

Outlook Extras Help v2.5

Below is a list of Outlook Extras features and links to explain how these features work.

[Default Paths Page](#)

- **Change Default Path for Opening Attachments**

This feature will allow you to change the default path when opening an attachment associated with an Outlook email item. By default, the path is a hidden location inside of your Windows user 'Temporary Internet Folders' directory. You can change this to place the temporary attachment copies in a location that is easier to find to ensure that no hidden files are left behind on your computer.

- **Change Default Location of .pst Files**

This feature will allow you to change the default path of .pst files. By default, new .pst files are created in your Windows user folder under '**C:\Documents and Settings\<user>\Local Settings\Application Data\Microsoft\Outlook' (Windows 2000/XP)** and '**C:\Users\<user>\AppData\Local\Microsoft\Outlook' (Windows Vista/7/8)**'. You can change this to a place that is easier to find.

- **Change Default Path for Office 2010/2013 Document Cache**

This feature will allow you to change the default path of the Office 2010/2013 Document Cache feature managed by MSOSYNC.exe. You can learn more about this feature [here](#) and [here](#).

- **Change Default Path for Saving Attachments**

This feature will allow you to change the default path when saving an attachment associated with an Outlook email item. By default, the path used is the user's 'My Documents' or 'Documents' folder.

[Attachment Security Page](#)

- **Attachment Security**

With the addition of Outlook 2000 Service Pack 3 and included in Outlook 2002 (XP), 2003, 2007, 2010, and 2013, new security guidelines for attachments were introduced into Outlook. Certain attachments were deemed hazardous to the system and blocked by default. You can add these attachments to the 'safe' list to be able to open attachments that you need access to. **PLEASE** be careful when using this feature so as not to allow attachments that could potentially harm your system. For a complete list of hazardous attachment extensions from Microsoft, click [here](#).

Miscellaneous Page

- **Run Microsoft Office Inbox Repair Tool**

This button will locate the Microsoft Outlook Inbox Repair Tool (ScanPST.exe) so that you can attempt to repair a damaged .pst file. For those using a Microsoft Exchange connection, the default file that is saved from Outlook ends in an .ost extension. If this file becomes corrupted, the easiest solution to repair it is to delete it and allow Outlook to create a new file and rebuild it from the Exchange server. A recommended way to do this is to close Outlook, rename the current .ost file, open Outlook to allow it to create and rebuild the .ost file, and then delete the renamed file if all works well.

- **View Outlook Add-In Status**

This feature will allow you to view the installed Add-Ins for Microsoft Outlook and their load behavior. You cannot change the data shown in the add-in view but you can get a quick view of what might be causing issues or needs to be changed with Outlook Add-Ins.

- **Extract and Save Outlook User Registry Information**

This feature will allow you to export all of your current Outlook Profile information including your email account settings to a Windows Registry 5.0 formatted file for backup purposes. This file will have a .reg extension and can be restored simply by double-clicking the file in Windows 2000/XP/Vista/7 to load the information. Please be careful when re-loading an Outlook profile so that you do not overwrite any current working settings.

This feature has been tested in different versions of Microsoft Windows, but does not seem to function currently in Windows 8. It was tested on a Windows 8 Professional 64-bit installation and failed.

- **Define Custom Save Locations for Outlook Items**

This feature will allow you to add quick links to the 'Open' and 'Save As' dialogs when opening or saving items in Outlook. Normally, you will see 'Desktop', 'My Documents', 'My Computer', etc. in the left-hand link bar. You can add more custom links to take you directly to a folder such as 'C:\Downloads' if you store information there. You only need to add a name to the link and a location so that you can select it quickly the next time you save or open an item. For Windows 7/8, the custom saved location may be added to the 'Favorites' section in Windows Explorer.

- **Minimize Outlook to System Tray**

This feature will change Outlook so that when you minimize the program on your desktop, it will go directly to the Windows System Tray in the lower-right of the screen and not take any space in the Windows Taskbar.

