



## Getting Started

### The Outlook Web Access Window



- 1. **Internet Explorer Name Bar** – contains all of the tools for use with Internet Explorer.
- 2. **Internet Explorer Standard Toolbar** – contains shortcuts for standard Internet Explorer actions and tools.
- 3. **Internet Explorer Address Bar** – contains the Web address of the current location.
- 4. **Folder Bar** – displays the current folder location.
- 5. **Navigation Pane** – contains shortcuts to folders and locations, as well as a hierarchical list of all folders.
- 6. **Outlook Web Access Toolbar** – contains shortcuts for standard Outlook Web Access actions and tools. Other toolbar elements depending on the current screen state.
- 7. **Reading Pane** – displays the contents of the selected e-mail message.
- 8. **View Pane** – displays the contents of the selected folder.

*Note:* You must have Internet Explorer 5.0 or later to access all of the features mentioned in this guide.

### Using the Navigation Pane

The following locations are accessible from the Navigation Pane:

- **Folder** – The main e-mail area where you can read, compose, receive, and send e-mail.
- **Calendar** – The scheduling system where you can create and manage appointments and tasks.
- **Contacts** – The contact list where you can store and manage names, e-mail addresses, phone numbers, and other information about your contacts.
- **Tasks** – The task list where you can create, view, prioritize, and track tasks, as well as assign tasks to others.
- **Public Folders** – The shared information area where you can share data and post submissions for others to post, manage, or organize, to share.
- **Mailbox** – The folder list where you can create and view folders for messages from e-mail messages.
- **Options** – Contains tools for customizing your Outlook Web Access features.

*Note:* Click the **Outlook Web Access** button on the Internet Explorer Standard toolbar to return from Outlook Web Access page.

### Using the Reading Pane

The **Reading Pane** allows you to view your e-mail messages without opening a separate window.

- To change the location of the **Reading Pane**, click the arrow on the **Show/Hide Reading Pane** button on the toolbar and select **Right or Bottom** from the resulting menu.
- To turn off the **Reading Pane**, click the arrow on the **Show/Hide Reading Pane** button on the toolbar and select **Off** from the resulting menu.
- To move the **Reading Pane** panel to the left border (right-click on top border) (bottom) area of the **Reading Pane**, click the pointer location a double-headed arrow  $\leftrightarrow$ , click and drag the border to move.

*Note:* To change **Reading Pane** options, click the **Options** shortcut in the **Navigation Pane**. Scroll down to the **Reading Pane Options** section and make desired settings. Click the **Save and Close** button when you are finished.

### Creating a New Folder

1. In the **Navigation Pane**, right-click the folder you want to place the new folder in, and select **New Folder** from the popup menu.
2. Enter a name for the folder in the **Name** box.
3. Click the down arrow on the **Folder position** list and select the type of contents the folder will contain.
4. Click the **OK** button.

### Moving and Copying Items

1. Select the item that you want to move or copy.
2. Click the **New/Move** button on the toolbar.
3. Select a location to move or copy the item to.
4. Do one of the following:
  - To move the item to another location, click the **Move** button.
  - To copy the item to another location, leaving the original in its current location, click the **Copy** button.

### Searching Folders

1. Select the folder you want to search.
2. Click the **Search** button on the toolbar.
3. (Optional) To search the subfolders of the selected folder, check the **Search Subfolders** box.
4. Enter a word or phrase in the **Look in the Subject for these messages** box. (Enter the word or phrase in quotation marks to find exact results.)
5. (Optional) To search the message body, check the **Also search in message body** box.
6. (Optional) Enter a name in the **From or Sent To** box.
7. Click the **Find Now** button.
8. Double-click the message you want to view in the **Search Results** box.

### Logging Off

Be sure to log off when you are finished with your Outlook Web Access session. This protects the security of your account, especially if you are working on a public workstation.

1. Click the **Log Off** button in the right corner of the toolbar.
  2. Click the **Close** button to close the browser window.
- Note:* To ensure that you are logged out, close all open Internet Explorer windows.

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## **Table of Contents Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback**

1. Understanding the eBook Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback
  - The Rise of Digital Reading Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback
  - Personalized Recommendations
  - Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback User Reviews and Ratings
  - Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback and Bestseller Lists
5. Accessing Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback Free and Paid eBooks
  - Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback Public Domain eBooks
  - Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback eBook Subscription Services
  - Microsoft Outlook Web Aceb 2003 Quick Source Guide Paperback Budget-Friendly Options

6. Navigating Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback Compatibility with Devices
  - Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
  - Highlighting and Note-Taking Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
  - Interactive Elements Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
8. Staying Engaged with Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
9. Balancing eBooks and Physical Books Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
  - Setting Reading Goals Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
  - Fact-Checking eBook Content of Microsoft Outlook Web Acceb 2003 Quick Source Guide Paperback
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

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