

## OUTLOOK WEB ACCESS

With Microsoft Office Outlook Web Access, you can use a Web browser to access your Microsoft Exchange mailbox from any computer with an Internet connection. With this version of Outlook Web Access, you can do many of the things that you do with Microsoft Outlook such as sending and receiving messages, replying to messages, and inputting and revising Calendar and Tasks items.

### NAVIGATION PANE

The Navigation Pane is located next to the main window. It is made up of two areas:

- ✦ An expandable folder list that provides access to personal Microsoft Office Outlook Web Access folders and any other folders that are created.
- ✦ A set of buttons that provide one-click access to the Inbox, Calendar, Contacts, and Tasks plus other folders. The Options folder is used to set user options, such as Calendar or Tasks reminders.

There is a horizontal splitter bar (see illustration top right) located between the folder and the buttons that allow you to collapse the buttons into a button tray (see illustration bottom right).



When any of the folders or buttons in the Navigation Pane is clicked, the contents of the folder are displayed in the Outlook Web Access main window.

At the top of the **Navigation Pane**, there are two buttons (see illustration at right). These buttons are used to update folders and to show and/or hide folders in the Navigation Pane.



- ✦ **Update All Folders** - This option is used to update your folders. If numbers appear next to a mailbox folder, this will remove that number.
- ✦ **Show/Hide Folders** - To hide the folders so that they don't display in the **Navigation Pane**, click this button.
- ✦ It is also possible to hide subfolders within another folder by clicking the plus (+) sign beside the folder.
- ✦ To expand a folder, click the minus sign (-) beside the folder.



### FOLDER BAR

This bar displays the current location of a folder hierarchy. It is used to choose how folder items are displayed. This bar is located just above the main toolbar. The name that appears in the Folder Bar will change depending on which folder is displayed. The illustration at the right shows the Folder Bar for the Inbox. With the Inbox folder, it is possible to change the sort and view options, by clicking the list arrow next to the folder name. It is also possible to change the view options for the Contacts and the Tasks folders.








### SCROLLING TO PAGES

A folder often contains more items than can be displayed in a single window. To scroll through the contents of a folder, click one of the options listed below. The buttons are located on the right side of the window just above the list of messages or items. The number of messages that can be displayed in a window can be changed. See the link for **Options** in the **Windows** link for

the **Training Web Site** for information on how to accomplish this. Also, it is possible to scroll through a list of messages by using the arrow keys on the keyboard or by using one of the following key combinations:

- ✦ **Ctrl + Home** - To move quickly to the beginning of a list of messages, use this key combination.
- ✦ **Ctrl + End** - To move quickly to the end of a list of messages, use this key combination.

<b>Item/Button</b>	<b>Description</b>
<b>Items Box</b>	 To move to a specific page in the list of messages or items, input a number into this box and then press the Enter key.
<b>First Page</b>	 Click this button to move to the first page in the list of messages or items.
<b>Previous Page</b>	 To move to the previous page in the list of messages or items, click this button.
<b>Next Page</b>	 To move to the next available page in the list of messages or items, click this button.
<b>Last Page</b>	 Click this button to move to the last page in the list of messages or items.