- **Read Rich Text/HTML Email in Plain Text Format (Outlook XP/2003/2007/2010/2013)**

This feature allows you to read all non-digitally signed or encrypted emails in plain text format. For more information on this feature, please click [here](#).

- **Save All MIME Information**

This feature will instruct Outlook to save all raw data information and not just pieces of emails that it receives. This feature is mainly for administrative purposes. Please note that enabling this feature will significantly increase the size of your .pst file and is not recommended for those who may be near the .pst 2GB file size limit. Email sizes could be doubled by turning this feature on. For more information, please click [here](#).

- **Show Office Clipboard (Outlook 2000/XP Only)**

This feature can allow you to turn on or off the feature of showing the Office clipboard palette when you copy more than one item to the clipboard.

- **Enable Data Execution Prevention (DEP) (Outlook 2010/2013 Only)**

This feature can allow you to turn on or off Data Execution Prevention (DEP) in Outlook 2010/2013 which can prevent some items from loading like the SpamBayes spam filter. For more information, click [here](#).

[Exchange Page](#)

- **Enable 'Recover Deleted Items' in Outlook**

This feature will enable a menu item under 'Tools' that could allow you to recover email that has been deleted and removed from the 'Deleted Items' folder. This setting depends on the Exchange server in use and the mail retention settings of the server. For more information, please click [here](#).

UAC restrictions in Windows Vista/7/8 may prevent this option from being saved correctly. You MUST run OLExtras as an Administrator (right-click on the OLExtras.exe file and click 'Run As Administrator') for this setting only to be saved correctly in the Windows Registry. A notification will be shown when saving and closing OLExtras if the application is not being run as an Administrator.

- **Disable Background Transfer of Attachments to Exchange**

This feature will disable the transfer of attachments to an Exchange server when creating a message. For more information, please click [here](#).

- **Disable .PST Access**

This feature will disable the ability to create or access a .pst file for offline mail storage. For more information, please click [here](#).

- **Disable Ability to Add These Account Types in Outlook**

By clicking on the account types available (POP3/IMAP/Exchange/HTTP/Others), this feature will disable the ability for a user to add one or more of these account types on the account setup page in Outlook. For more information, please click [here](#).

- **Change Default Location of .ost Files**

This feature will allow you to change the default path of .ost files. By default, new .ost files are created in your Windows user folder under 'C:\Documents and Settings\\Local Settings\Application Data\Microsoft\Outlook' (Windows 2000/XP) and 'C:\Users\\AppData\Local\Microsoft\Outlook' (Windows Vista/7/8).

You can change this to a location that is easier to find. **THIS SETTING MUST BE CHANGED ON A SYSTEM BEFORE AN EXCHANGE PROFILE IS CREATED IN OUTLOOK. IF THE DEFAULT LOCATION IS CHANGED BEFORE THE PROFILE IS CREATED, THEN THE OPERATION WILL BE SUCCESSFUL. HOWEVER, IF THE EXCHANGE PROFILE IS CREATED BEFORE OLETRAS MODIFIES THIS SETTING, YOU WILL NEED TO VIEW THE 'OFFLINE FOLDER FILE SETTINGS' AREA IN THE EXCHANGE MAIL ACCOUNT TO MAKE THIS PATH CHANGE.**

Startup Options Page

- This page will allow you to launch Outlook using troubleshooting command-line arguments.

For additional help with the Outlook command-line arguments, please see the following pages :

- [Outlook 2003 Command-Line Webpage](#)
- [Outlook 2007 Command-Line Webpage](#)
- [Outlook 2010 Command-Line Webpage](#)
- [Outlook 2013 Command-Line Webpage](#)

If you have problems with this utility or to request features that you would like added, please send requests with 'OLEtras' and the version number in the subject line to :

tksherrer@iname.com

Todd