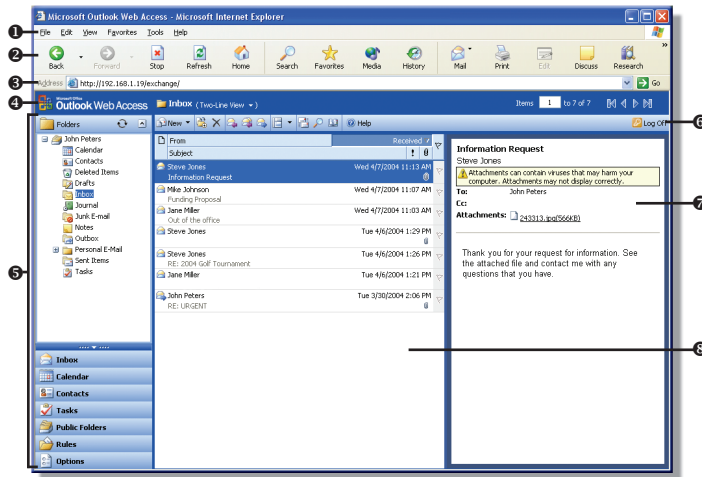




Getting Started

The Outlook Web Access Window



- 1 **Internet Explorer Menu 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. (*This toolbar changes depending on the current section view.*)
- 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 5.01 or later to access all of the features contained in this guide.

Using the Navigation Pane

The following locations are accessible from the **Navigation Pane**:

- **Inbox** – the main e-mail area where you can read, compose, receive, and send e-mail.
- **Calendar** – the scheduler/planner 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, sort, prioritize, and track tasks, as well as assign tasks to others.
- **Public Folders** – the shared information area where you can share files and post information for others in your workgroup or organization to view.
- **Rules** – the rules list where you can create and view rules to manage your e-mail messages.
- **Options** – contains tools for customizing your Outlook Web Access features.

*Note: Click the **Refresh** button on the **Internet Explorer Standard** toolbar to refresh your 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 resize the **Reading Pane**, point to the left border (**Right view**) or top border (**Bottom view**) of the **Reading Pane**. When the pointer becomes a double-headed arrow, click and drag the border to resize.

*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 selections. 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 pop-up menu.
2. Enter a name for the folder in the **Name** box.
3. Click the down arrow on the **Folder contains** box 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 **Move/Copy** 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 word(s)** box. (*Enclose 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 browser windows.