WEB ACCESS TOOLBARS - SIMILAR BUTTONS

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 three buttons that are available in all folders. These buttons are illustrated and described in the table below.

Button		Description
New	New ▾	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.
Delete **Contacts and Tasks** **Mail and Calendar**	✕ Delete	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.
View	View ▾	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: ✟ **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.