

User Default Settings Worksheet

As part of your company's onboarding process, you have the ability to define 100+ options for general features and preferences. Setting a custom profile ensures that each time a new user is added, they will automatically receive all of settings that you determine as default for the company – which makes onboarding new users fast and easy. One custom default profile is permitted per domain.

The following worksheet is pre-filled with VO's default settings. Please review and modify as necessary to meet your requirements. If you do not make a change, the default setting(s) shown will apply. Please return this worksheet along with your Onboarding Questionnaire.

Company Name:

Primary Contact:

Name: _____

Email: _____

Phone: _____

Major Features

Major Features

Mail
Address Book
Calendar
Tasks
Documents
Briefcase
Instant Messenger
Preferences

General Features

Tagging
Sharing
Change password
Change UI themes
Manage Programs
HTML compose
Global Address List access
Autocomplete from GAL
Import/Export

Mail Features

Message priority
Flagging
IMAP access
POP3 access
External IMAP access
External POP access
Allow the user to specify a forwarding address
Conversations
Mail Filters
Out of office reply
New mail notification
Allow the user to set mail polling interval
Persona
Enable read receipts

Calendar Features

Group calendar

Briefcase Features

Spreadsheets
Presentations
Documents

IM Features

Instant Notifications
Search Features
Advanced search
Saved searches
Initial search preference

Preferences

General Options

Login using:

Show search string

Initial mail search:

Show IMAP search folders

Enable keyboard shortcuts

Display a warning when users try to navigate away from VO

Display a warning when administrators try to navigate away from VOfficeGlobal Administration Console

Show selection checkbox for selecting email, contact, voicemail items in a list view for batch operations

Automatically login to instant messaging services

Index Junk Messages

Language:

For Standard (HTML) Client

Maximum number of items to display per page:

Number of items to display per page:

Mail Options

View mail as HTML (when possible)

Display external images in HTML mail

Group mail by:

Default Charset for mail composing and parsing:

Receiving Mail

Play a sound when a message arrives (requires QuickTime or Windows Media plugin)

Highlight the Mail tab when a message arrives

Flash the browser title when a message arrives

Polling interval (time after which to check for new mail):

Minimum mail polling interval:

Out of office cache lifetime:

Send read receipts:

Sending mail

Save to sent

Allow sending email from any address

Always compose in new window

Always compose mail using:

Default font family of html mail editor:

Default font size of html mail editor:

Default font color of html mail editor:

Reply/forward using format of the original message

Enable mandatory spell check

Maximum length of mail signature:

Address Book Options

Enable automatic adding of contacts

Use the GAL when autocompleting addresses

Contacts per page:

Calendar Options

Time zone:

Number of minutes before an appointment to show reminder:

Initial calendar view:

First day of week:

Default appointment visibility:

Use iCal delegation model for shared calendars for CalDAV interface

Enable past due reminders

Enable toaster notification for new mail

Allow sending cancelation email to organizer

Automatically add invites with PUBLISH method

Automatically add forwarded invites to calendar

Flash browser title on appointment reminder

Enable audible appointment notification

Auto-decline invites from users who are denied from inviting this user

Automatically add appointments when invited

Notify of changes made via delegated access
Always show the mini-calendar
Use the QuickAdd dialog when creating new appointments
Show time zone list in appointment view

Advanced

Attachment Settings

Disable attachment viewing from web mail UI
Attachments can be viewed in HTML only
Attachments can be viewed in their original format only
Attachments can be viewed in HTML and their original format
Enable Attachment indexing

Quotas

Limit user-specified forwarding addresses field to (chars):
Maximum number of user-specified forwarding addresses:
Account quota (MB):
Maximum quota (MB) administrator can specify:
Maximum number of contacts allowed in address book:
Percentage threshold for quota warning messages (%):
Minimum duration of time between quota warnings:
Quota warning message template:

Password

Note: These settings do not affect the passwords set by users in domains that are configured to use external authentication.

Password locked

Minimum password length:

Maximum password length:

Minimum upper case characters:

Minimum lower case characters:

Minimum punctuation symbols:

Minimum numeric characters:

Minimum password age (Days):

Maximum password age (Days):

Minimum number of unique passwords history:

Failed Login Policy

Enable failed login lockout

Number of consecutive failed logins allowed:

Time to lockout the account:

Time window in which the failed logins must occur to lock the account:

Timeout Policy

Admin console auth token lifetime:

Auth token lifetime:

Session idle timeout:

Email Retention Policy

Note: These settings will not have effect if VOfficeGlobal Mail Sleep Purge Interval is disabled in either the server or global config.

E-mail message lifetime :

Trashed message lifetime:

Spam message lifetime:

Free/Busy Interop

O and OU used in legacyExchangeDN attribute: