

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, Contact, 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.

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

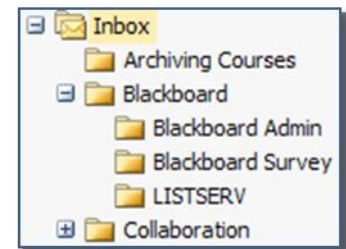


The **Navigation Pane** can be collapsed by clicking the arrow on the right side of the pane (see illustration bottom right). Clicking the arrow a second time expands the Navigation Pane. Collapsing the Navigation Pane provides a larger view of the messages within the window.



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.

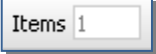
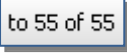




- ✦ It is possible to hide subfolders within another folder by clicking the plus (+) sign beside the folder.
- ✦ To expand a folder, click the minus sign (-) beside the folder.



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.

Item/Button	Description
Items Box	 This box shows the number of the item that has been selected.
Number of Items	 This area of the bar shows the total number of items in the current list and the total number of items in the entire list.
First Page	 Click this button to move to the first page in the list of messages or items.
Previous Page	 To move to the previous page in the list of messages or items, click this button.
Next Page	 To move to the next available page in the list of messages or items, click this button.
Last Page	 Click this button to move to the last page in the list of messages or items.