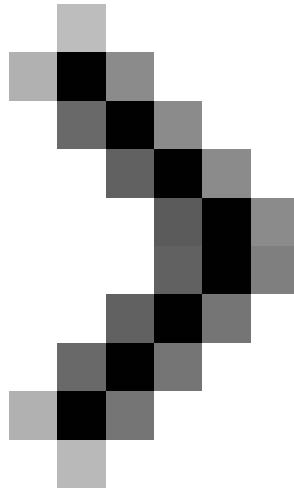


Manage Outlook 2007 through Group Policies - Part 3

In this section, I will show you some additional features that can be configured in Outlook 2007 using Group Policies.





Manage Outlook 2007 through Group Policies - Part 2

Anderson Patricio

In this section, we will show you some additional features that can be configured in Outlook 2007 using Group Policies.

Automatic profile configuration

Exchange Server 2007 with Outlook 2007 clearly increased user experience significantly when creating a profile via the Autodiscover feature. When a company has the appropriate credentials and web services are properly designed, the new user only needs to click on the Outlook 2007 icon and his or her data (name and e-mail) will be fill in automatically. All the user needs to do is click on **Next** and **Finish** to start using Outlook. The whole process is shown in Figure 1 and Figure 2 below.

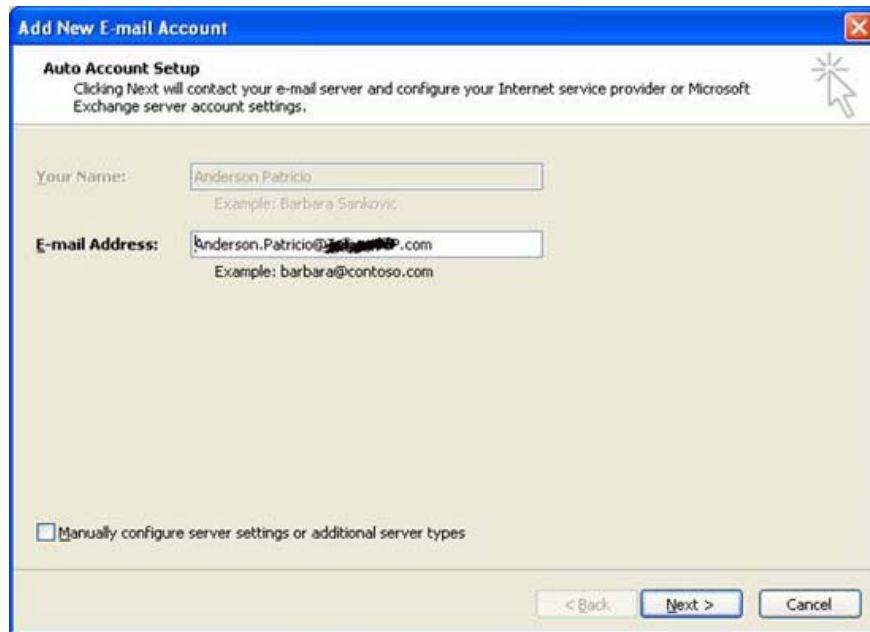


Figure 1

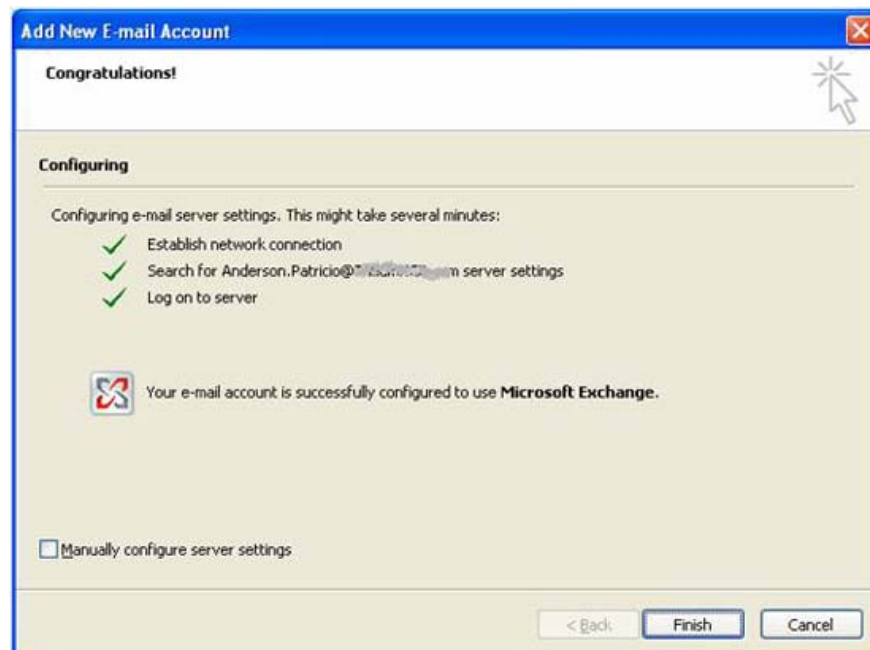


Figure 2

So what happens if we can improve the user experience a bit more? If instead click on the Outlook, Next and Finish icons, we can change the process to simply click on Outlook and start using it immediately. Would that be much more interesting to you? To get there, use Group Policies and follow the steps below:

1. Open **Microsoft Office Outlook 2007**
2. Open **Tools | Account Settings**

3. Click **Exchange**
4. Double click on **Automatically configure profile based on Active Directory Primary SMTP Address**
