

Modifying the Messaging Settings for Mac Users

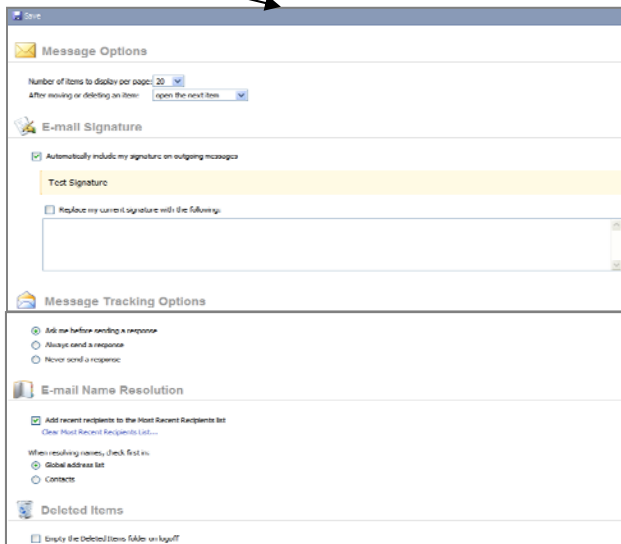
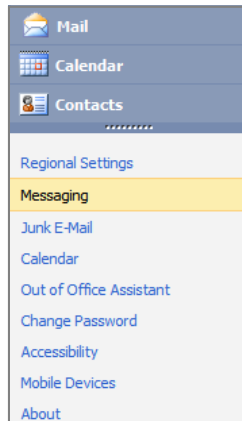
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Accessing the Messaging Settings


The messaging options that are available in Outlook Web Access allow you to configure individual message settings. Through these settings you can create a standard e-mail signature and define how OWA will resolve names that you designate as recipients for e-mail messages and calendar items.

To access the messaging settings, click on the **Options** button at the top, right-hand corner of the screen. This will bring up the Options dialog box. Clicking on **"Messaging"** in the list of Options displayed in the Navigation Pane....



Message Options

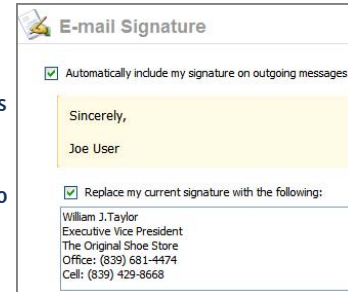
The first group of settings that can be changed from the Options dialog box relate to **Message Options**. There are two settings that can be controlled within this group:

- 1. Number of items to display per page:**
You can choose from a drop-down list of quantities ranging from 5 items per page up to 100.
- 2. After moving or deleting an item:**
You can select one of the following actions to occur after an email message has been moved or deleted from the current folder:
 - a. open the previous item
 - b. open the next item
 - c. return to the  view



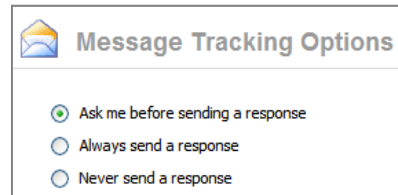
Email Signature

This allows the user to create or modify a standard signature for his or her emails, and to indicate if that signature will be automatically added to all outgoing messages.



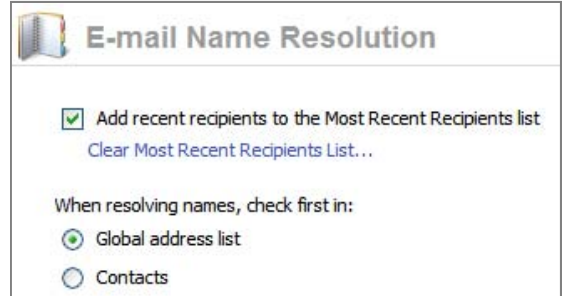
Message Tracking Options

These options can be used to determine how OWA handles messages that have been sent with tracking options. For example, if the sender requested to be notified when you have read the message, you can override that notification through the **Message Tracking Options**.



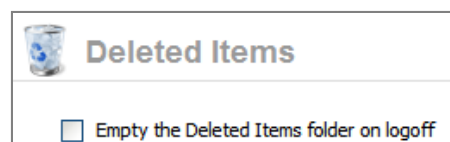
Email Name Resolution

These settings let you control how the names that you use when you specify the recipients for an e-mail messages are added to a most recent recipients list. These settings also allow you to indicate whether those names will be resolved by using the global address list or your contacts.



Deleted Items Folder Maintenance

The last setting within the Messaging Options control the maintenance of the Deleted Items folder.



If the box is checked, your **Deleted Items** folder will be emptied each time you log out of OWA. If the box is unchecked, items will be re-