

OUTLOOK WEB ACCESS

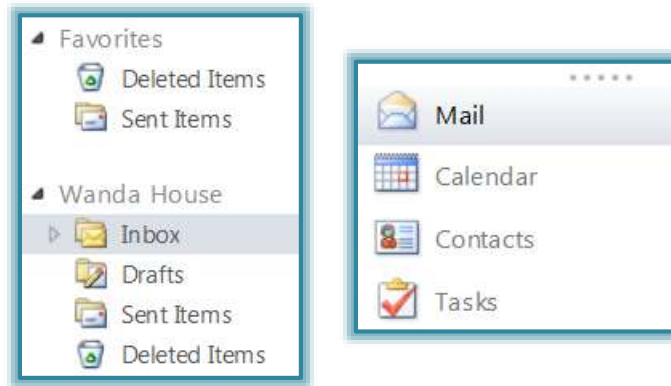
With Outlook Web App, you can use a Web browser to access your Microsoft Exchange mailbox from any computer with an Internet connection. With Outlook Web App, you can do many of the things that you do with Microsoft Outlook such as sending and receiving messages, replying to messages, Sharing Calendars, 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 set of buttons that provide one-click access to the Inbox, Calendar, Contacts, and Tasks plus other folders.

There is a horizontal splitter bar located between the folder area and the buttons that allow the user to collapse the buttons into a button tray (see illustration below right). This is a toggle bar that when clicked collapses or expands the buttons.



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 white triangle shape beside the folder (see illustration above left).
- ✦ It is possible to hide subfolders within another folder by clicking the black triangle shape beside the folder (see illustration above left).

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.