

# General: Outlook Options Overview

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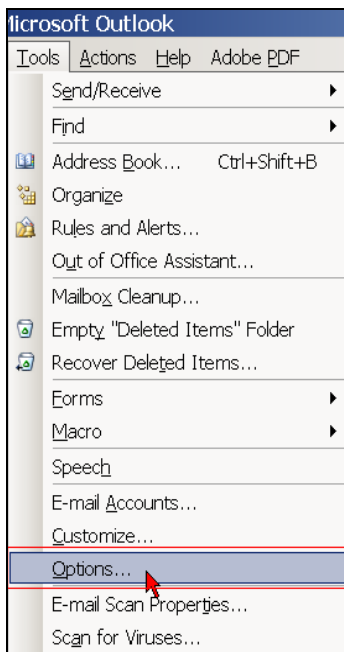
## Applicable usage

Outlook 2003 Client

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## Accessing Outlook Options

On the main Outlook toolbar, click **Tools >> Options...**

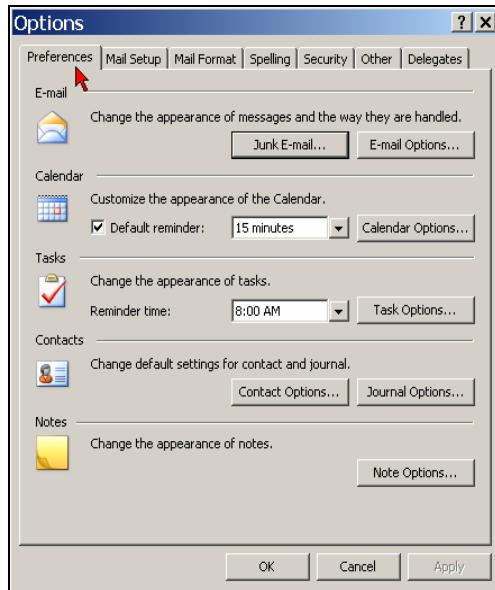


# Outlook Options: Preferences

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## About Preferences

The Preferences tab allows you to set personal preferences for E-mail, Calendar, Tasks, Contacts and Notes.



## Preferences Tab Details

**E-mail Options:** Specifies Message handling, e-mail appearance, and Replies/forwards preferences, and Advanced E-mail Options such as Saving messages, New E-mail processing, and Sending options.

**Calendar Options:** Specifies Calendar work week, customized display options and Advanced options including Free/Busy Options, Resource Scheduling and Time Zone.

**Task Options:** Specifies Task display and function options.

**Contacts Options:** Specifies the default settings for Contacts including Name and filing options for new contacts, default Full Name and File As order, handling duplicate contacts, contact index options.

**Journal Options:** Specifies automated Journal activities, default mouse actions and AutoArchive options.

**Notes Options:** Specifies the appearance of notes including color and fonts.

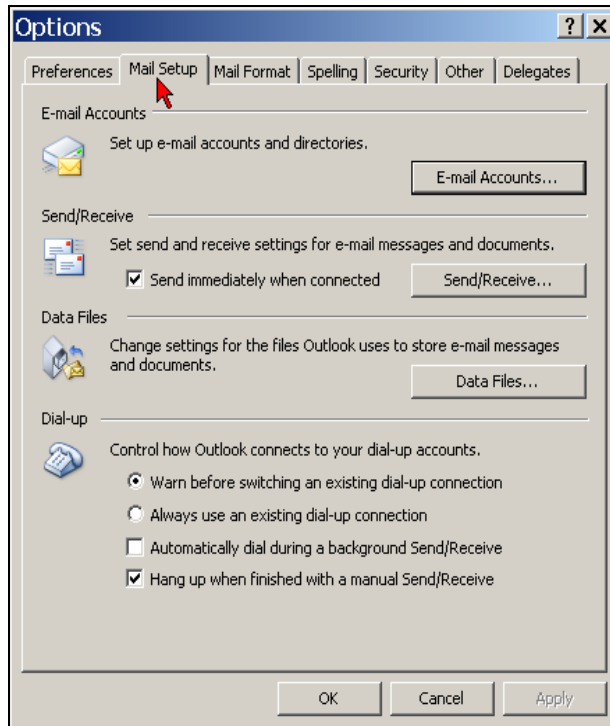
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# Outlook Options: Mail Setup

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## About Mail Setup

The Mail Setup tab allows you to set personal preferences for E-mail Accounts, Send/Receive, Data Files, and Dial-up.



