



The Interface

The screenshot shows the Outlook Web Access interface in Microsoft Internet Explorer. The address bar displays 'https://mail.xavier.edu - Beirl, Lynn - Outlook Web Access - Microsoft Internet Explorer'. The interface is divided into three main sections:

- Navigation Pane (Left):** Shows a tree view of folders including 'Beirl, Lynn', 'Calendar', 'Conference Room Reser...', 'Contacts', 'Deleted Items (1)', 'Drafts [29]', 'Inbox', 'Junk E-mail [1]', 'Miscellaneous', 'Notes', 'Outbox [1]', 'quarantine', 'RSS Feeds', 'Sent Items', 'Sync Issues', 'Tasks', 'Technical Questions', and 'Search Folders'.
- Folder Contents (Middle):** Displays a list of messages in the 'Inbox (61 items)'. The selected message is from 'Marksberry, Annette' with the subject 'FW: Home Drive Storage Limits', sent on Tuesday, June 19, 2007 at 5:35 PM. The message body includes training rosters for the next two days and contact information for Annette Marksberry, PMP.
- Reading / Preview Pane (Right):** Shows the full content of the selected message, including the subject line, sender information, and the body text.

Navigation Pane

The Navigation Pane includes information such as Mail Folders and links to other areas of Outlook, such as the Calendar or Notes.

Folder Contents

When you click a folder name (in the Navigation Pane), you will see the titles of all the emails in that folder here. Click a message title to see its preview in the Reading Pane.

Reading / Preview Pane

The Reading Pane can be used to preview items in your Inbox without opening them. To display the text of an email in the Reading Pane, just click the message title in the Folder Contents area. In the Reading Pane, you can also open attachments, follow a hyperlink, use voting buttons, and respond to meeting requests.

Moving Messages to a Folder

1. Drag a message from the list of messages to a visible folder on the left.

This screenshot illustrates the process of moving a message. The 'Inbox (96 Items, 2 Unread)' is visible in the center. A message from 'Young, Vicki' with the subject 'draft of training schedule' is highlighted. An arrow points from this message to the 'Deleted Items (1)' folder in the Navigation Pane on the left, indicating the drag-and-drop action.

Adding Contacts

1. On the File menu, point to New, and then click Contact.
2. Enter the information that you want to include for the contact.

The screenshot shows the 'Untitled Contact' form in Microsoft Internet Explorer. The form is titled 'https://mail.xavier.edu - Untitled Contact - Microsoft Int...'. It has a 'Jump to:' menu with options for 'Profile', 'Contact', 'Addresses', and 'Details'. The 'Profile' section contains the following fields:

- First name: Dana
- Middle name: (empty)
- Last name: Tindall
- File as: Last, First
- Job title: Associate Director
- Office: (empty)
- Department: Discovery Services
- Company name: Xavier University
- Manager: (empty)
- Assistant: (empty)

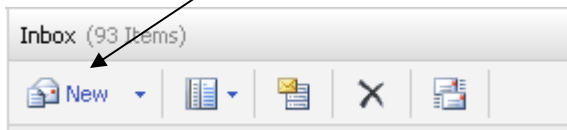
The 'Contact' section contains the following field:

- Business phone: 513-745-3235



Composing & Sending a Message

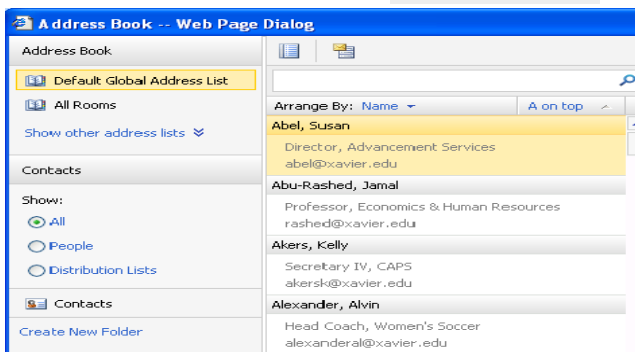
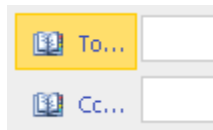
1. On the toolbar, click **NEW**. A new message form is



played.

Addressing a Message

1. Display a New Message Form.
2. To the left of the **TO** field, click



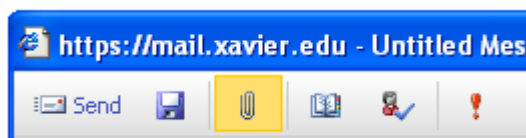
"**TO**" to display the Address Book.

3. Select the desired Address Book or Contact List.
4. In the Message Recipients section, click "**TO**" to place the selected user name into the **TO** field. To place the recipient into the **CC** or **BCC** field, click on the "**CC**" or "**BCC**".
5. Repeat this process to add multiple people.

Working with Attachments

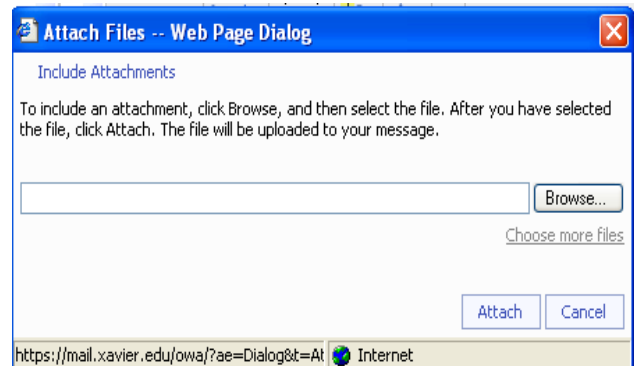
Attaching a File to a Message:

1. When composing a message, click on the paper clip to open the **Attach Files** window.



2. Browse for and select the file to be attached.

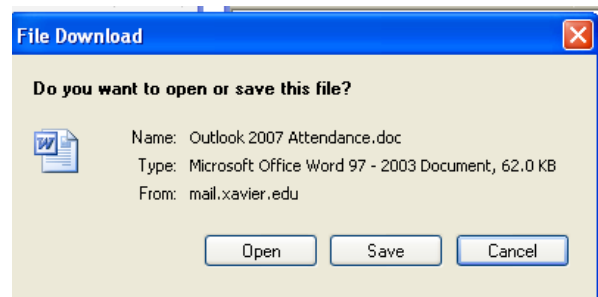
Working with Attachments (Cont.)



3. Click on the **Attach** button to attach the file.

Opening an Attachment:

1. Open the message that contains the attachment to be opened.
2. On the Attachments line of the Message form, double-click the name of the attachment.



3. Click on the **Open** button to confirm that you want to open the attachment in the related application (e.g. Word, Excel, or PowerPoint).

Saving an Attachment:

1. Open the message that contains the attachment.
2. On the Attachments line of the Message form, double-click the name of the attachment.

