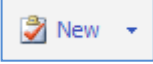








WEB ACCESS TOOLBARS

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
New	 <p>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, Email, Contacts, or Tasks.</p>
Show/Hide Reading Pane	 <p>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:</p> <ul style="list-style-type: none"> † Right - This option displays the Reading Pane on the right side of the message window. † Bottom - This option displays the Reading Pane at the bottom of the message window. † Off - Use this option if you don't want the Reading Pane to display in the message window.
Delete	 <p>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 Shift key is held down and this button is clicked, the selected item will be permanently deleted.</p>
Check Messages	 <p>Use this button to check the server for new messages.</p>
Search	 <p>To search for a message, an appointment, a contact, or a task, click this button.</p>
Help	 <p>This button is used to display Help that is specific to the window where a task is being completed. It is located in the upper right corner of the window.</p>
Log Off	 <p>This button is used to exit 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. The link appears in the upper right corner of the Outlook Web Access window.</p>