

Options



Overview

You can customize *Outlook Web Access* with features that can be performed automatically, such as telling people you're out of the office whenever they send you a message, or adjusting your appointments to local time while you are traveling.

Other custom features include: **Out of Office Assistant, Date and Time Formats, Calendar Options, Contact Options, E-mail Options, Multimedia, Reminder Options, Password, and Recover Deleted Items.**

What You Do

To open *Options*, in the Shortcuts Outlook Bar,

▼ Click **Options**.

The **Options** screen will be displayed.

Options

Microsoft Outlook Web Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://9413-ex2000/exchange/ Go Links >>

Microsoft Outlook Web Access

Save and Close Close Help

Out of Office Assistant

I'm currently in the office

I'm currently out of the office

AutoReply only once to each sender with the following text:

E-mail Options

Display a notification message when new mail arrives.

Play a sound when new mail arrives.

Multimedia

Click here to install the latest version of the Exchange Multimedia Control.

Download

Date and Time Formats

Short Date Style: 1/1/2002 - 12/31/2002

Long Date Style: Tuesday, January 01, 2002 - Tuesday, December 31, 2002

Time Style: 1:01 AM - 11:59 PM

Current Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Calendar Options

Week begins on: Sunday

Day start time: 8:00 AM

Day end time: 5:00 PM

First week of year: Do not display week numbers

Reminder Options

To view reminders, you must be using Microsoft Internet Explorer 5 or later

Enable reminders for Calendar items

Play a sound when a reminder comes due

Default reminder: 15 minutes

Contact Options

Check Names First Against

Global Address List

Contacts

Password

Change Password

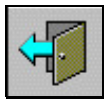
Recover Deleted Items

Click here to view and recover items that were recently emptied from your Deleted Items folder. Recovered items will be moved back to the Deleted Items folder.

View Items

Local intranet

What You See



Out of Office Assistant This option generates automatic replies to e-mail you receive while away. Each time you activate the **Out of Office Assistant**, *Outlook Web Access* will only send an automatic reply to someone the first time they send you a message.

Options



E-mail Options Select this option to display a notification message or sound to play when new mail arrives.



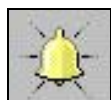
Multimedia *Outlook Web Access* allows you to send and receive e-mail containing audio and video content. To utilize multimedia messaging, you must download the Microsoft Exchange Multimedia control from an Exchange 2000 server. You must also have the necessary audio and video hardware installed on your computer.



Date and Time Formats Use the drop-down menus to select your preferred format for various time and date displays. Also, use this section to configure *Outlook Web Access* for the local time zone.



Calendar Options Use the **Week begins on** drop-down menu to set the day your calendar will display as the beginning of the week. Use the **Day start time** and **Day end time** drop-down menus to set the times *Outlook Web Access* will display for each business day.



Reminder Options Use this option to view or play a sound for reminders for appointments and meetings in your calendar.



Contact Options Select the Global Address List to use your organization's address book as the first place to search, such as when you are looking for names in the **Find Names** dialog box. Select **Contacts** to use your personal contacts.



Password Click **Password** if you want to change your Windows password. You will be directed to a Web site to perform this option.



Recover Deleted Items Use this option to view and recover items recently emptied from your **Deleted Items** folder. Recovered items will be moved back to the **Deleted Items** folder.