



# **Copernic Desktop Search Corporate**

## GPO configurable options

Revision – 1.0.0.10 - Modified on Tuesday, November 22, 2011  
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## Introduction

This document lists *Copernic Desktop Search - Corporate* settings that can be configured using group policies.

CDS supports group policies for a subset of its settings to give more control to network administrators over the behavior of the application.

Under each section, you will find a list of settings that can be controlled with group policies and that are defined in the .adm file for CDS.

## Installation settings

The installation settings determine the behavior that the Desktop Search tool will adopt during installation. They also include general installation information.

### ***Silent Initial Setup***

When installing CDS for the first time, the user can decide to use the default configuration or change the configuration to their liking.

Enabling this policy silently configures the initial setup when user starts the application for the first time. This forces users to use the default configuration.

### ***Serial Number***

Copernic Desktop Search - Corporate requires users to register their copy by entering a serial number during installation. This serial number is provided at purchase time.

In order to deploy CDS-CE in a corporate environment on multiple computers, the Serial Number GPO setting gives the administrator the possibility of assigning the same serial number to a group of computers. Make sure to follow the allowed number of licenses for each serial number.

NOTE: The complete serial number, including dashes, must be entered to be valid.

### ***Index all Outlook stores***

By default, Copernic Desktop Search will select the most common Outlook stores for indexing at installation.

In order to select every store from the users' Outlook profile, enable this policy. Once CDS is installed, it will index every email from all stores available in the user's Outlook profile.

## General options settings

The general options settings can be found in the General tab of the Options window. These settings can be turned ON or OFF, depending on the desired behavior of the Desktop Search tool.

### *Search Options*

#### **Perform Last Query on Category Change**

The Desktop Search tool may use the query term in the search field to perform a search when the user changes category in the main window.

Activating this policy will set the option so the Desktop Search tool automatically queries the indexing service when changing category, if the query search box isn't empty.

#### **Activate Select First Result**

Activating this policy will ensure that the desktop search automatically selects the first search result in the result list after a query is launched.

When this is enabled, the desktop search will automatically select the first result and load a preview in the preview pane.

#### **Show Results When No Query**

Enabling this option will ensure that the desktop search displays all items from the search category when the search box is empty.

When opening the tool and when changing category, the desktop search will automatically launch a query that is equal to “@all”.

#### **Activate Query Completion**

Enabling this policy will enable the desktop search to suggest words similar to what is being typed in order to help complete the query (applies to Refine Search fields only). The suggestions are based first, on the search history and second, on the index content, to provide the most complete list of suggestions.

#### **Activate Query Correction**

Activating this policy will enable the desktop search to suggest alternative search queries to misspelled words (*Did you mean*). The suggestions are based on words found in the index content and that are similar to the one typed.

#### **Show text labels on toolbar buttons**

Activating this policy will ensure that the labels on the category buttons of the main window are visible.

Disabling this policy will hide the text labels on the category buttons, leaving only the icons.

#### **Remember Search Terms**

Enabling this policy will ensure that the last ten keywords that were typed in the main window's search box will be remembered (Search History).

## ***Additional Options***

### **Web Help URL**

When clicking on the help menu item or F1 key, a URL is called in order to display the help page. This policy lets network administrators set the desired URL for the help contents.

By default, help pages are installed with Copernic Desktop Search - Corporate and this URL points to the local help files.

### **Send Feedback URL**

This is the URL used to provide users a mean to send feedback about the software. By providing a URL with this policy, a menu item will be added in the application's Help menu allowing users to browse to the given URL.

### **Home Page URL**

This is the URL used to link to the application's home page. By providing a URL with this policy, a menu item will be added in the application's Help menu allowing users to browse to the given URL.

### **Home Page Caption**

Specify the caption of the programs home page menu item.

### **Online Support URL**

This is the URL used to link to an online support Web page. By providing a URL with this policy, a menu item will be added in the application's Help menu allowing users to browse to the given URL.

