

Hanford XP Migration Project update

What's new in Outlook 2002

A powerful communication and scheduling tool, Microsoft Outlook version 2002 offers new and enhanced functionality to improve your efficiency and make it easier to collaborate with colleagues. Some of the new features of Outlook 2002 are described below.

Color appointments — You can color individual and recurring appointments with one of 10 predefined colors. Each color has an associated label, so you can organize your appointments according to the labels. You can also set up automatic formatting that colors all appointments that meet the same condition. For example, you could use red to color any meeting that is organized by your manager.

Dismiss All button — If multiple reminders occur at the same time, Outlook 2002 combines them into one dialog box. This reduces clutter, especially when starting Outlook after the reminder time for several items has passed. You can dismiss reminders individually, or all at once with the “Dismiss All” button.

Automatically completes e-mail addresses — As you type an e-mail address into the “To,” “Cc” or “Bcc” boxes of a message, Outlook 2002 offers a list of addresses that match what you’ve typed so far. That way you can choose from the list instead of continuing to type. To use this feature, you must have previously sent messages to the address.

Friendly names display — Contacts now include a “Display As” field for e-mail names. When you compose a message, the name you type in the Display As box appears in the To field instead of the actual e-mail address.

AutoCorrect — Outlook 2002 automatically detects and corrects typos, misspelled words and incorrect capitalizations, even when you’re not using Word as your e-mail editor.

Preview pane enhancements — In the preview pane, you can now open attachments, follow a hyperlink, respond to meeting requests and display properties of an e-mail address.

Remove extra line breaks — Sometimes plain text messages that travel over the Internet acquire extra line breaks that make the message difficult to read. Outlook 2002 automatically removes the extra line breaks so it is easier to read the message.

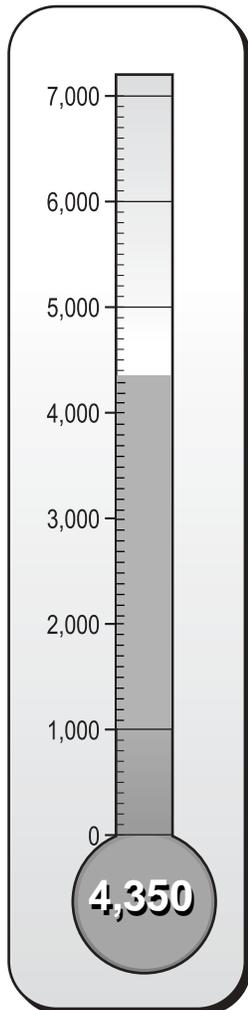
AutoArchive properties set for all folders at once — Folders automatically use the default or global AutoArchive settings so you don’t have to specify settings for each folder individually. If the global settings change, they automatically apply to any folder using the default settings. You can still customize the settings for individual folders, and if you’re upgrading from a previous version, Outlook 2002 preserves your existing settings.

Mailbox Cleanup — This feature helps you manage the size of your mailbox to improve the overall performance of Outlook 2002. You can view the total size of your mailbox and of individual folders within it, and you can find items that are larger than a certain size or older than a certain date. You can archive these items from within “Mailbox Cleanup.” You can also view the size of your “Deleted Items” folder and empty it from within Mailbox Cleanup.

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Send/Receive groups — You can easily create groups to send and receive for different combinations of accounts and folders. These groups were previously referred to as “Quick Synchronization Groups.”

One location for offline-related settings — The settings for sending and receiving, and offline synchronization settings, are integrated into the same dialog box.

Counter proposals for alternate meeting times — If allowed by the meeting organizer, invitees can counter-propose an alternate meeting time.

Group schedules — View the schedules of multiple people or resources on a single calendar. The calendar contains a detailed graph of when each user is free or busy and also shows details of his or her appointments (except for those marked private). When you rest the mouse pointer over an appointment, the details of that appointment are visible.

Public Folder favorites in Favorites folder — If you use Microsoft Exchange, you can now add Public Folder favorites to your Favorites folders along with your Internet Explorer and other Web favorites.

Added virus protection — To protect against viruses that might be contained in HTML messages you receive, scripts won’t run and ActiveX controls will be deactivated regardless of your security zone setting. By default, the Outlook security zone is set to Restricted Site.

XP Project Home Page

<http://www.rl.gov/xp>

XP Application Testing Matrix

<http://www.rl.gov/xp>
under the “APP Testing” tab

XP Project Mailbox

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