## Mail Setup Tab Details

**E-mail Accounts:** Using for Sharing.

**Send/Receive:** Set send and receive setting for e-mail messages and documents including Group actions and off-line functions.

**Data Files:** Changes the default data files settings. Do not use.

**Dial-up:** Set dial-up functionality if used. Not used.

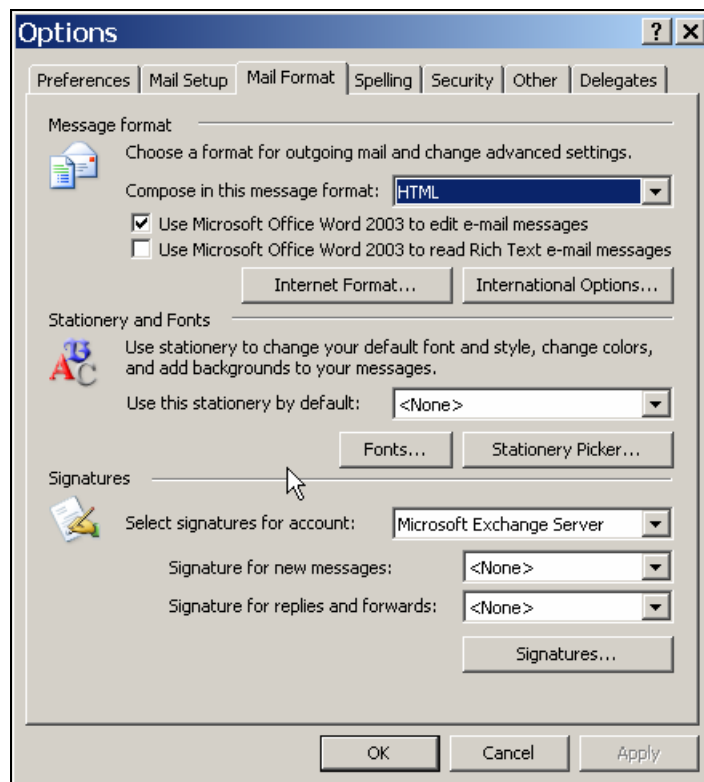
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# Outlook Options: Mail Format

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## About Mail Format

The Mail Format tab allows you to set personal preferences for Message format, Stationery and Fonts, and Signatures.



## Mail Format Tab Details

**Message Format:** Specifies the format for outgoing mail and message composer.

**Stationery and Fonts:** Specifies the default font and style, colors and background options.

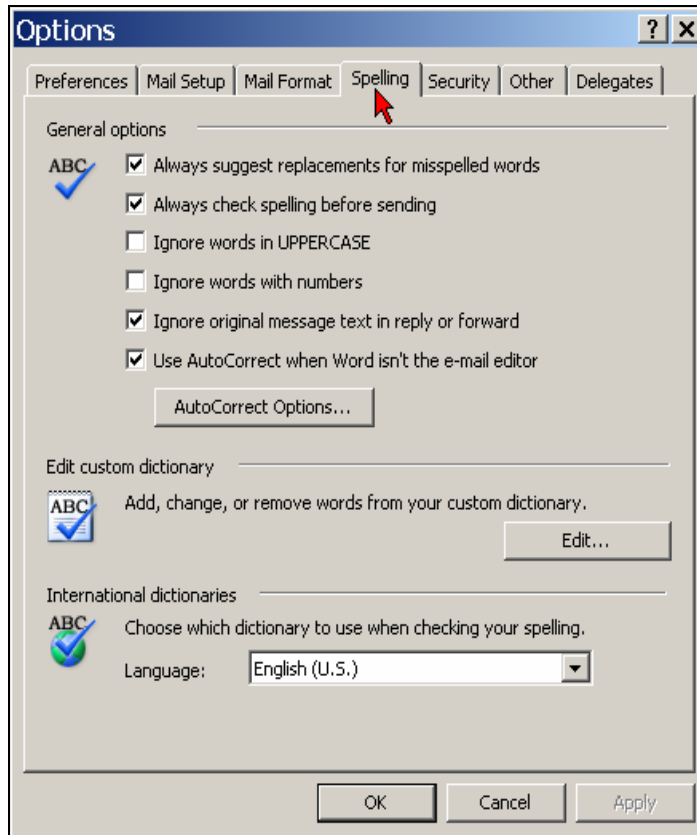
**Signatures:** Allows for signature creation and application to messages.

