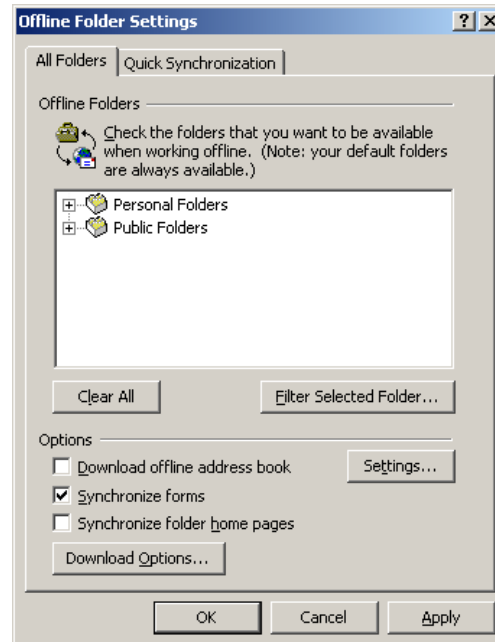


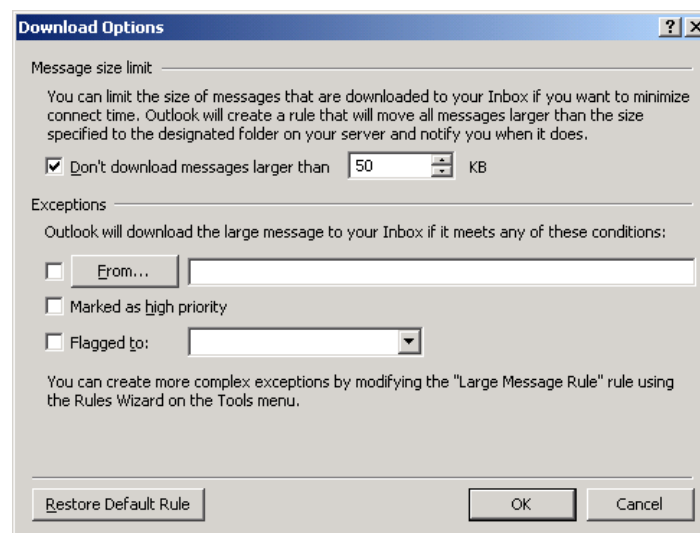
Configuring Mail For Remote Access

Configuring Outlook 2000 to limit the size of messages downloaded

- In Outlook 2000, click **Tools, Synchronise** and then click **Offline folder settings**.



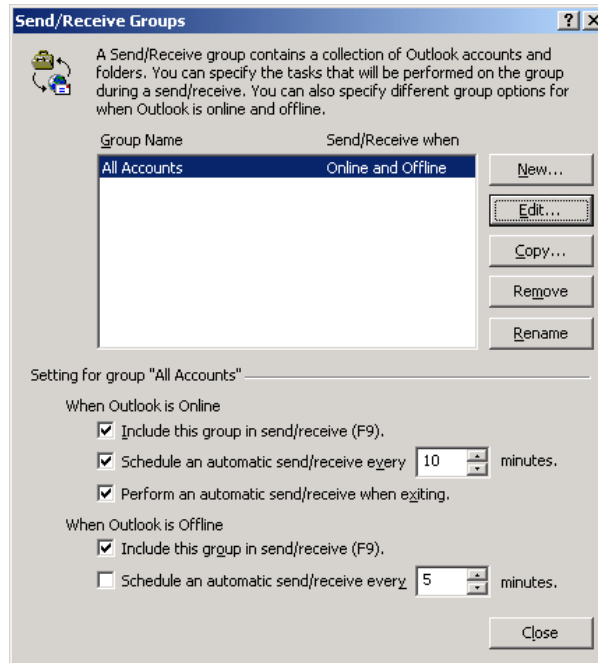
- Click **Download Options**.
- **Note:** The message size limit will apply for all accounts in the list.



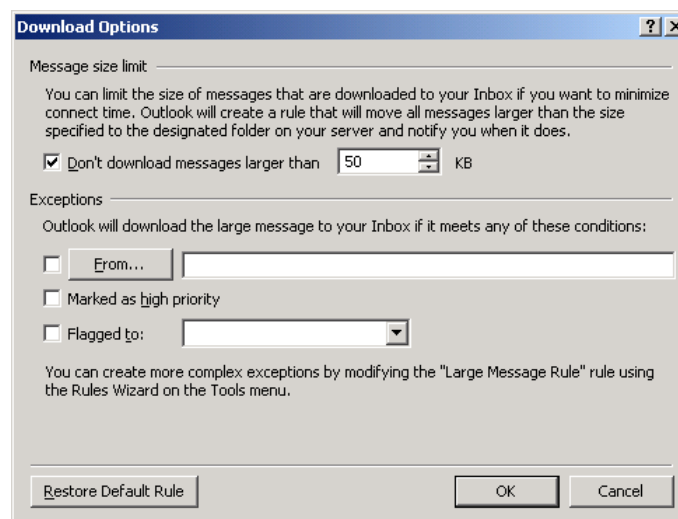
- Tick the box next to **Don't download messages larger than**.
- Enter the largest size email to be download, e.g. 50KB
- Click **OK** twice.

Configuring Outlook 2002 to limit the size of messages downloaded

- In Outlook 2002, click **Tools, Send/Receive Settings, Define Send/Receive Groups**.



- Highlight your account under **Group Name**.
- Click **Edit**.
- Click **Limit Message Size**.



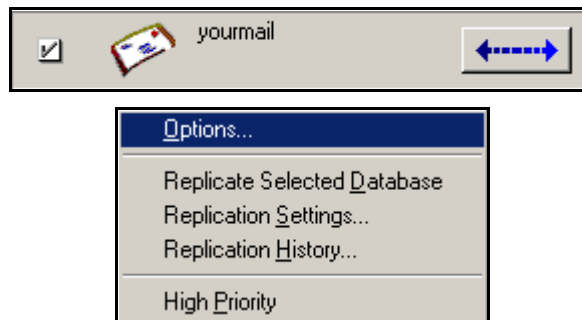
- Enter the largest size email to be download, e.g. 50KB
- Click **OK** twice.
- Click **Close**.

Configuring Lotus Notes to limit the size of messages replicated

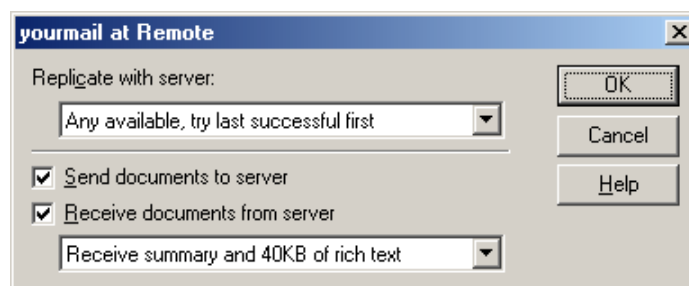
- In Lotus Notes, click the **Replicator** icon on **left** toolbar.



- Right click on your **Mail** replication bar and select **Options**.



- Underneath the **Receive documents from server** option, select **Receive summary and 40KB of rich text** from the drop down list.



- Click **OK**.
- Click the cross to close the Replicator window.