



Getting Started

The Outlook Web Access Window



- 1. **Internet Explorer Name Bar** – contains all of the tools for use with Internet Explorer.
- 2. **Internet Explorer Standard Toolbar** – contains shortcuts for standard Internet Explorer actions and tools.
- 3. **Internet Explorer Address Bar** – contains the Web address of the current location.
- 4. **Folder Bar** – displays the current folder location.
- 5. **Navigation Pane** – contains shortcuts to folders and locations, as well as a hierarchical list of all folders.
- 6. **Outlook Web Access Toolbar** – contains shortcuts for standard Outlook Web Access actions and tools. Other toolbar elements depending on the current screen state.
- 7. **Reading Pane** – displays the contents of the selected e-mail message.
- 8. **View Pane** – displays the contents of the selected folder.

Note: You must have Internet Explorer 5.0 or later to access all of the features mentioned in this guide.

Using the Navigation Pane

The following locations are accessible from the Navigation Pane:

- **Folder** – the main e-mail area where you can read, compose, receive, and send e-mail.
- **Calendar** – the scheduling system where you can create and manage appointments and tasks.
- **Contacts** – the contact list where you can store and manage names, e-mail addresses, phone numbers, and other information about your contacts.
- **Tasks** – the task list where you can create, view, prioritize, and track tasks, as well as assign tasks to others.
- **Public Folders** – the shared information area where you can share data and post submissions for others to post, manage, or organize, to share.
- **Mailbox** – the folder list where you can create and view folders for managing your e-mail messages.
- **Options** – contains tools for customizing your Outlook Web Access features.

Note: Click the **Outlook Web Access** button on the Internet Explorer Standard toolbar to return from Outlook Web Access page.

Using the Reading Pane

The **Reading Pane** allows you to view your e-mail messages without opening a separate window.

- To change the location of the **Reading Pane**, click the arrow on the **Show/Hide Reading Pane** button on the toolbar and select **Right or Bottom** from the resulting menu.
- To turn off the **Reading Pane**, click the arrow on the **Show/Hide Reading Pane** button on the toolbar and select **Off** from the resulting menu.
- To move the **Reading Pane** panel to the left border (right-click on top border) (bottom) area of the **Reading Pane**, click the pointer location a double-headed arrow \leftrightarrow , click and drag the border to move.

Note: To change **Reading Pane** options, click the **Options** shortcut in the **Navigation Pane**. Scroll down to the **Reading Pane Options** section and make desired settings. Click the **Save and Close** button when you are finished.

Creating a New Folder

1. In the **Navigation Pane**, right-click the folder you want to place the new folder in, and select **New Folder** from the popup menu.
2. Enter a name for the folder in the **Name** box.
3. Click the down arrow on the **Folder position** list and select the type of contents the folder will contain.
4. Click the **OK** button.

Moving and Copying Items

1. Select the item that you want to move or copy.
2. Click the **New/Move** button on the toolbar.
3. Select a location to move or copy the item to.
4. Do one of the following:
 - To move the item to another location, click the **Move** button.
 - To copy the item to another location, leaving the original in its current location, click the **Copy** button.

Searching Folders

1. Select the folder you want to search.
2. Click the **Search** button on the toolbar.
3. (Optional) To search the subfolders of the selected folder, check the **Search Subfolders** box.
4. Enter a word or phrase in the **Look in the Subject for these messages** box. (Enter the word or phrase in quotation marks to find exact results.)
5. (Optional) To search the message body, check the **Also search in message body** box.
6. (Optional) Enter a name in the **From or Sent To** box.
7. Click the **Find Now** button.
8. Double-click the message you want to view in the **Search Results** box.

Logging Off

Be sure to log off when you are finished with your Outlook Web Access session. This protects the security of your account, especially if you are working on a public workstation.

1. Click the **Log Off** button in the right corner of the toolbar.
 2. Click the **Close** button to close the browser window.
- Note:* To ensure that you are logged out, close all open Internet Explorer windows.

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