab](#)

To set options for only sending or only receiving mail

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Delivery** tab.
- 3 To stop messages from being delivered from your postoffice, clear **Enable Incoming Mail Delivery**. To receive messages, click the check box.
- 4 To stop messages from being sent to your postoffice, clear **Enable Outgoing Mail Delivery**. To send messages, click the check box.
- 5 To stop delivery to certain address types, click **Address Types**. Then clear the check box of each address type that you want to disable.

See Also

[Delivery Tab](#)

To change your password

- 1 On the **Tools** menu in Windows Messaging, click **Microsoft Mail Tools**.
- 2 Click **Change Mailbox Password**.

See Also

[Logon Tab](#)

To enable immediate notification

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Delivery** tab.
- 3 Click **Immediate Notification**.

See Also

[Delivery Tab](#)

To record session events in a log file

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Log** tab.
- 3 Click **Maintain A Log Of Session Events**.
- 4 Type the location and name of the log file. To look for a path, click **Browse**.

Tip

- To view the Session Log file, click **Microsoft Mail Tools** on the **Tools** menu in Windows Messaging, and then click **View Session Log**.

See Also

[Log Tab](#)

To start a remote session

- 1 On the **Tools** menu in Windows Messaging, click **Remote Mail**, and then click **Microsoft Mail**.
- 2 On the **Tools** menu in the **Remote Mail** dialog box, click **Connect**.
- 3 In the **Connect To Server** dialog box, click the connection that you want to use.
 - If you want to add or edit this session, click **Add** or **Edit**.
 - If you want to change the location from which you are sending, click **Location**.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

See Also

[Connect To Server Dialog Box](#)

To end a remote session

- 1 On the **Tools** menu in Windows Messaging, click **Remote Mail**.
- 2 On the **Tools** menu in the **Remote Mail** dialog box, click **Disconnect**.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

To schedule when to start and end remote sessions

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Remote Session** tab.
- 3 Click or clear the check boxes to specify the way you want to start and end sessions.
- 4 If you want to add specific days and times to the remote schedule, click **Schedule Mail Delivery**.
- 5 To view remote sessions, scroll through the list of scheduled sessions.

Tip

- To quickly add days and times to the remote schedule, click **Microsoft Mail Tools** on the **Tools** menu in Windows Messaging, and then click **Schedule Remote Mail Delivery**.

Note

- To use Microsoft Mail remotely, you must have Dial-Up Networking set up. For information, see the [Setting up Dial-Up Networking](#) topic.

See Also

[Remote Session Tab](#)

To automate logon

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Logon** tab.
- 3 In the **Enter Your Mailbox Password** box, type your password.
- 4 Click **When Logging On, Automatically Enter Password**.

See Also

[Logon Tab](#)

To download a local Address Book

- 1 On the **Tools** menu in Windows Messaging, click **Microsoft Mail Tools**.
- 2 Click **Download Address Lists**, and select **Download Address Lists**.
- 3 Open the [Microsoft Mail](#) dialog box.
- 4 On the **Remote Configuration** tab or the **LAN Configuration** tab, click the **Use Local Copy** check box.

See Also

[Connect To Server Dialog Box](#)

[LAN Configuration Tab](#)

[Remote Configuration Tab](#)

To work offline

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Connection** tab.
- 3 Click **Offline**.

Note

- You cannot send messages to or receive them from your postoffice until you are connected to your postoffice by LAN or Dial-Up Networking again.

See Also

[Connection Tab](#)

To send a fax using Microsoft Mail

- 1 Open the [Microsoft Mail](#) dialog box.
- 2 Click the **Delivery** tab.
- 3 Click **Enable Outgoing Mail Delivery**.
- 4 Click **Address Types**, and then click the check box for the fax address type.

Note

- Your Microsoft Mail postoffice must have a fax gateway installed to send faxes. For more information, see your mail administrator.

See Also

[Delivery Tab](#)

Profile

A file that contains essential information used by messaging applications. This information, called information services, includes the location of your Inbox, Outbox, and address lists.

Generally, you can use a single profile for messaging applications. There may be times, however, when you require different configurations. For example, working offline with no connection to your network may require a different configuration than when you work online. In this case, you can create additional profiles.

Message File

A file that contains your mail messages. This file has an .mmf extension (for example, Joem.mmf).

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 set of personal folders.
- Obtain user address and directory information.

A profile contains the set of information services that you use while logged on to messaging applications.

To open the Microsoft Mail dialog box from Windows Messaging

- 1 On the **Tools** menu, click **Services**.
- 2 Click Microsoft Mail, and then click Properties.

Setting up Dial-Up Networking

If you are using Windows NT Workstation:

1. From the Control Panel, double-click **Network**.
2. Click the **Services** tab, click **Add**, and then click **Remote Access Service**.
3. Do one of the following:
 - If you are installing from a disk, click **Have Disk**, insert the disk, and then click **OK**.
 - If you are installing from the network, click **OK**.

Note

- You can also set up Dial-Up Networking during Windows NT Workstation installation.

If you are using Windows 95:

1. From the Control Panel, double-click **Add/Remove Programs**.
2. Click the **Windows Setup** tab.
3. Click **Communications**, and then click **Details**.
4. In the **Communications** dialog box, click **Dial-Up Networking**, and then click **OK**.
5. Do one of the following:
 - If you are installing from a disk, click **Have Disk**, insert the disk, and then click **OK**.
 - If you are installing from the network, click **OK**.

Note

- You can also set up Dial-Up Networking during Windows 95 installation.

