

Using Inbox and Views

Left Mouse Button

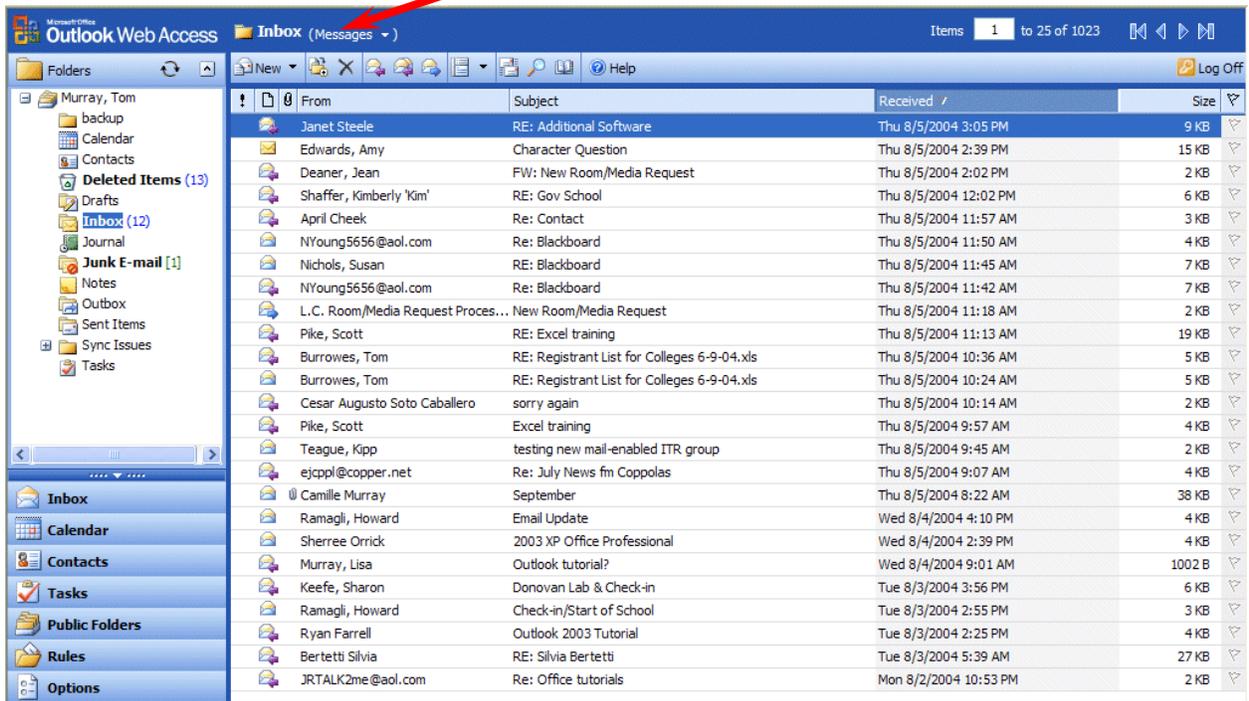
In this tutorial, whenever we indicate that you need to click a mouse button, it will mean to click the left mouse button – unless we indicate that you should click the right mouse button. So, always move the cursor over the “place” we indicate and “click left” unless we tell you otherwise.

New Look

The first thing you'll notice, if you have used Outlook Web Access mail previously (any version), is a whole new visual appearance. You'll notice that there are more “items” where the Outlook Bar used to be. You'll also notice the screen is more colorful. If you have never used Outlook before, this won't cause any problems as we proceed through this tutorial.

Inbox

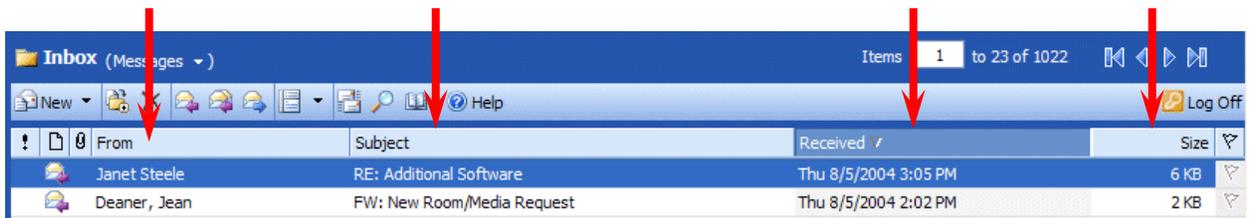
This should take you to your Outlook **Inbox** screen – similar to the one below.