### **Welcome Page URL**

In order to welcome users to the application, a welcome page may be displayed after installation. By default, no welcome page is displayed, but by providing a URL with this policy, a welcome page will be displayed in the browser after installation.

NOTE: Welcome page will not be displayed if initial setup is set to be silent using the policy "Silent Initial Setup".

### **Upgrade Page URL**

After an upgrade installation, a page may be displayed to inform users of the new version or new features. By default, no upgrade page is displayed, but by providing a URL with this policy, an upgrade page will be displayed in the browser after installation.

NOTE: Upgrade page will not be displayed if installation is set to be silent using the policy "Silent Initial Setup".

### **Custom configuration folder location**

With Copernic Desktop Search - Corporate comes a Customization kit that enables administrators to add Web shortcuts in CDS. These shortcuts will appear as tabs in CDS' category toolbar or as links in the deskbar.

When a custom configuration is generated with the Customization kit, it can be exported to a specific location. This location can be a network drive.

Setting this policy to the path to where the custom configuration files are stored will enable CDS to fetch the new configuration automatically. It will periodically check for updates or changes in the specified folder in order to stay up-to-date with the latest custom configuration.

Important notes:

- The configuration file must be named UIConfig.xml
- The group Policy "Custom configuration folder location" must only provide the path to the directory in which the file UIConfig.xml can be found. Do not insert the file name in the path.

## Display Settings

### Hide Desktop Categories

By default, CDS shows a list of categories to search from: All, Emails, Files, Music, Pictures, Videos, Contacts, Favorites and History.

Using GPO, categories can be hidden in the interface so users won't be able to search from them. This can be done using this policy..

Activating this policy hides the specified desktop search categories in the application window and the options window. Items in these categories are no longer indexed. Default category names for Copernic Desktop Search - Corporate are: All, Emails, Files, Music, Pictures, Videos, Contacts, Favorites, History.



## Email Indexing Options

### Block Microsoft Outlook Indexing

Copernic Desktop Search is able to index Microsoft Outlook email items. Outlook indexing can be blocked by enabling this policy.

### Block Outlook Express Indexing

Copernic Desktop Search is able to index Microsoft Outlook Express email items. Outlook Express indexing can be blocked by enabling this policy.

### Block Thunderbird Indexing

Copernic Desktop Search is able to index Thunderbird email items. Thunderbird indexing can be blocked by enabling this policy.

### Block Eudora Indexing

Copernic Desktop Search is able to index Eudora email items. Eudora indexing can be blocked by enabling this policy.

### Block Windows Mail Indexing

Copernic Desktop Search is able to index Microsoft Windows Mail email items (Vista Only). Windows Mail indexing can be blocked by enabling this policy.

### Block Microsoft Outlook Calendar Indexing

Copernic Desktop Search has the ability to index Calendar items from Microsoft Outlook.

Enabling this policy will prevent indexing Calendar items and block the possibility of enabling it by the user.

### Block Microsoft Outlook Tasks Indexing

Copernic Desktop Search has the ability to index tasks from Microsoft Outlook.

Enabling this policy will prevent indexing tasks and block the possibility of enabling it by the user.

### Block Microsoft Outlook Notes Indexing

Copernic Desktop Search has the ability to index notes from Microsoft Outlook.

Enabling this policy will prevent indexing notes and block the possibility of enabling it by the user.

### Block Outlook Indexing On Server

CDS can index Outlook messages, whether Outlook is set in Cached Exchange Mode or not. If Outlook is not set to Cached Exchange Mode, CDS will monitor the emails directly from the server.

Enabling this policy will block CDS from indexing emails directly from the server. If Outlook is not set to Cached Exchange Mode, indexing will not take place.

### Block Network PST Indexing

CDS can index Outlook PST files, stored locally or on a network drive. Enabling this policy will block the possibility of indexing PST files that are stored on a network drive.