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# Outlook Options: Spelling

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**About Spelling** The Spelling tab allows you to set personal preferences for general usage options, custom dictionary editing, and international dictionaries.



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## Spelling Tab Details

**General options:** Specifies default spelling actions and usage, and AutoCorrect Options.

**Edit custom dictionary:** Allows you to add, change or remove words from your custom dictionary (i.e. words you have added).

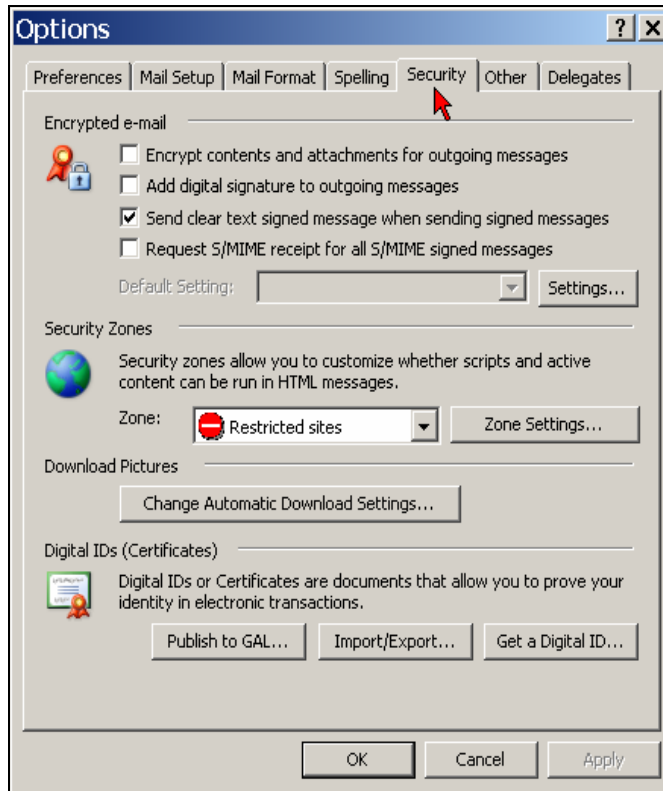
**International dictionaries:** Specifies which language to use when spell-checking.

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# Outlook Options: Security

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**About Security** The Security tab allows you to set personal preferences for Encrypted e-mail, Security Zones, Picture Download and Digital IDS (Certificates).