5. The values can be *Not Configured*, *Enabled* and *Disabled* . Select *Enabled* as shown in Figure 3.



Figure 3

Now, in the workstation, where the user has received Group Policy, we can log in as a new user and ensure that the user has an active mailbox on Exchange Server. Then double-click the Outlook 2007 icon, which is the most basic. Users will now be able to access his or her mailbox without any other requests.

By default, Outlook will approve whether Windows Desktop Search 3.0 (or a new version) is installed. If not prompted, it will automatically display. If your organization is not inclined to install it at this point (or at least you want to avoid giving this user a decision during the first run of Outlook), we can use Group Policy. Follow the steps below to avoid this initial reminder:

1. Open **Microsoft Office Outlook 2007**
2. Open **Tools | Options**
3. Open **Preferences**

4. Click **Search Options**
5. Double-click the **Prevent** item **prompts when Windows Desktop Search component is not present** and select **Enabled**

Outlook's Auto Archive settings

After having installed Outlook for the first time, the user will receive a notification about AutoArchive. The AutoArchive settings are configured by default, to run every 14 days and to notify the user when it runs. To configure AutoArchive's default settings, click **Tools** , **Options** , **Other** tabs and click the **AutoArchive** button. Figure 4 shows what appears next.

Note: Users can right-click on any folder, click Properties and the tab named AutoArchive will be displayed. Another Autoarchive configuration can be done at the directory level.

