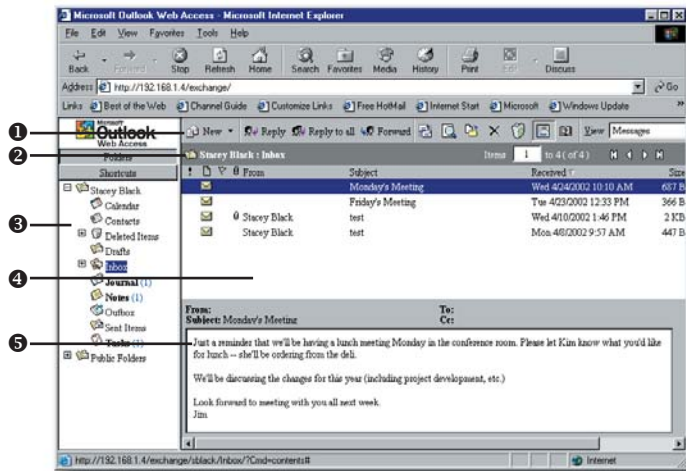




## Getting Started




### The Outlook Web Access Window

- 1 **Toolbar** – contains shortcuts for standard Outlook Web Access actions and tools.
- 2 **Folder Bar** – displays the current location in the folder hierarchy.
- 3 **Outlook Bar** – contains shortcuts to Outlook folders.
- 4 **Message List** – displays the contents of the active folder.
- 5 **Preview Pane** – displays a preview of the selected item.

## Folders

### Creating a Folder

1. Click the arrow on the **New**  button.
2. Select **Folder** from the resulting menu.
3. In the **Create New Folder** dialog box, enter a name for the new folder.
4. In the **Folder contains** drop-down menu, select the type of items the folder will contain (e.g. **Appointment**, **Contact**, **Journal**, **Mail**, **Note**, or **Task** items).
5. In the folder list, select a location for the new folder.
  - To make the folder a subfolder, select the folder you want the new folder to be located in.
  - To make the folder a main folder, click your user name, located at the top of the folder list.
6. Click the **OK** button when you are done.

*Note: You may need to refresh your browser window to see the new folder.*

### Deleting a Folder

1. To delete a folder, right-click the folder as it appears in the **Outlook Bar**.
2. Select **Delete** from the pop-up menu.
3. Click the **OK** button to confirm that you want to delete the folder.

### Moving a Folder

1. To move a folder, right-click the folder.
2. Select **Move** from the pop-up menu.
3. In the **Move/Copy Item** dialog box, click once on the folder you want to move the folder to.
4. Click the **OK** button. The folder will appear in its new location.


### Copying a Folder


1. To place a copy of a folder in a new location, right-click the folder.
2. Select **Copy** from the pop-up menu.
3. In the **Move/Copy Item** dialog box, click once on the folder you want to place a copy of the folder in.
4. Click the **OK** button. A copy of the folder will appear in the new location.


## Outlook Bar


Use the Outlook Bar to access your Outlook folders.


- To view your private and public folders in hierarchical format, click the **Folders** tab.
- To view shortcuts to your personal folders, click the **Shortcuts** tab.


 **Calendar** – the scheduler/planner where you can create and make changes to appointments.


 **Contacts** – the contact list where you can store names, e-mail addresses, phone numbers, and other personal information.


 **Deleted Items** – stores items you have deleted until you empty the folder.


 **Drafts** – stores messages you have saved, so you can finish and send them at a later time.


 **Inbox** – contains messages you have received.

 **Journal** – enables you to store information about activities, such as phone calls or meetings.

 **Notes** – enables you to post notes, or reminders, for yourself.

 **Outbox** – contains messages that are waiting to be sent.

 **Sent Items** – contains copies of messages you have sent.

 **Tasks** – enables you to post and track personal tasks.