**Important:** Consult your computer support person before changing any of these settings.

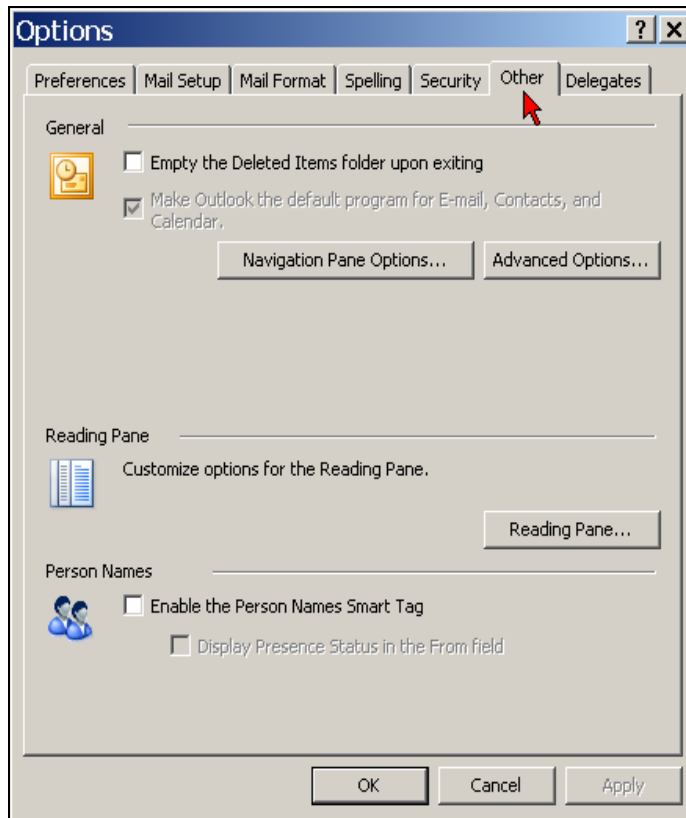
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# Outlook Options: Other

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## About Other

The Other tab allows you to set personal preferences for general functionality such as Deleted Items folder actions, Navigation Pane Options, Advanced Options as well as Reading Pane customizations and Person Names.



## Other Tab Details

**General:** Specifies deletion actions, default display and order of the Navigation Pane, general options, appearance, start-up, and other advanced options.

**Reading Pane:** Allows customization of the Reading Pane. This button allows you do control how an item is marked as Read when using the Reading Pane.

**Person Names:** Enables Smart Tags. For more information: [Smart Tags usage](#).

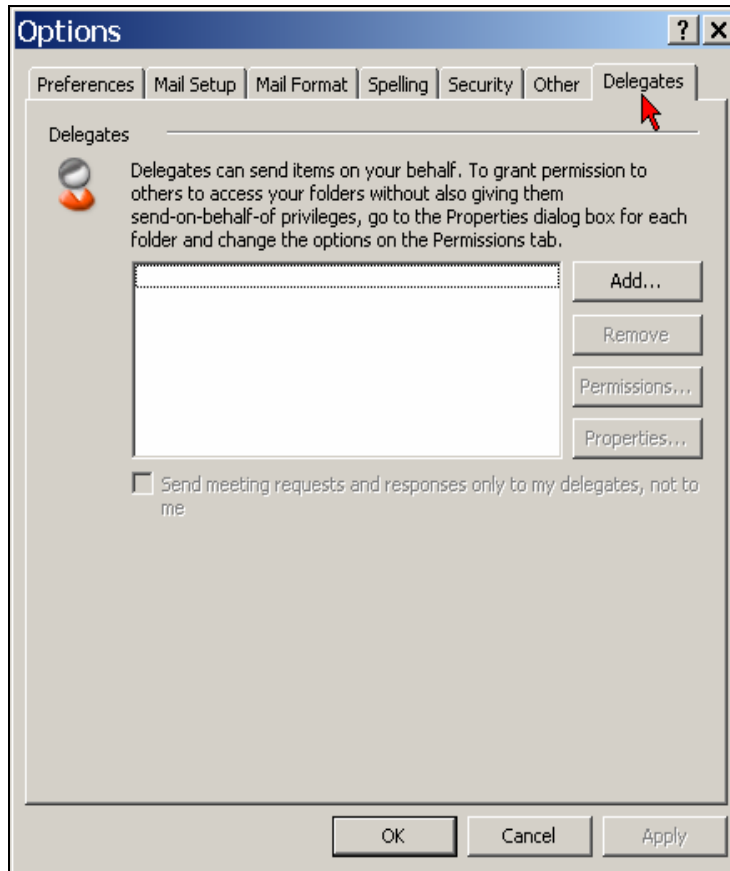
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# Outlook Options: Delegates

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## About Delegates

The Delegates tab allows you to designate Delegates who can perform Outlook duties on your behalf.



## Delegates Tab Details

For more information:

- [Share and open other people's folders](#)
  - [Delegating Access](#)
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