

Outlook 2010 People Pane Security Info

Did you know that if you have used your VetMed e-mail address to create a social networking account that your information could be displayed to other users through the outlook social networking feature built into Outlook 2010? Even if you are not "Friends" with someone and they connect to Facebook or another Social Networking provider through Outlook they will see your Facebook photo and possibly your Facebook wall posts.

To prevent this from happening you need to change your e-mail address in Facebook and all other Social Networking Providers to a personal e-mail address. Please contact the support staff of the social networking provider if you need assistance with this.

Outlook 2010 People Pane FAQ's

Please send any additional questions to network@vet.k-state.edu

1. Why do I see images for VetMed users in the People Pane?
 - A. The images you see are mainly badge images or profile images that were taken here at VetMed. It is an address book link to the image in active directory. They are part of your address book and a user has to be a member of our network in order to have this address book.
2. Are these images sent with my e-mail messages?
 - A. No – no images are sent with your e-mail messages unless you attach them yourself. The images that you see in the people pane come up when you are reading a message from a user in the global address book. The address book sees that you have a contact for that person and brings up the contact information for them. This not only includes the picture from active directory, but it also your previous e-mail and meeting list associated with this person, news and rss feeds associated with this person, attachments that you have received from this person, and any social networking status updates submitted by this person from the e-mail address they are using for your communication.
3. Can I turn the People Pane off?
 - A. Yes you can. In Outlook 2010 click on View / Find the People Pane Section and click on People Pane / Click on OFF
4. If I turn the People Pane off will other users still be able to see my information?
 - A. Yes they will – it is part of their address book. Turning the people pane off is simply a cosmetic change you have made to your outlook window.
5. Some of my contacts do not have an image – Can I add one to them?
 - A. Yes you can. Open the contact card for that user by clicking on contacts and then double click on the contact to open it. Double click on the photo area and it will open up the option to add a picture. You can add any bmp, tiff, jpeg or many other file types for your image. This image is in your contacts and is

for your reference so feel free to be creative. You cannot add an image to the Global address book, so once you add your own image to the contact it will be saved in your personal contact list.

6. I see a Facebook image, but not the VetMed image – Where is the VetMed image?
 - A. It is possible that there is not a VetMed image there yet, so the default image will be the Facebook image the user may have. In the people pane the user's image should have a double arrow at the bottom of it when you click on the photo. You can use these arrows to go back and forth between your contact images for that user. If the sender has a personal contact photo in your personal address book, a photo in your exchange address book, and a Facebook photo then you should be able to scroll through all three in your people pane. The Exchange photo is the default photo if it is present.

7. Can I change my Exchange address book photo?
 - A. Yes you can. Set up a time with Dave Adams and have him re-take your photo. We all change over the years, so the photos on your badge should change every now and then too. Dave would love to hear from you – send him a message and try to set up a time.

8. Can I remove my image from the exchange address book?
 - A. Yes you can – just send a message to network@vet.k-state.edu and ask for it to be removed. It will take several hours for it to be updated in everyone's address book, but it will eventually be synchronized completely. We cannot remove any other photos that a user has created for you in their contacts however.

9. Can I see the contact images from Exchange in Outlook 2007?
 - A. No – the Contact links to Active Directory images only works in Outlook 2010. The Social Networking option is only available in Outlook 2010 as well. Please be aware that if you have used a VetMed e-mail address to sign up for a Social Networking site that your information could still be available to anyone within the college who has Outlook 2010 – even if you don't.