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- Configure Outlook as a Microsoft Exchange Server client
- Work off line or over the Internet
- Set up and manage public folders
- Support roaming and mobile users
- Develop your own forms and apps using Microsoft Visual Basic® for Applications and script

About the Author

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columnist for Windows Magazine, Jim is a frequent contributor to TechRepublic, Winmag.com, and other technical publications.



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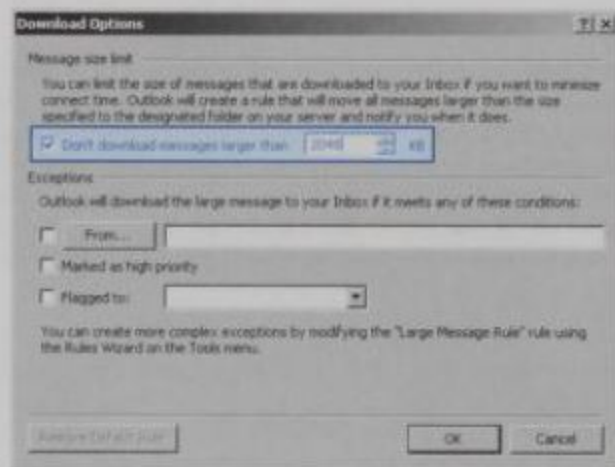


Figure 7-15. Use the Download Options dialog box to control downloading of large messages.

You can use a similar mechanism to control downloading of large messages from POP3 accounts. In this case, you can choose to download only message headers for messages larger than a specified size.

Follow these steps to configure POP3 message size filtering:

- 1 Choose Tools, Send/Receive Settings, Define Send/Receive Groups.
- 2 Select a group to modify and click Edit.
- 3 From the Accounts bar, select the POP3 account for which you want to set a message size limit.
- 4 Select Download Only Item Descriptions For Items Larger Than *nn* KB, specify the size limit, and click OK.

To retrieve a message with a large attachment from a POP3 server, mark the message to be downloaded.

For details on using remote mail with POP3 accounts, see "Working with Message Headers," page 368.

Scheduling Send/Receive Synchronization

You can schedule synchronization for each send/receive group separately, giving you quite a bit of control over when Outlook processes your Inbox, Outbox, and other folders for synchronization. You can configure Outlook to process each send/receive group

on a periodic basis as well as to process specific groups when you exit Outlook. For example, you might schedule the All Accounts group to synchronize only when you exit Outlook, even though you've scheduled a handful of other groups to process messages more frequently during the day. Because you can create as many groups as needed and can place the same account in multiple groups, you have a good deal of flexibility in determining when each account is processed.

Configuring Send/Receive Schedules

Follow these steps to configure synchronization for each send/receive group:

- 1 Choose Tools, Send/Receive Settings, Define Send/Receive Groups.
- 2 In the Send/Receive Groups dialog box, select the group whose schedule you want to modify.
- 3 In the Setting For Group area, select Schedule An Automatic Send/Receive Every *n* Minutes, and then specify the number of minutes that should elapse between send/receive events for the selected group. Set this option for both online and offline behavior.
- 4 If you want the group to be processed when you exit Outlook, select Perform An Automatic Send/Receive When Exiting.

You can use a combination of scheduled and manually initiated send/receive events to process messages and accounts. For example, you can specify in the Send/Receive Group dialog box that a given group (such as All Accounts) must be included when you click Send/Receive or press F9 and then configure other accounts to process as scheduled. Thus some accounts might process only when you manually initiate the send/receive event, and others might process only by automatic execution. In addition, you can provide an overlap so that a specific account processes manually as well as by schedule—simply include the account in multiple groups with the appropriate settings for each group.

Disabling Scheduled Send/Receive Processing

On occasion, you might want to disable scheduled send/receive events altogether. For example, assume that you're working offline and don't have a connection through which you can check your accounts. In that situation, you can turn off scheduled send/receive processing until a connection can be reestablished.

To disable scheduled send/receive processing, choose Tools, Send/Receive Settings, Disable Scheduled Send/Receive. Select this command again to enable the scheduled processing.

