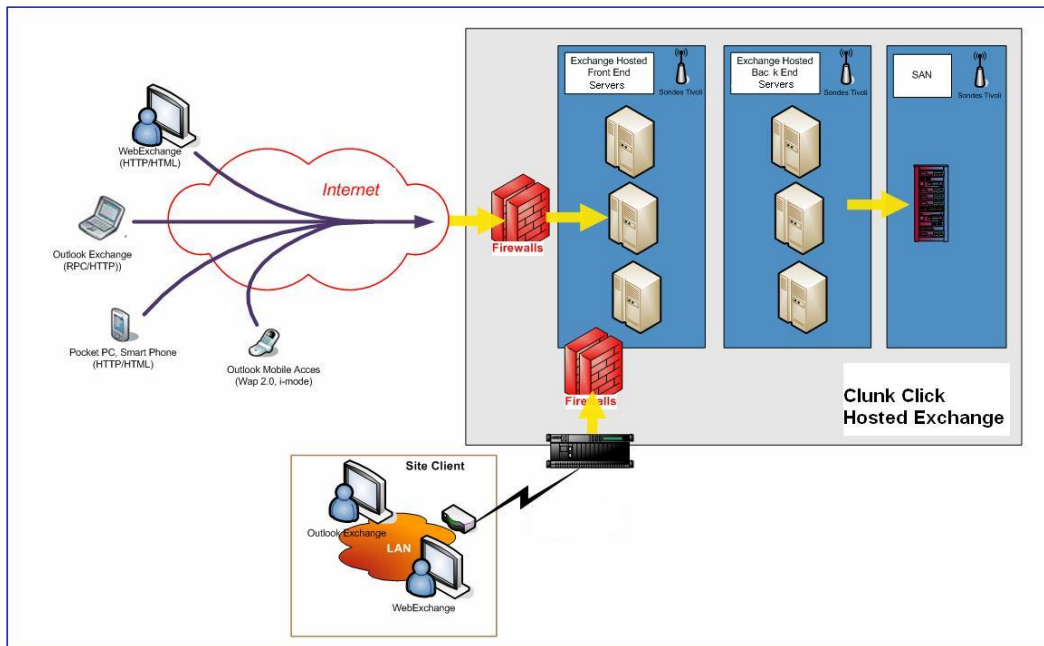


# Hosted Exchange Features Sheet



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Hosted Exchange Features	Premium	Standard
Research task pane	✓	
Reading Layout mode	✓	✓
Get address properties from Reading Pane	✓	✓
Notification area icon	✓	
Outlook Today	✓	
Group items by any field	✓	
Local folders	✓	
Reminder window	✓	✓
Customize toolbars	✓	
Help	✓	✓
Navigation Pane	✓	
Shortcuts	✓	✓
Read messages	✓	✓
Auto Preview	✓	
Folder hierarchy in Navigation Pane	✓	✓
Favorite Folders in Navigation Pane	✓	
Navigate hyperlinks in messages	✓	✓
Attachments can be opened from Reading Pane and preview pane	✓	✓
Can accept or decline appointments in preview pane and Reading Pane	✓	



Hosted Exchange Features	Premium	Standard
Unlimited number of messages displayed in Mail view	✓	
Send messages	✓	✓
AutoAddress and AutoName	✓	
Insert hyperlinks in message text	✓	✓
Information Bar available in preview pane and Reading Pane	✓	✓
Send and receive attachments	✓	✓
Embed documents in messages	✓	
Request read or delivery receipt	✓	✓
Word as e-mail editor	✓	
Spelling checker	✓	✓
Background and AutoCorrect spelling	✓	
Add words to dictionaries	✓	
Recall messages	✓	
Auto-select message encoding	✓	
Send message with voting buttons	✓	
Track delivery and read receipts with original message	✓	
Create messages from Address Book	✓	✓
Receive HTML message	✓	✓
HTML editing	✓	✓
Plain-text editing	✓	
Rich Text Format (RTF) editing	✓	
Automatic formatting of messages with color based on criteria	✓	
AutoText	✓	
Automatic text corrections	✓	
Insert signature on demand	✓	✓
AutoSignature	✓	✓
Multiple signatures	✓	
Include vCard in signature	✓	
Set message importance	✓	✓
Message sensitivity	✓	✓
Message expiration	✓	
Deferred delivery (with or without rules)	✓	
Message templates	✓	
Default font for new messages	✓	✓
Default font for replies and forwards	✓	
Redirected replies	✓	
File routing	✓	
Receive and reply to messages	✓	✓
New mail notification	✓	✓

