

Microsoft® Office Outlook® Web Access 2007 Quick Reference

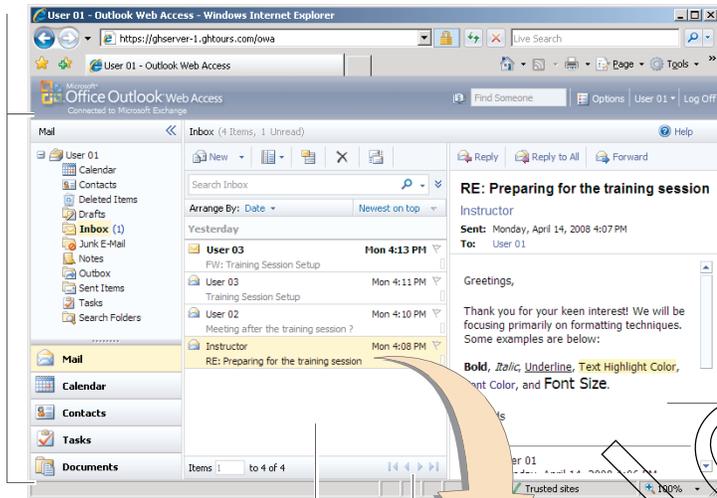


Microsoft Office Outlook Web Access Interface

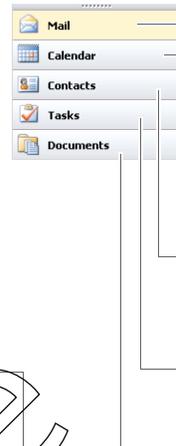
Microsoft Office Outlook Web Access allows you to use a Web browser to access your mailbox, hosted on a computer set up with Microsoft Exchange Server 2007. The main advantage of Outlook Web Access is that users may access e-mail, appointments, contacts, and tasks, and also potentially access documents from remote locations while away from the office. The main Outlook Web Access window contains buttons (but no menus) to perform all tasks. The main Outlook Web Access window contains various components as described below.

Navigation Pane - Used to navigate to any Outlook folder, as well as change folder views. The Navigation Pane contains several view buttons which can be used to select particular views. See "Navigation Pane View Buttons" shown on the right side for more details.

Folder Pane - Used to view and manage all types of information in Outlook. The example shows the **Inbox**. The Folder Pane may be resized by dragging its left or right border to the desired width.



Navigation Pane View Buttons



Mail - Used to display all e-mail folders, such as **Inbox**, **Outbox**, **Sent**, and **Deleted Items**.

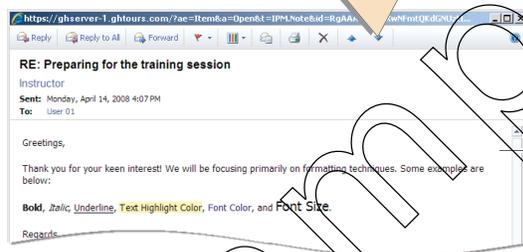
Calendar - Used to display **Calendar** items such as appointments and meetings. It contains components to select dates, calendar views, and calendar folders.

Contacts - Used to display your contacts list. It also contains components to select views and contacts folders.

Tasks - Used to display your tasks list. It also contains components to select views and task folders.

Documents - Used to display your document list from shared Windows folders or SharePoint Services.

Navigation buttons - Used to display **Inbox** items that are currently not displayed within the **Folder Pane**. Click the desired button to navigate as indicated below:



Reading Pane - Used to display the contents of an incoming item without having to open it. See "Managing the Reading Pane" on page 2 for more details.

Message window - Used to display and read the contents of an item, in this case an e-mail message. This window contains a toolbar along the top of the window made up of various buttons to perform tasks, such as reply to an item, forward an item, delete an item, etc.

Useful Keyboard Shortcuts (Inbox)

- ENTER** Opens the currently selected item(s).
- DELETE** Moves the currently selected item(s) to the Deleted Items folder.
- CTRL+N** Creates a new message while in Mail view.
- CTRL+P** Opens the Print dialog box to print the selected Inbox item or an open item.
- CTRL+R** Allows you to reply to the sender of a message. This shortcut can be used while an Inbox item is selected or when such an item is open, e.g., an e-mail or a meeting request.
- CTRL+SHIFT+R** Allows you to reply to all of the recipients of a message. This shortcut can be used in the same situations as described above.
- CTRL+SHIFT+F** Allows you to forward a message to other recipients. This shortcut can be used while an Inbox item is selected or when such an item is open, e.g., an e-mail, an appointment, or a meeting request.
- CTRL+Q** Marks the selected item(s) in the Inbox as read.

Note: Pop-ups must be allowed in order for some of the shortcuts listed above to work. For example, these shortcuts can open a window or a dialog box, using **CTRL+N**, **CTRL+P**, etc.

Useful Keyboard Shortcuts (Inbox) cont'd

- CTRL+U** Marks the selected item(s) in the Inbox as unread.
- CTRL+K** Checks the syntax of e-mail addresses (names) to ensure that they are valid when addressing a message in the message window.
- ALT+S** Sends a message after creating it in the message window.

Getting Started

Starting and Exiting Outlook Web Access

1. Launch your Web browser.
 2. Type the appropriate URL and press **ENTER**.
 3. Type the domain and user name, followed by the password; then click the **Log On** button.
- Note:** The first time that you log on, you must specify your preferred language and the appropriate time zone.
- To exit Outlook Web Access, click the **Log Off** button and then click the **Close Window** button. If required, click the **Yes** button.

Using the Navigation Pane

1. If required, click the **»** button to expand the Navigation Pane.
- Note:** Click **«** to collapse it.
2. With the Navigation Pane expanded, click the desired view button to select a view.

Getting Started... cont'd

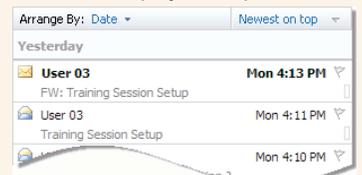
Note: See "Navigation Pane View Buttons" above for a description of each view button.

3. If required, select the desired folder, date, subview, etc.

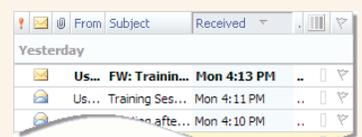
Using the Folder Pane

1. Click any Inbox item in the Folder Pane to display its contents in the Read Pane.

Note: The default setting for Inbox items in the Folder Pane displays multiple lines.



- Click the **Single Line** button on the toolbar to reduce the space used to display Inbox items.



- Click the **Multiple Lines** button to increase the space used to display Inbox items.