## **Block Lotus Notes Indexing**

Copernic Desktop Search has the ability of indexing Lotus Notes emails and attachments. Indexing Lotus Notes content can be blocked by enabling this policy.

## **Block Lotus Notes Indexing On Server**

Enabling this policy will block CDS from indexing Lotus Notes emails directly from the server. Emails that are not stored locally will not be indexed.

## File and Folder Settings

### Block Indexing of Network Drives

By default, it is possible to add network drives in the list of folders to index in CDS.

It is possible to prevent the indexing of network drives by enabling this policy.

Enabling this policy will block the indexing of network drives.

### Block Indexing of Specific Network paths

By default, there is no limitation to the network paths that can be added in the list of folders to index.

This policy gives the possibility of blocking specific network paths from being indexed.

When enabling this policy, it is possible to add paths in the text field which will prevent users from adding them in the list of folders to index.

Separate the paths with a comma ','.

Ex.: \\svr-server1, \\svr-server2

### Add Specific Folders to Index

CDS has a default list of folders to index.

It is possible to add folders to the default list using this policy.

Enabling this policy will add the specified folders to the list of folders to index. All file types recognized by the Desktop Search tool that are found in this folder will be indexed.

Separate folders with a comma ','.

Ex.: c:\test,\\svr-server1\folder

### Add Specific Folders to Index as Documents

When adding a folder to index in the Desktop Search tool, it is possible to indicate the file types to index from the specified folder.

Enabling this policy will indicate that only the Documents from the specified folders are to be indexed.

Adding the same folder in more than one policy (ex.: Add as Documents and Add as Music) will ensure that both file types are indexed, but not the other file types.

Separate folders with a comma ','.

Ex.: c:\test,\\svr-server1\folder

### Add Specific Folders to Index as Pictures

When adding a folder to index in the Desktop Search tool, it is possible to indicate the file types to index from the specified folder.

Enabling this policy will indicate that only the Pictures from the specified folders are to be indexed.

Adding the same folder in more than one policy (ex.: Add as Documents and Add as Music) will ensure that both file types are indexed, but not the other file types.

Separate folders with a comma ','.

Ex.: c:\test,\\svr-server1\folder

## **Add Specific Folders to Index as Music**

When adding a folder to index in the Desktop Search tool, it is possible to indicate the file types to index from the specified folder.

Enabling this policy will indicate that only the Music from the specified folders are to be indexed.

Adding the same folder in more than one policy (ex.: Add as Documents and Add as Music) will ensure that both file types are indexed, but not the other file types.

Separate folders with a comma ','.

Ex.: c:\test,\\svr-server1\folder

## **Add Specific Folders to Index as Videos**

When adding a folder to index in the Desktop Search tool, it is possible to indicate the file types to index from the specified folder.

Enabling this policy will indicate that only the Videos from the specified folders are to be indexed.

Adding the same folder in more than one policy (ex.: Add as Documents and Add as Music) will ensure that both file types are indexed, but not the other file types.

Separate folders with a comma ','.

Ex.: c:\test,\\svr-server1\folder

## **Add Specific Folders NOT to Index**

By default, there is no limitation to the folder paths that can be added in the list of folders to index.

This policy will give the possibility of blocking specific folder paths from being indexed.

When enabling this policy, it is possible to add paths in the text field so they will be blocked from indexing.

Separate the paths with a comma ','.

Ex.: C:\Program Files, D:\

## **Don't Use Default Folders to Index**

By default, the Desktop Search tool has a list of folders to index (see the default list in Copernic Desktop Search).

It is possible to remove this default list by enabling this policy.

When Enabled, the desktop search will not use its default folders list. The administrator can use the other policies to add or block folders and network paths for indexing.

## Freeze the File Indexing Panel for Users

In the Desktop Search's options window, there is a panel that allows modifying the list of folders to index.

Using this policy gives the administrator the possibility of blocking changes to this panel.