We are aware that the Menu screen image, shown above, is extremely small. To assist, throughout this tutorial, we'll enlarge different areas as we explain them.

When **Outlook** web mail appears, you will be in the **Inbox** where the mail you receive is located. The screen should look something like this:

The **mail messages** that you have received are **listed in chronological order**.



Understanding the above view

Notice in the **blue "bar" at the top** of the **Inbox** that it indicates the **source (From)**, the **Subject**, **time and date received (Received)**, and the **size** of the e-mail (**Size**).

Also **note**, to the **left of each e-mail received**, that there is an **envelope**, and **maybe a paper clip**. The **paper clip** indicates that the incoming e-mail **contains an attachment** (a picture, another document, etc.)

Different Views in Outlook Web Access 2003

Navigation Pane

When you first open Outlook Web Access 2003, your screen will normally look like the one at the top of Page 3. As indicated earlier, this is a much different “look” than previous versions of Outlook. We’ll start with the **left side of the screen** and work to the right. On the left side of the screen you’ll see an **image similar** to the one on the **right**. This is called the **Navigation Pane**. You’ll notice in the **top area** that it indicates **Folders**. Below Folders you will see the folders you normally see in Outlook Mail. We’ll show you how to change things around in these areas, if you desire to, in a little while.

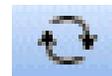
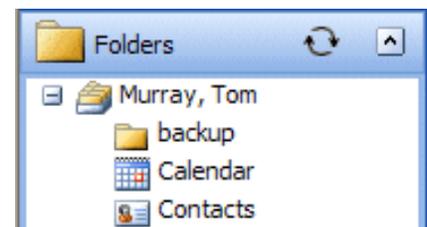
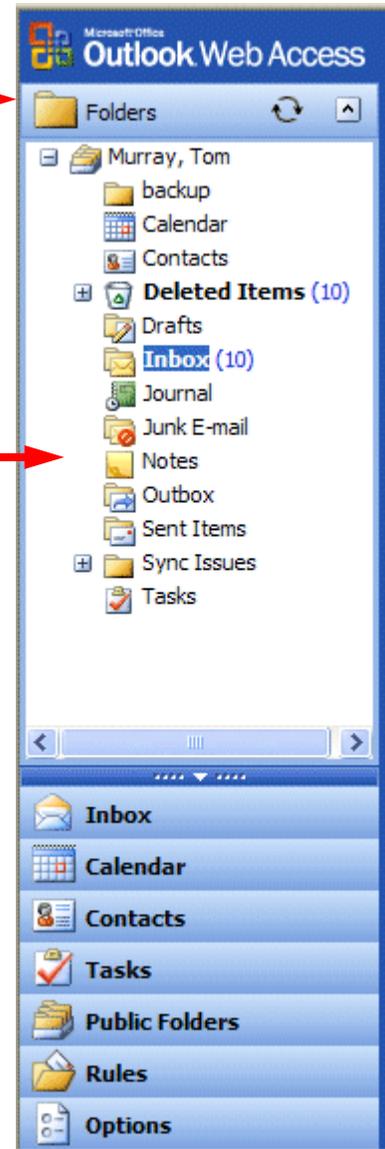
Below the Mail area you’ll see a series of Buttons: Inbox, Calendar, Contacts, Tasks, Public Folders, Rules and Options.

If you **click** on the **Calendar button**, the **Calendar** will **appear** on the **right side of your screen**. The same thing will happen when you click Contacts, etc.

