

File Receive Folder View

Save As
Save Attachments

Info

Open


Print

Help


Options

Exit

Account Information

 mike.henry@pkware.com
Microsoft Exchange

 Add Account


Account Settings

Account Settings

Modify settings for this account, and configure additional connections.


- Access this account on the web.
<https://mail.pkware.com/OWA/>




Automatic Replies

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.


Cleanup Tools

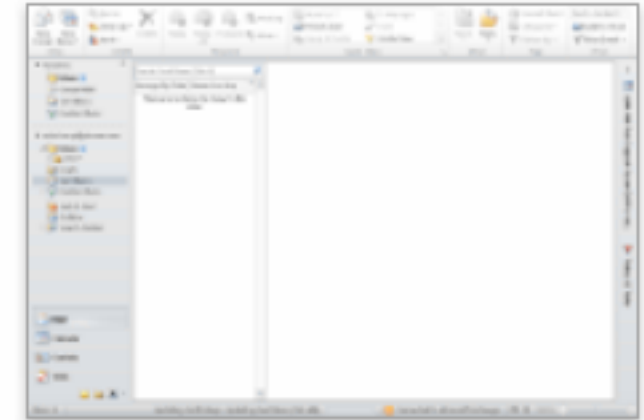
Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.


Manage Rules & Alerts

Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.



Launch Outlook 2010 if it is not already running.

Click on FILE followed by OPTIONS

The screenshot shows the Microsoft Outlook Options dialog box with the 'Add-Ins' tab selected. The dialog is titled 'Outlook Options' and has a sidebar on the left with various categories: General, Mail, Calendar, Contacts, Tasks, Notes and Journal, Search, Mobile, Language, Advanced, Customize Ribbon, Quick Access Toolbar, Add-Ins (highlighted with an orange arrow), and Trust Center. The main area displays 'General options for working with Outlook.' with sections for 'User Interface options', 'Personalize your copy of Microsoft Office', and 'Start up options'. The 'Add-Ins' section is currently empty. At the bottom right, there is a button labeled 'Click ADD-INS' and 'OK' and 'Cancel' buttons.

- General
- Mail
- Calendar
- Contacts
- Tasks
- Notes and Journal
- Search
- Mobile
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-Ins
- Trust Center

General options for working with Outlook.

User Interface options

- Show Mini Toolbar on selection ⓘ
- Enable Live Preview ⓘ
- Color scheme: Silver ▼
- ScreenTip style: Show feature descriptions in ScreenTips ▼

Personalize your copy of Microsoft Office

User name: Mike Henry

Initials: MH

Start up options

- Make Outlook the default program for E-mail, Contacts, and Calendar Default Programs...

Click ADD-INS

- File
- New E-mail
- New Items
- Home
- Send To
- Deleted
- Favorites
- Inbox
- Unread
- Sent Items
- Deleted
- mike.henry@pkware.com
- Inbox
- WIP
- Drafts
- Sent Items
- Deleted
- Junk E-mail
- Outbox
- Search
- Mail
- Calendar
- Contacts
- Tasks

- Outlook Options
- General
- Mail
- Calendar
- Contacts
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View and manage Microsoft Office Add-ins.

Add-in Options

Launch Add-in options dialog: Add-in Options...

Add-ins

Name	Location	Type
Active Application Add-ins		
Business Connectivity Services Add-in	C:\Program Files\Microsoft Office\Office14\ADDINS\BCSAddin.dll	COM Add-in
Microsoft Exchange Add-in	C:\Program Files\Microsoft Office\Office14\ADDINS\UmOutlookAddin.dll	COM Add-in
Microsoft Outlook Social Connector Add-in	C:\Program Files\Microsoft Office\Office14\SOCIALCONNECTOR.DLL	COM Add-in
Microsoft SharePoint Add-in	C:\Program Files\Microsoft Office\Office14\ADDINS\ColleagueImport.dll	COM Add-in
Microsoft SharePoint Groove Add-in	C:\Program Files\Microsoft Office\Office14\GROOVEEX.DLL	COM Add-in
Microsoft Visual Basic Add-in	C:\Program Files\Microsoft Office\Office14\ADDINS\OUTLVBA.DLL	COM Add-in
Inactive Application Add-ins		
Microsoft Access Add-in	C:\Program Files\Microsoft Office\Office14\ADDINS\ACCOLK.DLL	COM Add-in
Disabled Application Add-ins		
Windows Security Add-in	C:\Windows\System32\mssphtb.dll	COM Add-in

Disabled Items

The items listed below were disabled because they prevented Outlook from functioning correctly. Please note that you may have to restart Outlook for these changes to take place. Select the ones you wish to re-enable.

- Addin: mssphtb.dll

Enable Close

Add-in: Business Connectivity Services Add-In
 Publisher: Microsoft Corporation
 Compatibility: No compatibility information available
 Location: C:\Program Files\Microsoft Office\Office14\ADDINS\BCSAddin.dll
 Description: This Add-in is used by Business Connectivity Services

Manage: Disabled Items Go...

Enable anything PKZIP related
 Click CLOSE
 Then restart Outlook 2010