When enabled, users won't be able to modify the folder list.

## Add My Documents to Index

When enabling the Policy "Don't use default Folders to Index", the Folders list will be empty. The default list contains some special folders like My Documents and Desktop. Those are not indexed anymore when the list is emptied.

Enabling the "Add My Documents to index" policy will enable the administrator to add the user's My Documents folder to the folders to index.

The tool will then automatically fetch the path to the user's My Documents folder and add it to the folder list.

## Add the Desktop to Index

When enabling the Policy "Don't use default Folders to Index", the Folders list will be empty. The default list contains some special folders like My Documents and Desktop. Those are not indexed anymore when the list is emptied.

Enabling the "Add the Desktop to Index" policy will enable the administrator to add the user's Desktop folder to the folders to index.

The tool will then automatically fetch the path to the Desktop folder.

## Other Content Settings

### ***Contacts***

#### **Block Microsoft Outlook Contacts Indexing**

By default, users can select to index Microsoft Outlook contacts. Enabling this policy will block the possibility of indexing Microsoft Outlook contacts.

#### **Block Windows Address Book Indexing**

By default, users can select to index the Windows Address Book. Enabling this policy will block the possibility of indexing the Windows Address Book.

#### **Block Thunderbird contacts Indexing**

By default, users can select to index Thunderbird contacts. Enabling this policy will block the possibility of indexing Thunderbird contacts.

#### **Block Global Address List Contacts Indexing**

By default, CDS is set to index the contacts from the Global Address List (GAL).

Enabling this policy will block the possibility of indexing GAL contacts.

#### **Block Lotus Notes Contacts Indexing**

By default, users can select to index Lotus Notes contacts. Enabling this policy will block the possibility of indexing Lotus Notes contacts.

### ***Favorites***

#### **Internet Explorer favorites**

By default, users can select to index Internet Explorer favorites. Enabling this policy will block the possibility of indexing Internet Explorer favorites.

#### **Firefox favorites**

By default, users can select to index Firefox favorites. Enabling this policy will block the possibility of indexing Firefox favorites.

### ***History***

#### **Internet Explorer history**

By default, users can select to index Internet Explorer history. Enabling this policy will block the possibility of indexing Internet Explorer history.

#### **Firefox history**

By default, users can select to index Firefox history. Enabling this policy will block the possibility of indexing Firefox history.

## Integration settings

### Open the main window shortcut

This policy can be used to specify the letter the user must press in combination with the Windows key to open the main window. This letter must be between A and Z.

NOTE: If the letter used is already set to be used by another software tool, this setting will have no effect.

### Search from the deskbar shortcut

This policy can be used to specify the letter the user must press in combination with the Windows key to put the focus and search from the deskbar. This letter must be between A and Z.

NOTE: If the letter used is already set to be used by another software tool, this setting will have no effect.

### Number of results displayed per category in the deskbar

This policy can be used to specify the number of results the user will see per category in the deskbar. A number from 1 to 999 must be used.

## **Indexing and performance**

The performance options are available in order to provide the best user experience while using the Desktop Search tool.

### ***On The Fly Indexing***

#### **On The Fly File Indexing**

Activating this policy will ensure that the desktop search constantly monitors the computer to index new or modified files in real time, without waiting for the scheduled indexing.

#### **On The Fly Outlook Indexing**

Activating this policy will ensure that the desktop search constantly monitors your computer to index new or modified emails in real time, without waiting for the scheduled indexing.

#### **On The Fly Lotus Notes Indexing**

Activating this policy will ensure that the desktop search constantly monitors your computer to index new or modified emails from Lotus Notes in real time, without waiting for the scheduled indexing.

NOTE: Lotus Notes must be open for the Desktop Search tool to monitor the incoming emails.

### ***Indexing performance***

#### **Suspend Indexing when user uses computer**

If active, this option will ensure that the desktop search does not index while the user uses the computer (mouse move/keyboard strokes), to enhance user experience.

