











## WEB ACCESS TOOLBARS

The Inbox, Calendar, Contacts, Tasks, and Public Folders each have their own toolbars with buttons specific to the functions that can be completed in those windows. However, there are several buttons that are used for more general functions. These buttons are available in more than one location. These buttons are illustrated and described in the table below.

Button	Description
<b>Help</b>	 This button is used to display Help that is specific to the window where a task is being completed.
<b>New</b>	 To create a new item, such as an e-mail message, a contact, a new calendar entry, or a task, click this button. The list arrow at the right side of this button displays a list of new items that can be created, such as Calendar, E-mail, Contacts, or Tasks.
<b>Check for New Messages</b>	 Use this button to check the server for new messages.
<b>Search</b>	 To search for a message, an appointment, a contact, or a task, click this button.
<b>Delete</b>	 Click this button to move selected items, such as a contact, an appointment, or an e-mail message, to the Deleted Items folder. If the <b>Shift</b> key is held down and this button is clicked, the selected item will be <b>permanently</b> deleted.
<b>Move/Copy</b>	 This button is used to organize messages and other items in the mailbox folders. Messages can be moved or copied from one folder to another.
<b>Empty Deleted Items</b>	 Use this button when messages or other items need to be <b>permanently removed</b> from the <b>Deleted Items</b> folder. <b>Before logging out of Outlook Web Access, you should always go to the Deleted Items folder and then click the Empty Deleted Items button to remove the items from this folder. This will save messages from being rejected due to space issues.</b>
<b>Show/Hide Reading Pane</b>	 To change the location of the Reading Pane or to remove the Reading Pane from view, click this button. A list arrow on the right side of the button provides three options: <ul style="list-style-type: none"> <li>† <b>Right</b> - This option displays the Reading Pane on the right side of the message window.</li> <li>† <b>Bottom</b> - This option displays the Reading Pane at the bottom of the message window.</li> <li>† <b>Off</b> - Use this option if you don't want the Reading Pane to display in the message window.</li> </ul>

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<b>Button</b>	<b>Description</b>
<b>Address Book</b>	 This option is used to open the Find Names dialog box, which can be used to search for names or distribution lists in the <b>Global Address List</b> or your <b>Contacts</b> folder. How to accomplish this is explained later in this document.
<b>Log Off</b>	 This button is used to <b>exit</b> from the Outlook Web Access program. This helps to prevent others from using the computer to view the contents of your mailbox or other items in Outlook Web Access.

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