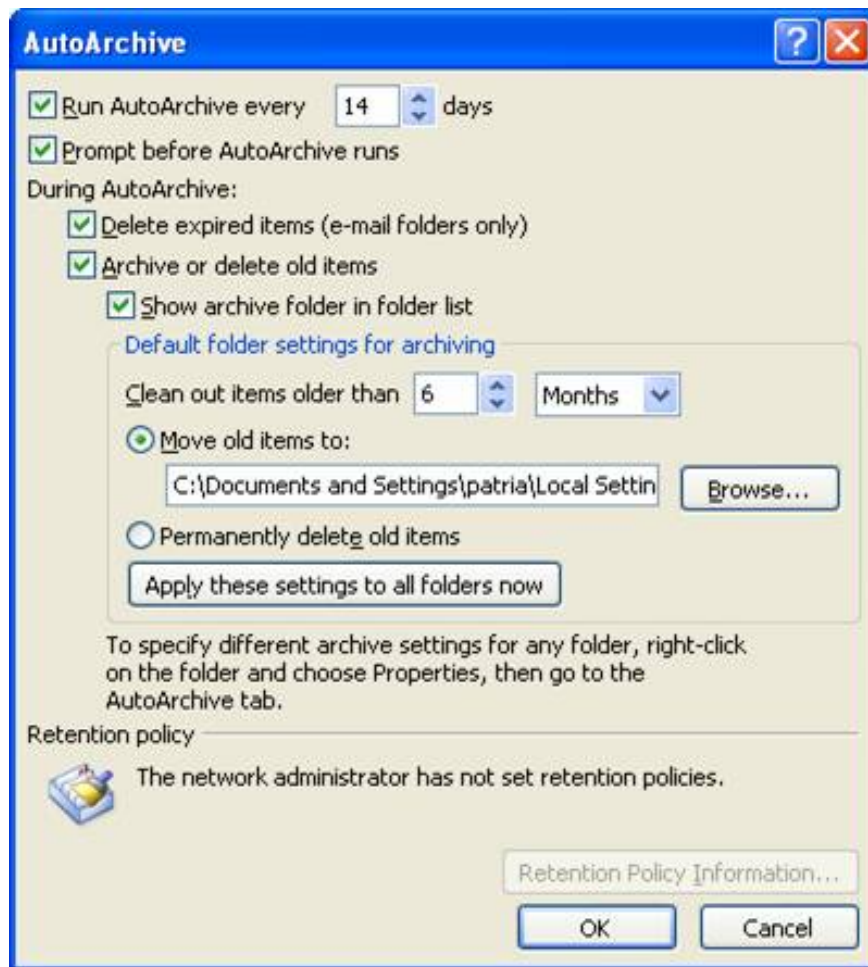


Figure 4

To manage aspects related to previous AutoArchive settings (such as setting *Archive or delete old items*, *Show archive folder in list folder* , .) we can use the **AutoArchive Settings** section, you have This item can be found in the following Group Policy path: Open **Tools / Options** , open the **Other** section, click **AutoArchive** and double-click the **AutoArchive Settings** item as shown in Figure 5. We can also use the same steps to disable Enable AutoArchive by clicking **Disable** .

