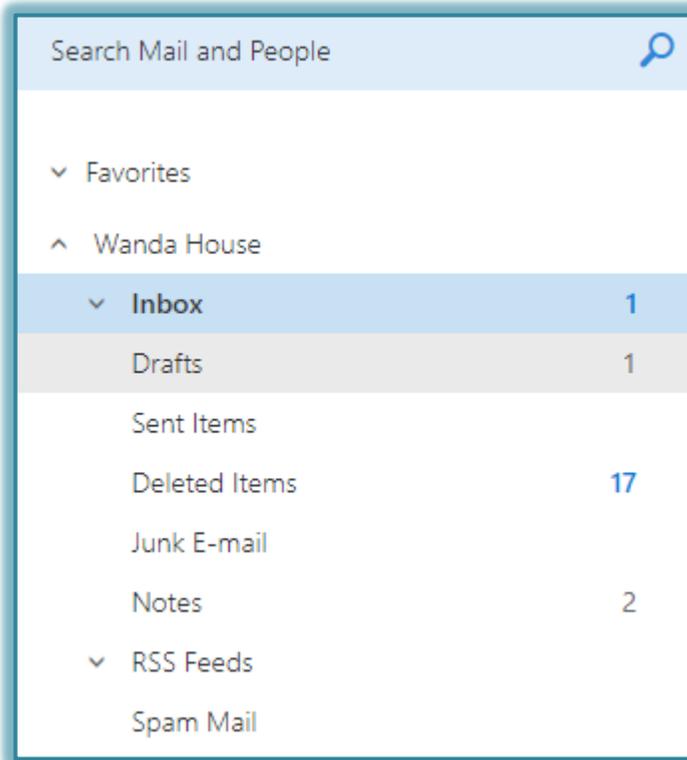# OUTLOOK WEB ACCESS

With Outlook Web App, you can use a Web browser to access your Microsoft Exchange mailbox from any computer with an Internet connection. With Outlook Web App, you can do many of the things that you do with Microsoft Outlook such as sending and receiving messages, replying to messages, Sharing Calendars, viewing Calendars of others, 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 Outlook folders and any other folders that are created.
- ✞ A search box that allows you to search for items in your Mail, Calendar, Contacts, or Tasks.

When any of the folders or buttons in the Navigation Pane is clicked, the contents of the folder are displayed in the Outlook Web App main window.
- ✞ To expand a folder, click the triangle shape beside the folder.
- ✞ It is possible to hide subfolders within another folder by clicking the triangle shape beside the folder.

ACCESSING OUTLOOK ELEMENTS

The different elements (such as Mail) can be accessed by clicking the **Menu** option. When the button is clicked, a panel will display with tiles for Mail, Calendar, People, and Tasks.
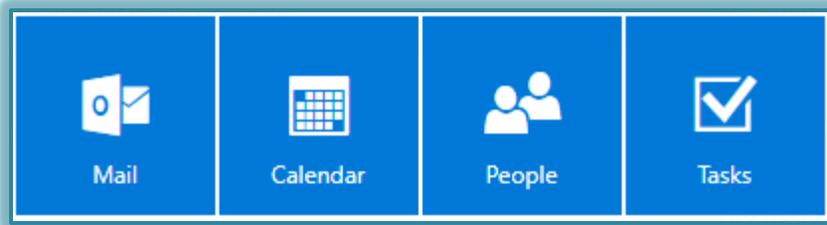
SCROLLING TO PAGES

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.
- **Scroll Bar** – This bar is located to the right of the messages area.
  - ✓ Use the arrows at the top and bottom of the scroll bar to move up and down through the messages one message at a time.
  - ✓ Drag the scroll box up and down to move quickly through the messages.
- **Keyboard Arrow Keys** – The top and bottom arrow keys can be used to move up and down through the messages.