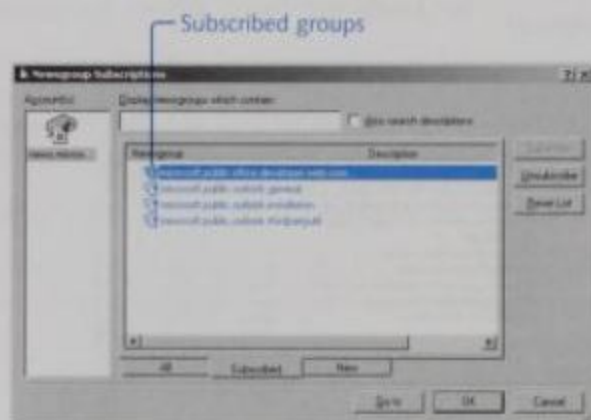


Figure 11-6. Use the Subscribed tab to view the list of newsgroups to which you have already subscribed.

Viewing a Group

You don't have to subscribe to a group to view its contents, but only those groups to which you've subscribed appear in the folder list by default.

To open other groups to read and post messages, follow these steps:

- 1 Click the Newsgroups button on the toolbar to open the Newsgroup Subscriptions dialog box, shown previously in Figure 11-4.
- 2 In the Display Newsgroups Which Contain box, enter the newsgroup name to view a specific newsgroup. To view all the newsgroups associated with a given topic, enter any portion of the newsgroup name; for example, enter **microsoft.public.access** to view all newsgroups about Microsoft Access. Enter a single word to view a list of all newsgroups that contain that word.
- 3 After you find the newsgroup you want, click it in the Newsgroup list and then click Go To.

Searching Descriptions

As explained previously, newsgroups can include optional descriptions that explain the content or intent of the newsgroup. When you search for a newsgroup on a particular topic, Outlook Express searches only on the newsgroup name by default. To include the description in the search, select the Also Search Descriptions check box in the Newsgroup Subscriptions dialog box. If you have not yet downloaded the descriptions, Outlook Express prompts you to reset the newsgroup list and download descriptions. Even with a full complement of Internet newsgroups, downloading generally takes only a few minutes over a dial-up connection and is considerably faster over a dedicated connection.

Reading Messages

Because of the way Outlook Express presents the newsgroup and its contents, reading messages in newsgroups is easy. Before you can read messages, however, you need to download message headers. You can then read messages, follow a discussion thread, and mark messages for offline processing.

Downloading Message Headers

After you select a newsgroup, Outlook Express downloads a certain number of message headers from the newsgroup by default. The message headers appear in the right pane, and you can sort the view based on the various columns—subject, size, or date and time posted, for example.

The number of message headers that Outlook Express downloads automatically when you open a newsgroup depends on how you've configured the program. Choose Tools, Options and click the Read tab to display the Read options shown in Figure 11-7. The Get *n* Headers At A Time check box specifies the number of headers that Outlook Express will download when you open the newsgroup and when you direct it to download message headers by choosing Tools, Get Next *n* Headers. If you clear the Get *n* Headers At A Time check box, Outlook Express downloads all headers from the newsgroup.

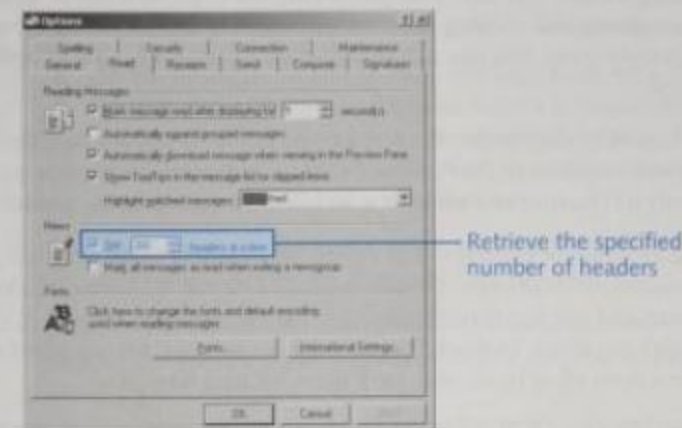


Figure 11-7. Use the Read tab to determine how Outlook Express downloads message headers.

tip

If you clear the Get *n* Headers At A Time check box, the command on the Tools menu changes to Get New Headers.