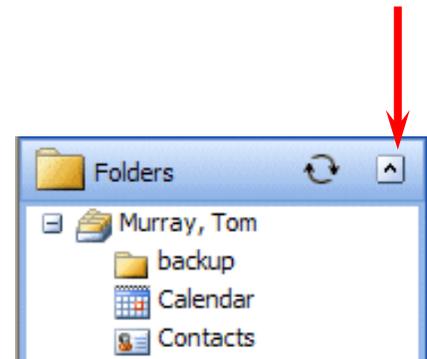
Give this a try. When you are finished, **click** the **Inbox** again.

The next logical question is **how to change** this **Navigation Pane** so that it looks like you want it to. The upper portion of your Navigation Pane should look similar to the one on the right, but with your name.

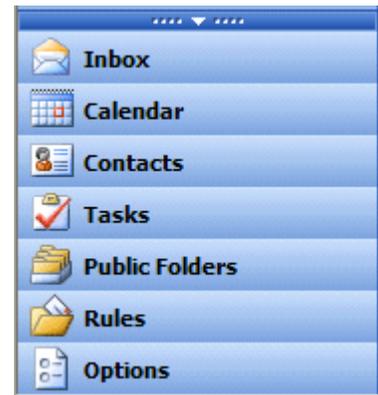
In the top portion of the Navigation Pane, to the right of Folders, you’ll **see an image of two rotating arrows (like the one on the right)**. When you move your cursor over the symbol your cursor will change to a **little pointy hand** and a **Help Text** box indicating **Update all folders** will appear. Anytime you desire to update your Outlook Web Access 2003, click this button.



You will **also see**, in the Folders area a **small arrow pointing up** (see **arrow image on right**). If you move your cursor over this arrow, the small pointy hand will appear and it will indicate: **Show/Hide Folders**. If you click the up arrow, your folders will disappear, and the upper portion of the Navigation Pane will be blank. The up arrow will change to a down arrow. If you desire to see your folders, click the down arrow.



At the **bottom** of the **Navigation Pane** you will see **“buttons”** indicating **Inbox, Calendar, etc.** When you click these buttons, you will be taken to that feature. So, go ahead and click the buttons as you desire. When you have explored a bit, click again on the **Inbox** button. We’ll come back to several of the buttons later in the tutorial.



At the **very top of this area** is a **little down arrow with four dots on either side** (like the one below)



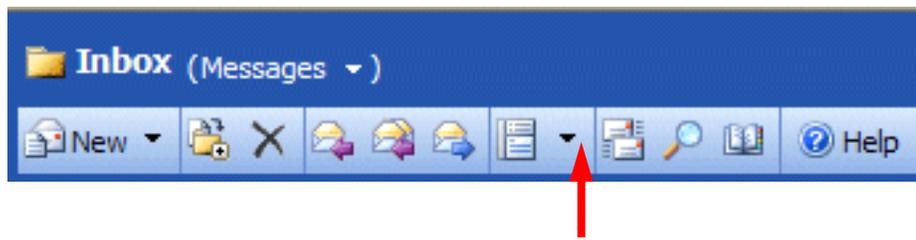
If you **click** on this **“bar,”** you will see your **buttons disappear**. This is the **Enlarge/Shrink Buttons Bar**. So, you can **“hide”** your buttons just like you did your Folders. To see the buttons again, simply click on the bar again and the buttons will re-appear.

Now we’ll concentrate on viewing your e-mail messages.

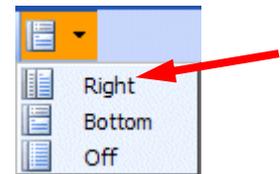
Different Views in Outlook 2003

You will **notice** that you can **see a small portion of your incoming e-mail** in the **middle to right portion of the screen**. This is the default view – for Outlook Web Access 2003. There are several different **“ways”** to set-up a **“view”** that you like best. We’ll now show you how to set up the view that you like the best.