The desktop search resumes its indexing when a specified idle time is reached.

If disabled, the desktop search will index even while the user uses his computer.

#### **Suspend Indexing when CPU is HIGH**

If active, this option will ensure that the desktop search does not index while the CPU usage is high, to enhance user experience.

It is possible to specify a delay during which the indexing process will stay idle. When the specified time is elapsed, the indexing resumes.

If disabled, the desktop search will try to index even while the CPU is highly used.

#### **Suspend when running on batteries**

In order to enhance the user experience and prevent high battery usage, enabling this policy will suspend indexing when running on batteries (eg: laptop).

### ***Scheduled indexing settings***

Scheduled indexing ensures that the desktop search updates its index at a specified time of day.



## Global Scheduled Indexing Setting

In CDS, the scheduled indexing can be set by default or have a custom setup. When a custom setup is used, the index refreshing time can be set for each document type.

Whether the scheduling is activated or completely blocked can be set with this policy.

Activating this policy allows the administrator to either configure each scheduled indexing setting separately or completely block the scheduled indexing. Note that this policy needs to be enabled for all other policies for scheduled updates to be taken into consideration.

When this policy is enabled, it is possible to leave the refresh intervals for the different sources to their defaults.

## Daily Refresh Time Setting

In CDS, it is possible to set a daily refresh time for the index to refresh itself.

This refresh time can be set using this policy.

Enabling this policy sets the daily refresh time for scheduled index updates.

## Specify refresh interval for each known source

In CDS, it is possible to set a time for index refreshing for each document type, when not using the default schedules.

Using GPO, the schedules for each document type can also be set individually. The list of document types that can have a separate scheduled update is the following:

- Documents
- Music
- Pictures
- Videos
- Outlook calendar
- Outlook notes
- Outlook tasks
- Outlook Mails
- Outlook Express
- Thunderbird Mails
- Eudora Mails
- Lotus Notes Mails
- Outlook contacts
- Windows Address Book (WAB)
- Global Address List (GAL)
- Lotus Notes contacts
- Internet Explorer History
- Mozilla History
- Firefox History
- Netscape History
- Internet Explorer Favorites
- Mozilla Favorites
- Firefox Favorites
- Netscape Favorites
- Thunderbird Contacts

Enabling these policies sets the interval of the scheduled index updates for the associated document type.

## Advanced settings

### ***Files Extensions settings***

The Desktop Search tool has a default list of file extensions to index. If more extensions are needed or some of them are to be removed, the following policies can be used.

#### **Specify File Extensions to be Indexed as...**

In CDS it is possible to add file extensions to index through the options window.

Some policy values enable the administrator to force indexing of specific types of files by entering file extensions in the extensions list.

This means that the Desktop Search will index files that end with any of the specified file extensions.

Files with the given extensions may be indexed as a specific type. To do so, use the appropriate policy between:

- ExtensionsToIndexAsDocument\_Policy: indexed as text
- ExtensionsToIndexAsFileName\_Policy: indexed as reference
- ExtensionsToIndexAsPicture\_Policy: indexed as picture content
- ExtensionsToIndexAsMusic\_Policy: indexed as music content
- ExtensionsToIndexAsVideo\_Policy: indexed as video content

#### **Specify File Extensions That Won't Be Indexed**

In CDS it is possible to add file extensions to index through the options window. By default, there is no restriction for any file type.

This policy enables the administrator to restrict indexing of specific types of files by entering file extensions in the list not to index.

This means that Copernic Desktop Search will not index files that end with any of the specified file extensions.

## ***Advanced***

### **Load Service at Windows Startup**

By default, CDS loads automatically at Windows' startup and is available in the system tray. If any indexing needs to be done, it will begin as soon as it is loaded.

Using this policy, it is possible to prevent CDS from loading at startup.

Setting this policy to Enabled, CDS' service will load at Windows startup. To prevent this behavior, set this policy to Disabled.