Troubleshooting

You can't download message headers.

On occasion you might not be able to download message headers. This is because your message store is preventing Outlook Express from properly distinguishing between existing and new message headers. If that's the case, you can clear out all headers so that Outlook Express can download them again.

To do so, follow these steps:

- 1 Save any newsgroup messages or attachments you don't want to lose.
- 2 Open Outlook Express and choose Tools, Options. Click the Maintenance tab.
- 3 Click Clean Up Now, click Browse, and select the subscribed newsgroup (or the news server if you haven't subscribed to any groups).
- 4 Click Reset to delete all message headers and bodies, and then download the message headers again.

Viewing and Reading Messages

Reading a newsgroup message is about as easy as reading an e-mail message in your Inbox. Depending on how you have configured Outlook Express, it can be as simple as opening the newsgroup and clicking the message header to download the message and view it in the preview pane. You also can double-click a message header to open it in a message window.

Choose View, Layout to display the Window Layout Properties dialog box, shown in Figure 11-8. Use the options in the Preview Pane group to turn the preview pane on or off and to specify its location and whether it includes the preview pane header.

You can configure Outlook Express not to download messages when you click their headers. If a selected message hasn't been downloaded, Outlook Express tells you so in the preview pane, and you can then double-click the message to download it. (If the preview pane isn't displayed, Outlook Express takes no action.) You can select multiple message headers, open all of them, and mark them for later download.

Outlook Express displays a half-page icon beside the header of a message that hasn't been downloaded yet and shows a full-page icon beside a message that has been downloaded. The headers of unread messages appear in a bold font, and the headers of read messages appear in a normal font, giving you a quick indication of which messages have been read and which have not. If not all messages in a thread have been read, the first message in the thread retains the bold font when the thread is collapsed but not when you expand the thread. This helps you determine that the thread contains unread messages.

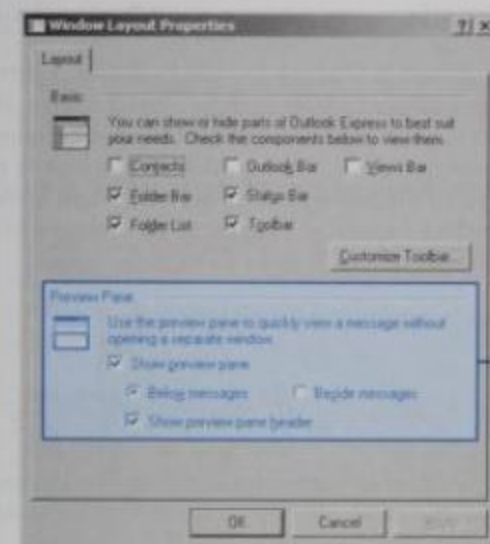


Figure 11-8. Use the Window Layout Properties dialog box to set preview pane options.

By default, Outlook Express marks as read any message that has been previewed for more than 5 seconds, but you can modify this behavior and set a different preview duration by following these steps:

- 1 In Outlook Express, choose Tools, Options and click Read.
- 2 On the Read tab, select the Mark Message Read After Displaying For *n* Seconds check box to have Outlook Express automatically mark as read all messages that are previewed for the specified duration. If you don't want Outlook Express to automatically mark messages as read unless you have actually opened them, clear this check box.
- 3 Change the preview period in the associated seconds box if you want to increase or decrease the duration of the preview.

tip Increasing the preview period allows you to read part of a message and skip to another without the first being marked as read.

- 4 If you want Outlook Express to mark all messages in the newsgroup as read when you exit the newsgroup, select the Mark All Messages As Read When Exiting A Newsgroup check box.
- 5 Click OK to close the dialog box.

