

- Search messages in the Archive folder, 34
- Organizational Mailbox
  - Send to an Organizational Mailbox, 26
- Out of Office Assistant
  - Activate, 40
  - Turn off, 41
- Outlook
  - survival sheet, 21
  - switching from ICONDESK, 21
- Outlook Mail
  - Check size of messages before sending, 25
  - Mailbox backup, 10
  - Mailbox Limit, 38
  - Send large messages, 25

**P**

- Password, 8
  - change your SIGNET 2000+ Password, 8
- Planning, 16
- Printer
  - Add a Network Printer, 36
  - Select a Default Printer, 36
- Public
  - Folder, planning, 16
  - Folder, structure, 16
- Public Folders
  - Access Public Folders Help, 18
  - Backup, 10

**Q**

- Quattro Pro 8
  - Convert to Quattro Pro 1.0, 24

**R**

- Recycle Bin
  - Empty Recycle Bin, 38
- Rule
  - Outlook rule, 29

**S**

- Sent Items Folder
  - Delete Messages, 39

**T**

- Task Manager
  - Access, 9

**U**

- user access, 7

**V**

- Virus Scan
  - Workstation, 9
- VirusScan
  - Diskette, 9

**W**

- Workstation
  - Lock, 8
  - Security Lock, 8
  - Shut Down, 9
  - Unlock, 8