Hosted Exchange Features	Premium	Standard
Respond to messages with voting buttons	✓	
Reply in same format received	✓	
No indentation of Reply and Forward bodies	✓	✓
Search for messages	✓	
Search capabilities (Find)	✓	
Search capabilities (Advanced Find)	✓	✓
Search Folders	✓	✓
Organize messages	✓	
Quick Flags and message flags	✓	✓
Categories and Master Category List	✓	
Drag-and-drop messages	✓	✓
Multiple views	✓	✓
Arrange by	✓	
Grouping items	✓	✓
View by category	✓	
View messages by flagging for follow-up	✓	
Public folders	✓	✓
Sort message list by standard fields	✓	✓
Set order and size of columns in message list	✓	
Enhanced conversation management	✓	
Manage messages by group	✓	
For Follow-Up folder	✓	✓
Display custom views	✓	✓
Create custom views	✓	
Mark message as read or unread	✓	✓
Recover deleted messages	✓	✓
Save messages to Drafts folder	✓	✓
Mailbox Cleanup	✓	
Ability to disable individual rules	✓	
AutoArchive	✓	
E-mail Account Setup Wizard	✓	
Test E-mail Account tool	✓	
Drafts folder	✓	✓
User-configurable Delegate Access permissions	✓	
User-configurable public folder permissions	✓	
Document Workspaces	✓	
Meeting Workspaces	✓	
Calendar views of different time periods	✓	✓
Calendar preferences	✓	✓

Hosted Exchange Features	Premium	Standard
Side-by-side viewing of multiple calendars	✓	
Meeting reminders (minutes, hours, or days in advance)	✓	✓
Color individual or recurring appointments	✓	
Notification of adjacent or conflicting appointments	✓	
Lunar calendar support	✓	
Offline use of calendar	✓	
Address Book	✓	✓
Browsable GAL	✓	
Access to general GAL properties (name, address, phone)	✓	✓
Access to advanced GAL properties (organization chart, distribution list memberships)	✓	
Synchronized offline GAL	✓	
Plan a face-to-face meeting	✓	✓
View other people's free and busy information	✓	✓
Propose new time (counter propose)	✓	
Appointments summarized in Outlook Today	✓	
Invoke calendar from meeting request to see full schedule	✓	✓
Include attachments in appointments and meeting requests	✓	✓
Insert e-mail messages as attachments in appointments and meeting requests	✓	
Create a Meeting Workspace in a meeting request	✓	
Track acceptance of attendees to a meeting	✓	
Attendee list visible to all attendees	✓	
Send or receive requests over the Internet as Calendar attachments	✓	
Publish and retrieve free and busy information to the Internet with iCalendar subset	✓	
Advanced, automatic meeting request processing options	✓	
Plan online meeting (Microsoft NetMeeting®)	✓	
Exchange conferencing	✓	
Use Address Book to pick attendees	✓	✓
Free and busy view	✓	✓
Forward or reply to a meeting request	✓	✓
All-day events	✓	✓
Contact picture	✓	
Use message properties to add Contacts data	✓	✓
Use contact information in mail merge	✓	
Contact activity tracking	✓	
View by company	✓	✓

Hosted Exchange Features	Premium	Standard
Print address cards	✓	
View important dates (birthdays and anniversaries) in Contacts listings	✓	
Send virtual business cards (vCards)	✓	
Shared contacts	✓	
View contacts by follow-up flag	✓	✓
List Internet addresses in Contacts	✓	✓
View multiple addresses in Contacts items	✓	✓
Add and edit contacts	✓	✓
Send new message to contact	✓	✓
List more than one physical and e-mail address in Contacts	✓	✓
Create and manage tasks	✓	✓
Create task from message	✓	
Simple and Detailed task views	✓	✓
View tasks by category	✓	
View by active, completed, overdue status	✓	✓
Edit tasks in view	✓	
Task reminders	✓	✓
Tasks requests and tracking	✓	
Tasks timeline view	✓	
TaskPad view in Calendar	✓	
Outlook Custom Installation Wizard	✓	
Alerts	✓	
Out of Office Assistant	✓	✓
Recover Application	✓	
Read-only Delegate Access to messages and other information	✓	✓
Edit Delegate Access to messages in other accounts	✓	
Information Rights Management	✓	
Safe senders list	✓	✓
Safe recipients list	✓	✓
Blocked senders list	✓	✓
International character set blocking	✓	
Junk E-mail folder	✓	✓
Block external content	✓	✓
Block attachments	✓	
Digital signature	✓	✓
Digital encryption	✓	✓

Hosted Exchange Features	Premium	Standard
Single sign-on	✓	✓
Certificate management	✓	
Kerberos authentication	✓	
Automatic logging off after inactive period	✓	✓
Journal	✓	
Notes	✓	
Cached Exchange Mode	✓	
Intelligent connectivity	✓	
Remote procedure call connectivity to Exchange (RPC over HTTP)	✓	
Synchronization groups	✓	
Background synchronization of local and server folders	✓	
Differential, offline Address Book synchronization with server	✓	
Incremental change synchronization	✓	
Smart change synchronization	✓	
Presynchronization reporting	✓	
Offline synchronization	✓	
Buffer packing	✓	
MAPI compression	✓	
Skip bad items	✓	
Outlook performance monitoring	✓	
Unicode Personal Folders File (.pst) support	✓	
Cancel request to server	✓	
Send and Receive groups	✓	