



## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page and on the following pages to find out which Microsoft personal information manager and communication program is right for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003.

Interface Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Research Library Task Pane	X		
Reading Layout mode	X	X	
Get address properties from Reading Pane	X	X	
Notification area icon	X		
Outlook Today	X		
Group items by any field	X		
Local folders	X		
Reminder window	X	X	
Customizable toolbars	X		
Help	X	X	X
Navigation Pane	X		
Shortcuts	X	X	X



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## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program offers the best messaging features for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003.

Messaging Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
<b>Read Messages</b>			
<b>Auto Preview</b>	X		
<b>Folder hierarchy in Navigation Pane</b>	X	X	
<b>Favorites folders in Navigation Pane</b>	X		
<b>Navigate hyperlinks in messages</b>	X	X	X
<b>Attachments can be opened from Reading and Preview Panes</b>	X	X	
<b>Can accept or decline appointments in Preview and Reading Panes</b>	X		
<b>Unlimited number of messages displayed in Mail view</b>	X		
<b>Send Messages</b>			
<b>AutoAddress and AutoName</b>	X		
<b>Insert hyperlinks in message text</b>	X	X	X
<b>Information Bar available in Preview and Reading Panes</b>	X	X	
<b>Send and receive attachments</b>	X	X	X
<b>Embed documents in messages</b>	X		
<b>Request read or delivery receipt</b>	X	X	X

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## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Messaging Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Word as e-mail editor	X		
Spelling checker	X	X	
Background and AutoCorrect spelling	X		
Add words to dictionaries	X		
Recall message	X		
Auto-select message encoding	X		
Send mail message with voting buttons	X		
Track delivery and read receipts with original message	X		
Create messages from Address Book	X	X	
Receive HTML mail	X	X	X
HTML editing	X	X	
Plain-text editing	X		X
Rich Text Format (RTF) editing	X		
Automatic formatting of messages with color based on criteria	X		
AutoText	X		
Automatic text corrections	X		
AutoSignature	X	X	X
Insert signature on demand	X	X	
Multiple signatures	X		
Include vCard in signature	X		
Set message importance	X	X	X
Message sensitivity	X	X	

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## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Messaging Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Message expiration	X		
Deferred delivery (with or without rules)	X		
Message templates	X		
Default font for new messages	X	X	
Default font for replies and forwards	X		
Redirected replies	X		
File routing	X		
Internet faxing	X		
Receive and reply to messages			
New mail notification	X	X	
Respond to mail message (voting buttons)	X		
Reply in same format received	X		
No indentation of Reply and Forward bodies	X	X	X
Search for Messages			
Find	X		
Search capabilities (Advanced Find)	X	X	
Search folders	X	X <sup>1</sup>	
Organize Messages			
Quick Flags and message flags	X	X	
Categories and Master Category List	X		
Drag and drop messages	X	X	

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Messaging Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Multiple views	X	X	X
Arrange by	X		
Grouping items	X	X	X
View by category	X		
View mail by flagging for follow up	X		
Public folders	X	X	X
Sort message list by standard fields	X	X	X
Set order and size of columns in message list <sup>2</sup>	X		
Enhanced conversation management	X		
Manage messages by group	X		
For Follow-Up folder	X	X <sup>1</sup>	
Display custom views	X	X <sup>2</sup>	X <sup>2</sup>
Create custom views	X		
Mark message as read or unread	X	X	
Recover deleted messages	X	X	X
User saves e-mail messages to Drafts folder	X	X	X
Mailbox Cleanup	X		
Ability to disable individual rules	X		
AutoArchive	X		
E-mail account Setup Wizard	X		
Test E-Mail Account tool	X		
Drafts folder	X	X	X

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Messaging Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
User-configurable Delegate Access permissions	X		
User configures public folder permissions	X		

<sup>1</sup> Search folders and For Follow Up folders must be activated in Outlook online mode rather than cached Exchange mode.

<sup>2</sup> This feature requires that the Outlook client be used to create and store views on the server running Exchange. Outlook Web Access cannot display the full range of views that can be created in Outlook.

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program has the best collaboration features for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003.

Collaboration Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Document workspaces	X		
Meeting workspaces	X		
Microsoft Windows® SharePoint™ Services and SharePoint Team Services integration	X		
Instant messaging	X		

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program offers the best calendar capabilities for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003.

Calendar Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Calendar views of different time periods	X	X	X
Calendar preferences	X	X	X
Side-by-side viewing of multiple calendars	X		
Meeting reminders (minutes, hours, or days in advance)	X	X	
Color individual or recurring appointments	X		
Notification of adjacent or conflicting appointments	X		
Lunar calendar support	X		
Offline use of calendar	X		

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program offers the best Address Book and global address list (GAL) features for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003.