Button Bar at the top of the Inbox (Sent Items, and Folders)

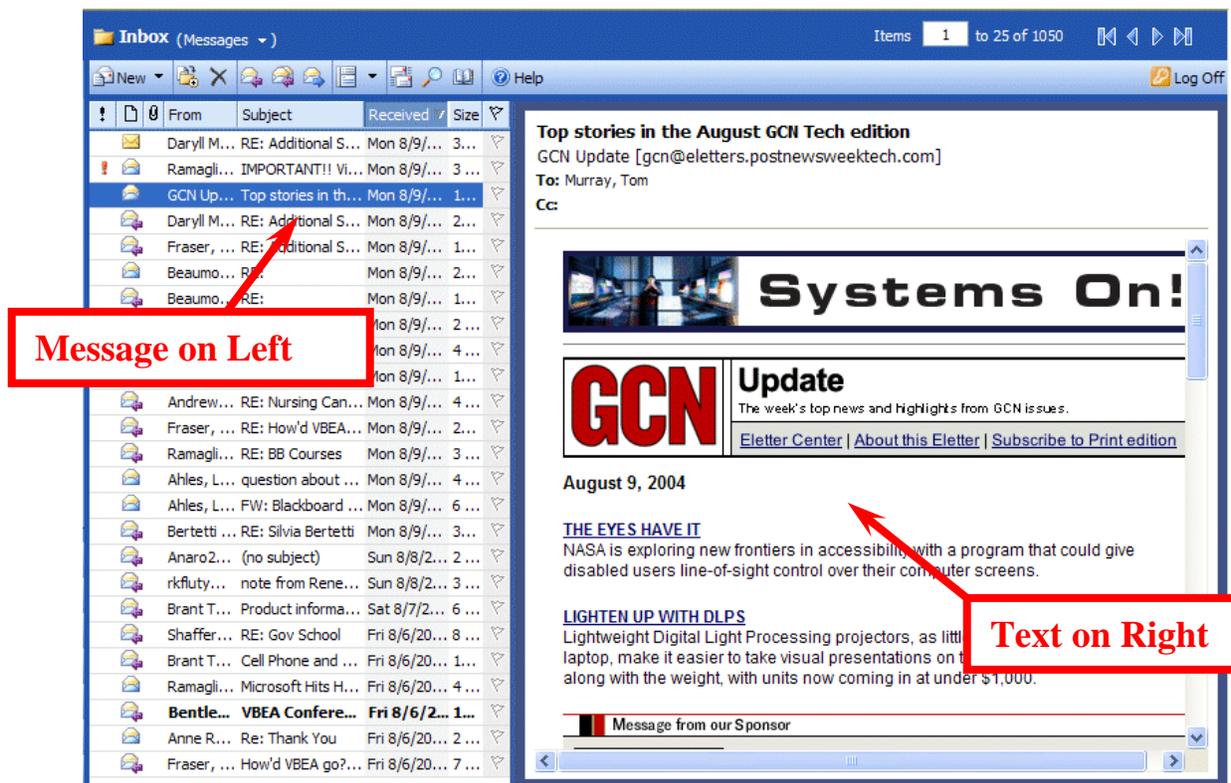


At the **top** of the **Inbox**, you'll see a **button bar** that **looks like the image above**. In about the middle of the bar, you'll see a **button that looks like two sheets of paper**. To the **right** of that button is a **down-pointing triangle** (see arrow above). Move your **cursor** over this button and it will indicate: **Show/Hide Reading Pane**. Click on the **down triangle** and you will then see a **drop-down menu like the one on the right**. You may have a reading pane on the **right** side of your screen, at the **bottom** of your screen, or **none at all** (which is the default which now appears)

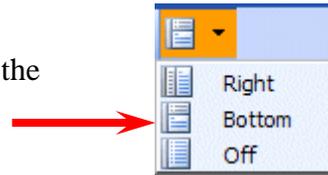


Mail Views

We'll **start** with **Right**. Click as indicated above, and then **click** on **Right** (see arrow above). Microsoft added this view to Outlook Web Access 2003 as another way to read your messages. You will see the **text** of a message **displayed on the right side** of your screen like the image at the **top of the next page**.



Now we'll **repeat** what we did on the last page, but place the reading page on the **Bottom**.



