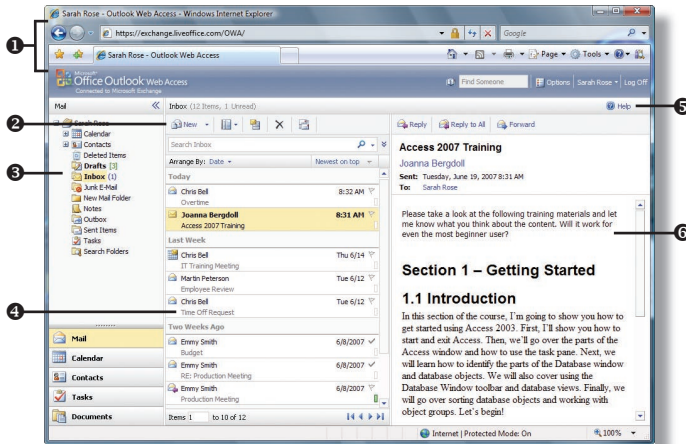




## Getting Started The Outlook Web Access Window



- 1 **Browser Toolbars** – allow the user to navigate in the browser.
- 2 **Outlook Web Access Toolbar** – contains shortcuts for standard Outlook Web Access actions and tools. (*This toolbar changes depending on the current section view.*)
- 3 **Navigation Pane** – contains shortcuts to folders and locations, as well as a hierarchical list of all folders.
- 4 **View Pane** – displays the contents of the selected folder.
- 5 **Folder Bar** – contains the current folder location.
- 6 **Reading Pane** – displays the contents of the selected e-mail message.

### Logging In

The login screen will appear when you access Outlook Web Access.

1. Do one of the following:
  - To open the session on a computer used by more than one person, select **This is a public or shared computer**.
  - To open the session on a private computer, select **This is a private computer**.
2. *Optional:* To open a faster, less secure Outlook Web Access client, check the **Use Outlook Web Access Light** box.
3. Enter your user name in the **Domain\user name** box.
4. Enter your password in the **Password** box.
5. Click the **Log On** button.

*Note: If you are using a web browser that is not Internet Explorer 6.0 or later you must log into the Outlook Web Access Light client.*

### Using the Navigation Pane

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

- **Mail** – the main e-mail area where you can read, compose, receive, and send e-mail.
- **Calendar** – the scheduler, or planner, where you can set and manage appointments and tasks.
- **Contacts** – contains your contact list where you can store names, e-mail addresses, and other information.
- **Tasks** – the task list where you can create and manage tasks.
- **Documents** – contains folders of shared documents.

*Note: To hide the Navigation Pane, click the **Expand/Collapse** button at the top of the pane.*

### Creating a New Folder

1. In the **Navigation Pane**, right-click the folder you want to place the new folder in and select **Create New Folder** from the shortcut menu.
2. Enter a name for the new folder.
3. Press the **Enter** key.

*Note: To rename a folder, right-click the folder and select **Rename** from the shortcut menu. Enter a new name for the folder and press the **Enter** key. Note that you cannot rename default folders.*

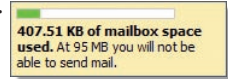
### Viewing Items

- To **hide the Reading Pane**, click the **Show/Hide Reading Pane** button on the toolbar and select **Off** from the resulting menu.
- To **change the location of the Reading Pane**, click the **Show/Hide Reading Pane** button on the toolbar and select **Right** or **Bottom** from the resulting menu.
- To **view Mail or Task items on a single line**, click the **Single Line** button on the toolbar.
- To **view Mail, Contact, or Task items on other pages**, click the **First Page**, **Previous Page**, **Next Page**, or **Last Page** button at the bottom of the **View** pane.

### Working with Mailbox Quotas **(NEW!)**

Your administrator will set the quota for your mailbox. To display your mailbox quota, place your mouse pointer over your mailbox name in the **Navigation Pane** and a box will appear to show you how much space you have left in the mailbox.

*Note: You will get a notification when the mailbox is close to being full.*



## Categories **(NEW!)**

### Assigning a Category to a Mail or Task Item

1. Click the **Category** button next to the item in the **View** pane.
2. Check the box next to the category or categories you want to assign to the item.

### Assigning a Category to a Calendar or Contact Item

1. Double-click the item to open it.
2. Click the **Categories** button on the toolbar.
3. Check the box next to the category or categories you want to assign to the item.

### Creating a New Category

1. Click the **Category** button next to the item in the **View** pane or click the **Categories** button on the toolbar of an open item.
2. Select **Manage Categories** from the resulting menu.
3. Click the **Create New Category** shortcut.
4. Click the arrow on the **Color** box and select a color from the resulting color palette.
5. Enter a name for the category in the **Category Name** box.
6. Click the **OK** button to close the remaining open windows.

*Note: To delete a category from the **Manage Categories** dialog box, select the category, click the **Delete Category** shortcut, and click the **OK** button to confirm deletion.*