

New & Improved Features of Outlook XP

Feature	Description	How to Access
<p>AutoComplete Addressing (New)</p>	<p>As a user enters an e-mail address, Outlook automatically recognizes it and completes the name based on previously sent e-mail to the recipient. This enables users to quickly send e-mail to others without spending time searching for e-mail addresses.</p>	<ul style="list-style-type: none"> ✓ Type in the e-mail of someone you have previously sent e-mail to. ✓ Outlook automatically completes the address.
<p>Outlook Hotmail Support (New)</p>	<p>Users can now easily access e-mail from their Hotmail account (or other Internet mail providers) directly from within Outlook. This enables users to quickly and easily send mail out from any of their e-mail accounts without leaving their Outlook application.</p>	<ul style="list-style-type: none"> ✓ Select E-mail Accounts from the Tools menu. ✓ Select Add a New E-mail Account. ✓ Select HTTP. ✓ Add your Hotmail account or any other HTTP mail account that supports the DAV protocol.
<p>Send Using (E-mail Account Selection) (New)</p>	<p>Users with multiple e-mail accounts (such as a Hotmail account and an account on Exchange) can choose on a per message basis what account to use to send their message. When the user chooses an account, an information bar shows which account is used to send the mail.</p> <p>Explicit rules are built in to determine which account should be used as the default (e.g., when replying to a message, the account is used that the message was originally sent to) or users can assign a default account for Outlook to use.</p>	<ul style="list-style-type: none"> ✓ Set up multiple e-mail accounts (e.g., Hotmail and Exchange) from E-mail accounts under the Tools Menu. ✓ Create a new e-mail message. ✓ Select the Account drop-down menu (next to the Send button) to choose which account to use.

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<p style="text-align: center;">Mailbox Cleanup (New)</p>	<p>Users can quickly view the size of their mailbox, search for files by size or by age, and then delete, move, or archive those files to clear up space. Exchange users can also automatically be notified when they are approaching their mailbox size limit and choose from the above options for cleaning up their mailbox.</p>	<p>From the Tools menu, select Mailbox Cleanup.</p>
<p style="text-align: center;">Text Auto-Cleanup (New)</p>	<p>Outlook can now automatically clean up plain text e-mail formatting that often contains extra line breaks that make the message difficult to read. Outlook automatically removes the extra line breaks (an option exists to turn this off as well) when a user opens an e-mail message, previews the message in the preview pane, or prints the message so that it is easier to read.</p>	<p>Automatically takes place when a plain text e-mail message is opened.</p>
<p style="text-align: center;">Hyperlinks in Subject Line (New)</p>	<p>Outlook mail messages now recognize URLs that are placed in the subject field. This enables users to easily browse to the Web Site using their default browser without having to copy the address first and paste it into their Web browser.</p>	<ul style="list-style-type: none"> ✓ Type a URL (such as www.cnn.com) into the subject line of a mail message. ✓ Notice that Outlook recognizes the hyperlink.