Message on Top

From	Subject	Received	Size
Bentley, Monica	RE: VBEA Conference	Mon 8/9/2004 3:45 PM	25 KB
Daryll McDade	RE: Additional Software	Mon 8/9/2004 3:35 PM	31 KB
Ramagli, Howard	IMPORTANT!! Virus Alert!!! READ IMMEDIATELY!!!	Mon 8/9/2004 3:34 PM	3 KB
GCN Update	Top stories in the August GCN Tech edition	Mon 8/9/2004 3:15 PM	14 KB
Daryll McDade	RE: Additional Software	Mon 8/9/2004 3:01 PM	20 KB
Fraser, Karen	RE: Additional Software	Mon 8/9/2004 11:51 AM	14 KB
	RE:	Mon 8/9/2004 11:46 AM	23 KB
	RE:	Mon 8/9/2004 11:43 AM	18 KB
		Mon 8/9/2004 11:27 AM	2 KB
Ramagli, Howard	Changing Network Passwords	Mon 8/9/2004 10:29 AM	4 KB
Shaffer, Kimberly 'Kim'	RE: Gov School	Mon 8/9/2004 9:45 AM	10 KB
Andrews, Linda	RE: Nursing Candidate	Mon 8/9/2004 9:44 AM	4 KB

Text on Bottom

Top stories in the August GCN Tech edition
 GCN Update [gcn@eletters.postnewsweektech.com]
 To: Murray, Tom
 Cc:

NORTHROP GRUMMAN Information Technology
APC Legendary Reliability™

GCN Update
 The week's top news and highlights from GCN issues.

Now for the last choice. Repeat what you did on the last page, but choose **Off**.



All of your messages on one screen – NO Reading Pane

From	Subject	Received	Size
Bentley, Monica	RE: VBEA Conference	Mon 8/9/2004 3:45 PM	25 KB
Daryll McDade	RE: Additional Software	Mon 8/9/2004 3:35 PM	31 KB
Ramagli, Howard	IMPORTANT!! Virus Alert!!! READ IMMEDIATELY!!!	Mon 8/9/2004 3:34 PM	3 KB
GCN Update	Top stories in the August GCN Tech edition	Mon 8/9/2004 3:15 PM	14 KB
Daryll McDade	RE: Additional Software	Mon 8/9/2004 3:01 PM	20 KB
Fraser, Karen	RE: Additional Software	Mon 8/9/2004 11:51 AM	14 KB
Beaumont, Julie	RE:	Mon 8/9/2004 11:46 AM	23 KB
Beaumont, Julie	RE:	Mon 8/9/2004 11:43 AM	18 KB
manoj s			2 KB
Ramagli, Howard			4 KB
Shaffer, Kimberly 'Kim'			10 KB
Andrews, Linda			4 KB
Fraser, Karen			29 KB
Ramagli, Howard			3 KB
Ahles, Lynda			4 KB
Ahles, Lynda	FW: Blackboard access	Mon 8/9/2004 8:59 AM	6 KB
Bertetti Silvia	RE: Silvia Bertetti	Mon 8/9/2004 3:06 AM	36 KB
Anaro247@aol.com	(no subject)	Sun 8/8/2004 4:29 PM	2 KB
rkfluty@juno.com	note from Renee Fluty	Sun 8/8/2004 12:21 AM	3 KB
Brant Thomas Murray	Product information for Mom	Sat 8/7/2004 12:18 AM	6 KB
Shaffer, Kimberly 'Kim'	RE: Gov School	Fri 8/6/2004 10:50 PM	8 KB
Brant Thomas Murray	Cell Phone and Visit	Fri 8/6/2004 9:48 PM	10 KB
Ramagli, Howard	Microsoft Hits Home Stretch For XP Service Pack 2	Fri 8/6/2004 5:28 PM	4 KB
Bentley, Monica	VBEA Conference	Fri 8/6/2004 3:34 PM	12 KB
Anne Rowe	Re: Thank You	Fri 8/6/2004 12:12 PM	2 KB

You choose the Reading Pane that you like the best. You can choose a reading pane for each mail folder (Inbox, Sent Items, etc.).