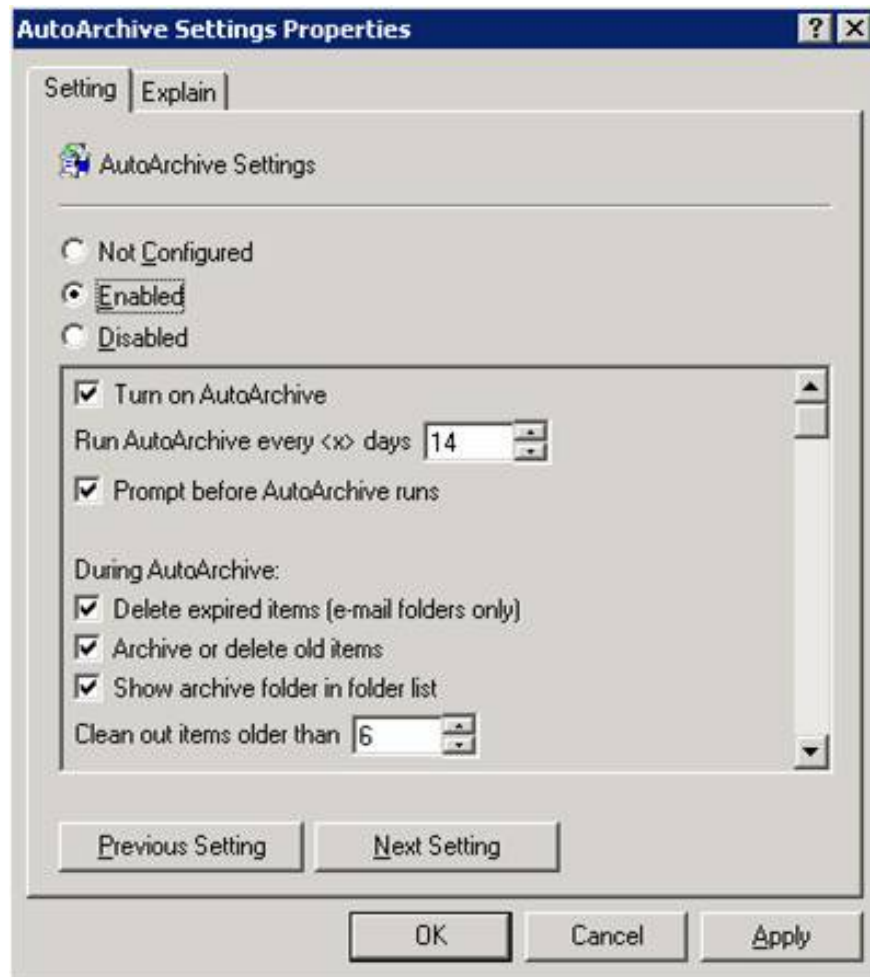


Figure 5

If you are using another Archiving solution, then you should disable AutoArchive to avoid any conflicts or loss of information that may affect your current solution. To disable users who automatically use AutoArchive, we can double-click **Disable File | Archive** and users will not be able to use items from the File menu, as shown in Figure 6.

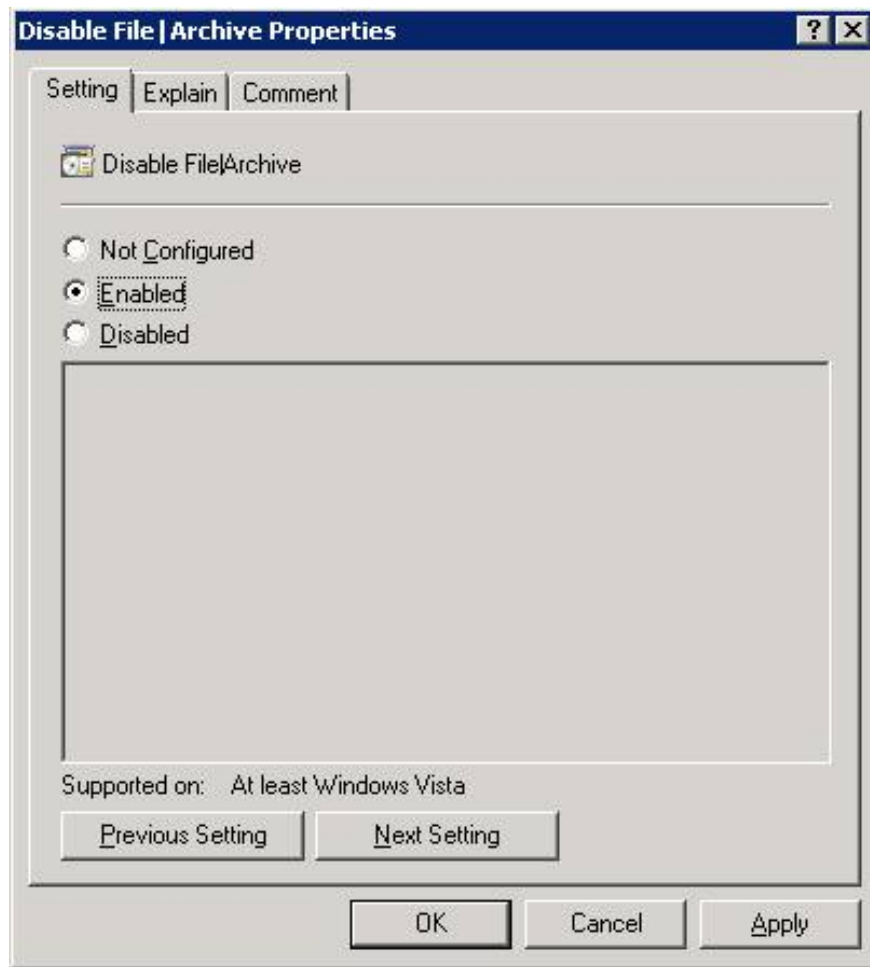


Figure 6

If we disable the AutoArchive feature, this option will not appear in the **Other** tab on the Outlook options, as shown in Figure 7.