Understanding Remote Mail Options

The primary advantage of using remote mail is the ability to work with message headers of waiting messages without having to download the messages themselves. You can simply connect to the e-mail server, download the headers for new messages, and disconnect. You can then take your time reviewing the message headers to decide which messages to download, which ones to delete without reading, and which ones to leave on the server for later. After you've made your decisions and marked the headers accordingly, you can connect again and download those messages you've marked to retrieve, either leaving the others on the server or deleting them.

Remote mail is extremely useful when you're pressed for time but have a message with a large attachment waiting on the server. You might want to retrieve only your most critical messages without spending the time or connect charges to download that message and its attachment. To accomplish this, you can connect with remote mail and select the messages you want to download, leaving the one with the large attachment on the server for a less busy time when you can download it across the network or through a broadband Internet connection.

Remote mail is also useful when you discover a corrupt message in your mailbox that might otherwise prevent Outlook from downloading your messages. You can connect with remote mail, delete the offending message without downloading it, and then continue working normally.

note Remote mail works only for the Inbox; you can't use it to synchronize other folders.

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Remote Mail in a Nutshell

Outlook 2002 offers remote mail for several types of accounts, with differing capabilities. All of the following accounts allow you to download and mark message headers without downloading the messages themselves:

Exchange Server. By marking the message headers, you can indicate which messages to download and which to delete from the server. In addition, you can specify conditions that determine which messages are downloaded—for example, those with particular subjects, those from certain senders, those smaller than a specified size, or those without attachments. You can mark messages offline.

POP3. By marking the message headers, you can indicate which messages should be moved from the server to your system, which messages should be downloaded with a copy left on the server, and which messages should be deleted from the server without being downloaded. You also can specify a size limit

and download only messages that are smaller than the specified size; for messages that exceed the size limit, you can download headers only. You can mark messages offline.

IMAP and HTTP. By marking the message headers, you can indicate which messages to download and which to delete from the server. Both types of accounts store mail on the server, so marking to download a copy isn't relevant (as it is for a POP3 account) because a copy of the message stays on the server anyway. With an HTTP account, you must be online in order to mark message headers for deletion; IMAP accounts allow you to mark for deletion while offline. You don't have any special options for selective or conditional processing with either type of account.

Using Remote Mail with Hotmail

Remote mail is a good choice for managing your POP3, IMAP, or Exchange Server mailbox remotely. With Microsoft Hotmail accounts, remote mail doesn't offer any real advantage because Hotmail accounts download the headers without the full messages anyway; the message bodies are downloaded only when you view the messages. However, you can't delete messages from Hotmail without being online, although you can delete unread messages without downloading them as long as you don't have the preview pane turned on. You also can connect through your Web browser to Hotmail to delete messages without downloading them.

Setting Up for Remote Mail

Non-Exchange Server accounts generally deliver messages to a personal folders (PST) file, although you can configure POP3 accounts to deliver messages to your Exchange Server mailbox. If your POP3 account delivers mail to your Exchange Server mailbox, you can use remote mail with the account as long as you're connected to the Exchange Server while you're using remote mail on the POP3 account. For example, assume that you connect over the local area network (LAN) to the Exchange Server but connect to a POP3 account by modem. In that scenario, you'd be able to use remote mail for the POP3 account.

In another scenario, assume that you dial into your LAN to work with your Exchange Server account, and the remote access server also provides connectivity to the Internet. Your POP3 account delivers mail to your Exchange Server mailbox. In this case, you can use remote mail for both accounts because you have access to your mail store. The key is that in order to use remote mail, you must have access to your mail store so that Outlook has a place to deliver the downloaded message headers.

If you don't use Exchange Server, you don't need to do anything special to configure your system to use remote mail. Because your mail store is local, you have access to it all the time (unless the server is down or offline).

Box & Dropbox Exhibit 1022

To use remote mail, you naturally need a connection to the remote server. Generally this takes the form of a dial-up connection, either to the server's network or to the Internet. If you haven't already done so, you'll need to set up a dial-up connection to the appropriate point.