Address Book and GAL Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
<b>Address Book</b>	X	X	X
<b>Browsable GAL</b>	X		
<b>Access to general GAL properties (name, address, phone)</b>	X	X	X
<b>Access to advanced GAL properties (organization chart, distribution list memberships)</b>	X		
<b>Synchronized offline GAL</b>	X		

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program offers the best meeting scheduling capabilities for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003

Meeting Management Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Plan a face-to-face meeting	X	X	X
View other user's free and busy information	X	X	X
Propose New Time	X		
Appointments summarized in Outlook Today	X		
Invoke calendar from meeting request to see full schedule	X	X	X
Include attachments in appointments and meeting requests	X	X	X
Insert e-mail messages as attachments in appointments and meeting requests	X		
Create a Meeting Workspace in a meeting request	X		
Track acceptance of attendees to a meeting	X		
Attendee list visible to all attendees	X		
Send or receive requests over the Internet as calendar attachments	X		
Publish and retrieve free and busy information to the Internet with iCalendar subset	X		

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## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Meeting Management Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Advanced, automatic meeting request processing options	X		
Plan online meeting (Microsoft NetMeeting®)	X		
Exchange conferencing	X		
Use Address Book to pick attendees	X	X	X
Free and busy view	X	X	X
Forward or reply to a meeting request	X	X	X
All-day events	X	X	X

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program offers the best contact management features for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003.

Contact Management Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Business Contact Manager	X		
Contact picture	X		
Use e-mail properties to add Contacts data	X	X	
Use contact information in mail merge	X		
Contact activity tracking	X		
View by company	X	X	X
Print address cards	X		
Important dates (birthdays and anniversaries) in Contacts listings	X		
Exchange virtual business cards (vCards)	X		
Shared contacts	X		
View contacts by follow-up flag	X	X	
Internet addresses listed in Contacts	X	X	X
Multiple addresses in Contacts items	X	X	X
Add and edit contacts	X	X	X
Send new message to contact	X	X	X
More than one physical and e-mail	X	X	X

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**Feature Comparison between Outlook 2003  
 and Outlook Web Access 2003**

Contact Management Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
address listed in Contacts			



## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program offers the best task management features for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003.

Task Management Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Create and manage tasks	X	X	X
Create task from e-mail message	X		
Simple and Detailed task views	X	X	X
View tasks by category	X		
View by active/completed/overdue status	X	X	X
Edit tasks in view	X		
Task reminders	X	X	
Task requests and tracking	X		
Tasks timeline view	X		
TaskPad view in Calendar	X		

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program offers the best client services for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003.

Client Services	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Alerts	X		
Outlook Custom Installation Wizard	X		
Out of Office Assistant	X	X	X
Recover Application	X		
Read-only Delegate Access to messages and other information	X	X	X
Editable Delegate Access of messages to other accounts	X		
AutoCreate	X		
Import and export files	X		
Client-side Setup Wizard	X		
Lunar calendar support	X		
Outlook Hotmail® support	X		
Custom forms	X		
Consolidated offline settings	X		
Support for IMAP4, POP3, and SMTP	X		

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program offers the most comprehensive security and content management features for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003.

Security and Content Management Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Information rights management	X		
Junk E-Mail Filter lists	X		
Junk E-Mail folder	X	X	X
Trusted Senders and Trusted Recipients lists	X	X	X
Block external content	X	X	X
Block attachments	X	X	X
Antivirus enhancements	X		
Digital signature	X	X <sup>1</sup>	
Digital encryption	X	X <sup>1</sup>	
Single sign-on	X	X <sup>2</sup>	
Certificate management	X		
Kerberos authentication	X		
Automatic logging off after inactive period		X <sup>3</sup>	X <sup>3</sup>
Journal	X		
Notes	X		

<sup>1</sup> You must install the Outlook Web Access S/MIME control to use this features.

<sup>2</sup> Single sign-on requires direct connection to Outlook Web Access on the mailbox server with NT LAN Manager enabled and running Exchange.

<sup>3</sup> Forms-based authentication must be enabled before you can automatically log off.

## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Use the table on this page to find out which Microsoft personal information manager and communication program has the best performance for your enterprise communications and data management needs.

**Note** For Microsoft Office Outlook® Web Access, you must run Exchange Server 2003

Performance Optimizing Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Integration with SharePoint Portal Server	X	X	X
Microsoft Office Live Communications Server 2003 integration	X		
Cached Exchange mode	X		
Intelligent connectivity	X		
Remote procedure call connectivity to Exchange (RPC over HTTP)	X		
Synchronization groups	X		
Background synchronization of local and server folders	X		
Differential, offline Address Book synchronization with server	X		
Incremental change synchronization	X		
Smart change synchronization	X		
Presynchronization reporting	X		
Offline synchronization	X		
Buffer packing	X		
MAPI compression	X		

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## Feature Comparison between Outlook 2003 and Outlook Web Access 2003

Performance Optimizing Features	Outlook 2003	Outlook Web Access Premium	Outlook Web Access Basic
Skip bad items	X		
Outlook performance monitoring	X		
Unicode .pst support	X		
Cancel request to server	X		
Send and Receive groups	X		
LDAP support and default list	X		

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