### **Find Whole Words Only**

This policy controls the possibility of searching for exact word matches. When this option is enabled search results do not include items where the query term is only a part of another term.

## Search as You Type

This policy controls the possibility of launching the search as the user types. When this option is enabled, results may start to appear even if the user has not finished typing.

## Maximum File Size for Content Indexing

This policy controls the maximum file size for content indexing. Files larger than the indicated size will only be indexed as reference (File Name).

## Enable Logging

CDS can store indexing information in a log file. It only stores Copernic Desktop Search's own indexing activity, not your computer's or search related information. This is used for customer support purposes and shouldn't be enabled.

This policy controls whether the tool can perform error logging or not.

## Disable Result Tooltips

After a search is performed, a result list is displayed in the result view. Each result can display its metadata in a tooltip when the mouse cursor is paused over them. Enabling this policy will ensure that no tooltip is displayed for results displayed in the result view list.

## Expand Groups of Search Results

When a search is performed, results are displayed into groups. When this option is enabled, groups of results are automatically expanded so users can see all the results directly.

This policy gives the possibility to control whether the result groups are expanded or not.

## Change User Data Folder

The user data folder for CDS is the folder where the index is stored.

The path to the data folder can be set using this policy.

Activating this policy moves the user data folder to the specified folder. If the user has already installed the application, the previous index will be lost and a new one will be created in the specified folder. When this policy is activated, the Folder field cannot be left blank.

Warning: While it is possible to change the user data folder to a network drive, it is strongly recommended to keep the data folder on the local computer to prevent index issues.

## Intranet Tab settings

When installing the Desktop Search tool with the normal installer, the Intranet tab will not be visible. This tab can only be activated using the GPO policies. The following policies are the settings to be used for setting up the Intranet tab as desired.

### ***Enable Intranet tab (Web Browser)***

Enabling this policy will add the Intranet tab into the Desktop Search tool.

When activated, the Intranet tab is available in the main window's toolbar.

In the deskbar, Intranet search will be possible through the Intranet link that is automatically added in the Web search links at the bottom of the deskbar view.

### ***Intranet title***

This policy lets the administrator set the desired name to the Intranet tab in the Desktop Search tool. This name will be displayed as the tab's label.

When enabling this policy, the title value is required. If the Intranet tab is enabled, but this policy is left disabled, the Desktop Search tool will use the default value.

Default value = "Intranet".

### ***Icon of Intranet Tab***

A default icon for the Intranet tab is provided with the Desktop Search tool.

When enabling this policy, the administrator must provide a path to the new icon to use on the Intranet tab. Leaving this policy disabled will let the tool use its default icon.

Note: the icon must be of type ".ico".

### ***Show Address Bar in Intranet tab***

Enabling this policy will make the URL Address Bar visible and accessible to users from within the embedded browser.

By default, the Intranet tab does not display the Address Bar.

### ***URL to Intranet home***

This policy needs to be set with the URL of the Intranet. This is the home page that will be displayed when the intranet tab is selected in the Desktop Search tool.

e.g.: `http://intranet`

### ***URL to Intranet Search***

This policy needs to be set with the Intranet Search Service URL. Adding this will enable the desktop search to launch searches within the intranet, using the Intranet's search service.

In the URL, a parameter for the query term must be provided so the tool can insert the query to use when launching the Intranet search service. This parameter can be anywhere in the URL.

e.g.: `http://intranet?search=%query%&param2=files& ....`

## **Throttling**

### **E-mail throttling delay**

This policy needs to be set to lower the traffic charge on the server by adding a delay between each item during the indexing process of e-mails over the network.

Delay, in milliseconds, between the indexation of two consecutive remote e-mails.

## **File throttling delay**

This policy needs to be set to lower the traffic charge on the server by adding a delay between each item during the indexing process of files over the network.

Delay, in milliseconds, between the indexation of two consecutive remote files.