For detailed instructions on setting up a dial-up connection, see "Configuring Dial-Up Networking Options," page 147.

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Working with Message Headers

The following sections explain the specific steps to follow as you perform various tasks with message headers through remote mail. You'll learn how to download the headers, how to selectively mark them, and how to process them.

Downloading Message Headers

When you want to process messages selectively, you first download the message headers and then decide what action you want to perform with each message, based on its header. Downloading message headers for an account is easy. In Outlook, choose Tools, Send/Receive, Work With Headers, Download Headers From, and then select one of the following:

- **This Folder.** Select this option to download the message headers for the currently selected folder.
- **All Accounts.** Select this option to download message headers for all accounts. (Outlook downloads only headers in the account's Inbox folder.)
- **<Account Name>.** This option allows you to select a specific account whose headers you want to download.

note The three options under Download Headers From appear only if you have multiple accounts configured in your profile.

After you select one of these three options, Outlook performs a send/receive operation but downloads only message headers from the specified account or accounts. If you want to save on connect charges, you then can disconnect from the server to review the headers and decide what to do with each message.

Outlook displays the downloaded message headers in the Inbox. The icon for a message header whose associated message has not been downloaded is slightly different from the standard envelope icon. In addition, Outlook displays an icon in the Header Status column to indicate that the message has not yet been downloaded (see Figure 13-1).

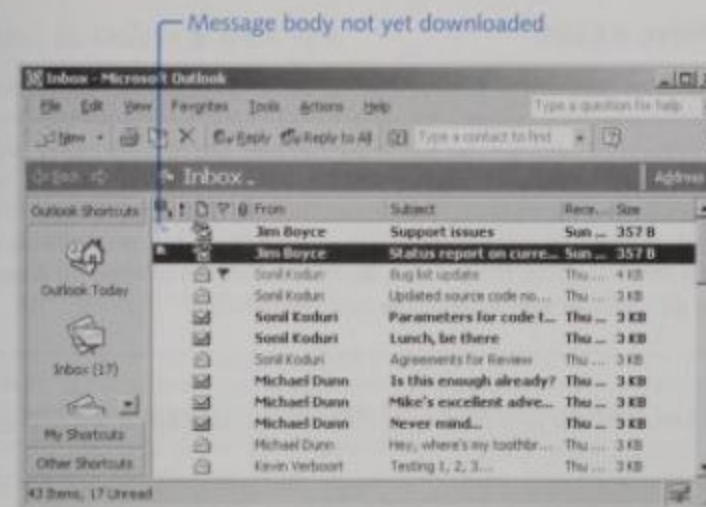


Figure 13-1. Outlook places an icon in the Header Status column to indicate that the message itself has yet to be downloaded.

Marking and Unmarking Message Headers

After you download the headers, you can decide what to do with each message: retrieve it, download a copy, or delete it.

Marking to Retrieve a Message

With a POP3 account, you can mark a message header to have Outlook retrieve the message, remove it from the server, and store it in your local store. With IMAP or HTTP mail accounts, you can mark a message header to have Outlook download the message, but those accounts continue to store the message on the server until you delete it.

To mark a message to be downloaded from the server to your local store, select the message header, right-click it, and choose Mark To Download Message(s). Alternatively, you can choose Tools, Send/Receive, Work With Headers, Mark/Unmark Messages, Mark To Download Message(s).

tip To quickly select multiple message headers, hold down the Ctrl or Shift key while you click the message headers.

Marking to Retrieve a Copy

In some cases, you might want to download a copy of a message but also leave the message on the server—for example, you might need to retrieve the same message from a different computer. To mark a message header to have Outlook retrieve a copy, select the message header, right-click it, and choose **Mark To Download Message Copy**. Alternatively, you can select the message header and choose **Tools, Send/Receive, Work With Headers, Mark/Unmark Messages, Mark To Download Message Copy**. Outlook indicates in the Header Status column of the Inbox that the message is marked for download and changes the message icon accordingly (see Figure 13-2).

note As explained earlier, it isn't necessary to download a copy from an IMAP or HTTP server, as those servers continue to store a copy of the message on the server. Downloading a copy is applicable only to POP3 and Exchange Server accounts.