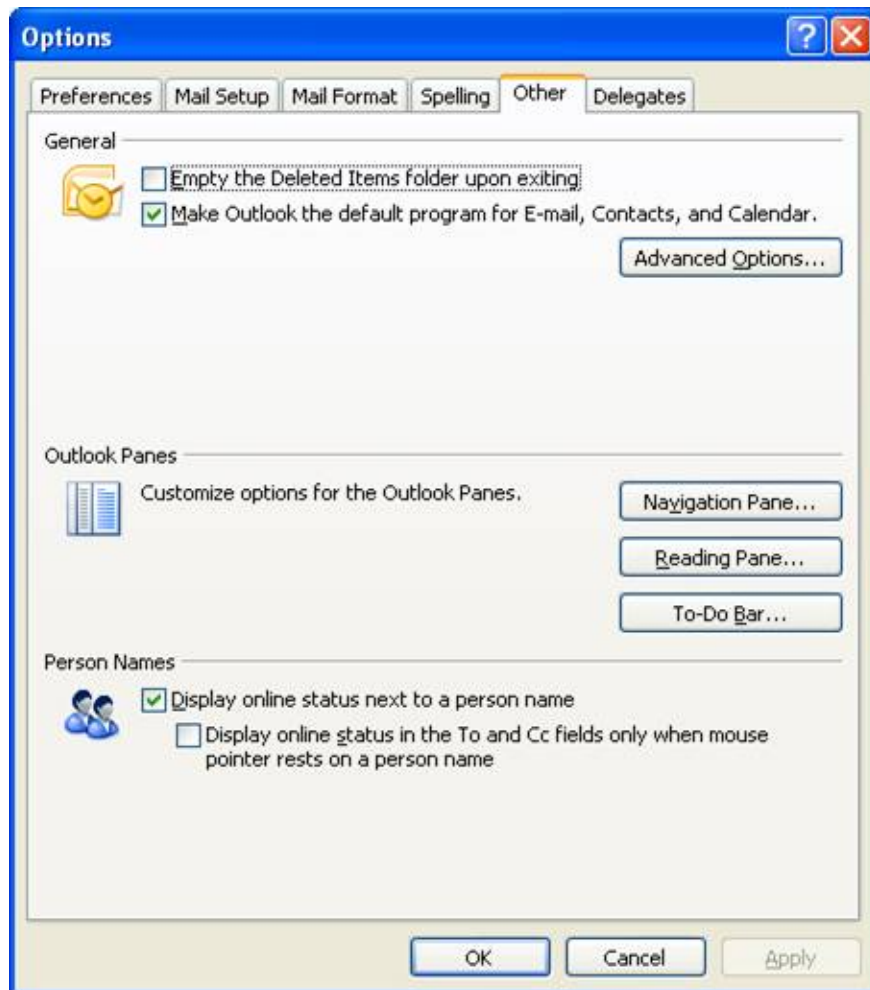


Figure 7

Manage user capabilities to adjust permissions on Outlook folders

By default in Outlook 2007, any user can right-click on any folder in its Mailbox and define user privileges on the Global Address List - Global Address List. However, we can change this default behavior using Group Policy, which can be found with this next link:

1. Open **Microsoft Office Outlook 2007**
2. Open **Tools | Account Settings**
3. Click **Exchange**
4. Double click on **Do not allow users to change permissions on folders** item
5. Options can be *Not Configured*, *Enabled* or *Disabled* .
6. Click Enabled to prevent users from changing privileges

After using Group Policy on the client, users can click on the folder's Properties and go to **Permissions** tab. Here, they will receive an error message and the Permissions tab will appear as before but cannot change any values, as shown in Figure 8.