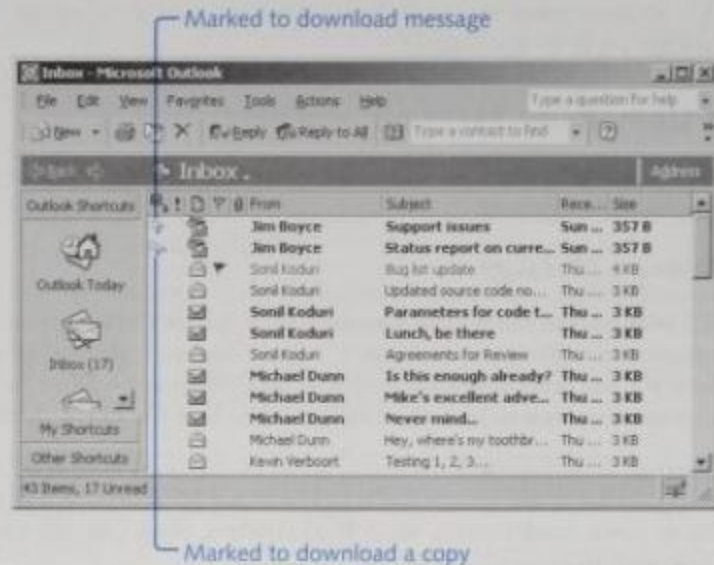


Figure 13-2. These messages are marked to have Outlook retrieve a copy.

tip So that you can easily identify the pending action, Outlook displays different icons in the Header Status column of the Inbox for messages marked to download and messages marked to download a copy.

Marking to Delete a Message

You also can mark messages to be deleted from the server without downloading. You might do this for junk mail or messages with large attachments that you don't need and don't want choking your download session.

To mark a message for deletion, select the message header, right-click it, and choose **Delete** or press the **Delete** key. Outlook strikes through the message header and changes the download icon to indicate that the message will be deleted the next time you process messages (see Figure 13-3).

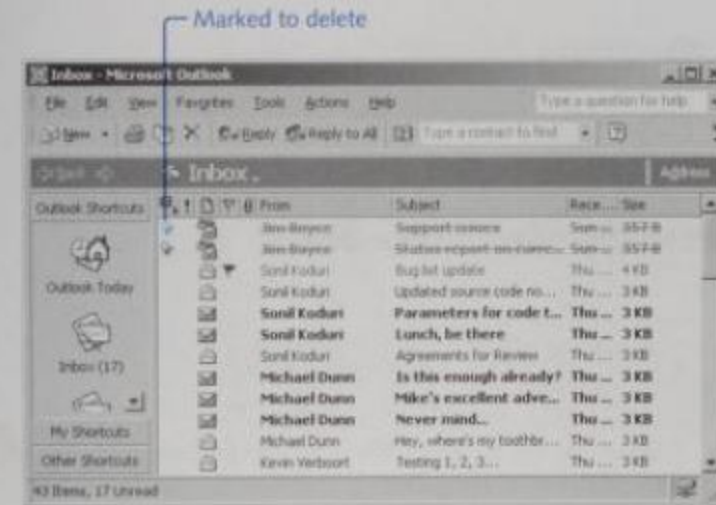


Figure 13-3. A strikethrough indicates that the message will be deleted without downloading.

Unmarking a Message

As you work with message headers, you'll occasionally change your mind after you've marked a message. In that case, you can unmark the message. Select the message header, right-click it, and choose **Unmark Selected Headers**. Alternatively, you can choose **Tools, Send/Receive, Work With Headers, Mark/Unmark Messages, Unmark Selected Headers**.

You also can unmark all message headers, clearing all pending actions. To do so, choose **Tools, Send/Receive, Work With Headers, Mark/Unmark Messages, Unmark All Messages**.