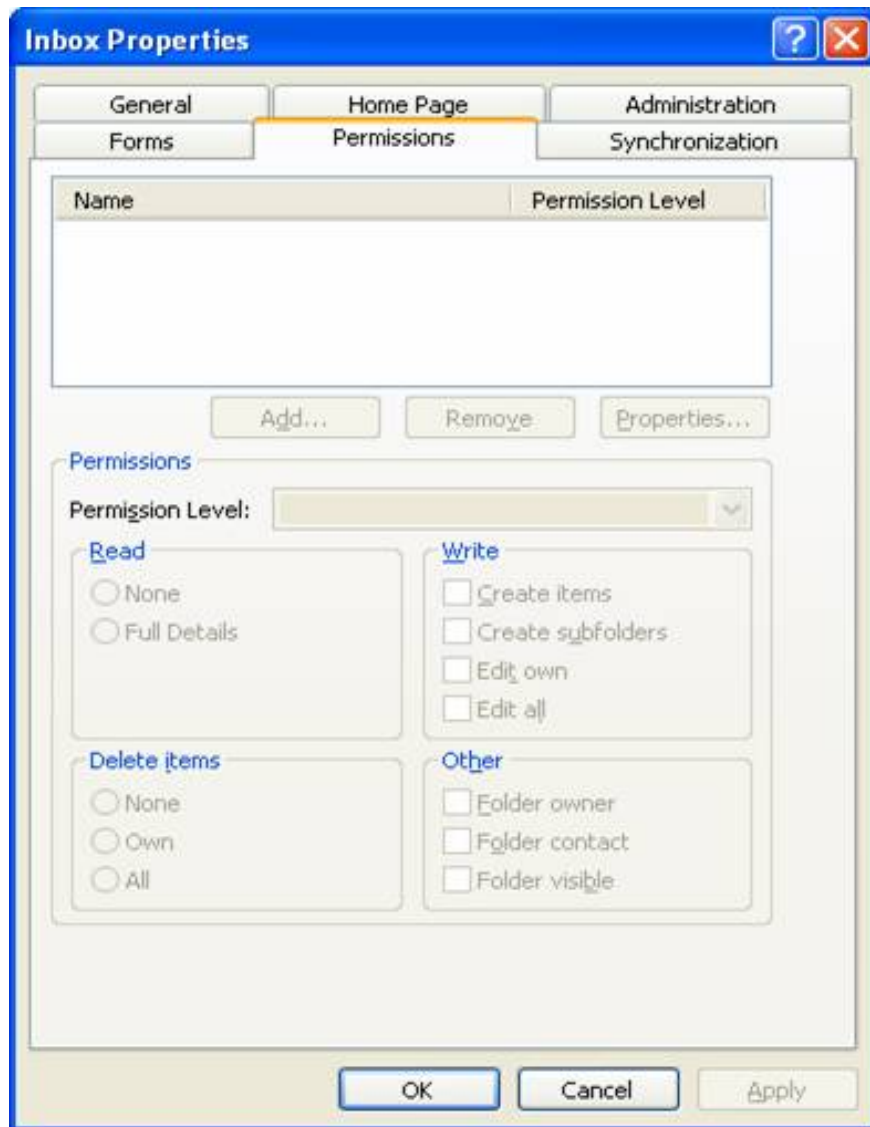


Figure 8

Note: This Group Policy does not allow changes to existing privileges

Outlook balloon pictures and Desktop Alert alert configuration

These are still used, but there are some companies that want to define some default behavior for Outlook comment boxes and configure Desktop alerts.

Outlook's comment boxes indicate certain messages to users when a connection to the Exchange Server is lost or if the client is having RPC delays when communicating with exchange server. That can tell us the connection problems. Some companies have remote offices and narrow bandwidths between these locations and Exchange servers. These comment boxes can reduce the number of calls that require user support. By using Group Policy, we can manage the comment boxes to increase the time to display information. Here are two options we can set the comment box for the client:

- Time before notification waits through the comment box
- Time before notification wait through the notification icon in the system tray

Note: Changes should be carefully documented and remember when you troubleshoot problems with Outlook performance in machines affected by this Group Policy.

The second component of this section is the desktop alert, which displays a new message to the user's mailbox. We can manage aspects of this warning, such as the current alert period (fade, mouse effect, etc.), opacity (if we want to enable or disable turn it). To change these settings, use the steps below. In the example, we disable this warning in the current Group Policy as follows:

1. Open **Microsoft Office Outlook 2007**
2. Open **Tools | Options .**
3. Open **Preferences**
4. Open **E-mail Options**
5. Open **Advanced E-mail options**
6. Click **Desktop Alert**
7. Double click **Do not display New Mail alert for users** and select **Disable**

Using the previous setting, any new mail sent to the mailbox of the user affected by Group Policy will not be displayed through this warning feature.

Conclude

In the last part of this series on Group Policy and Outlook 2007, we showed you how to configure automatic profiles for Outlook, Auto Archive settings, and how to disable privileges on Outlook and devices. set up Desktop Alert.

You finished reading the article "**Manage Outlook 2007 through Group Policies - Part 3**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.