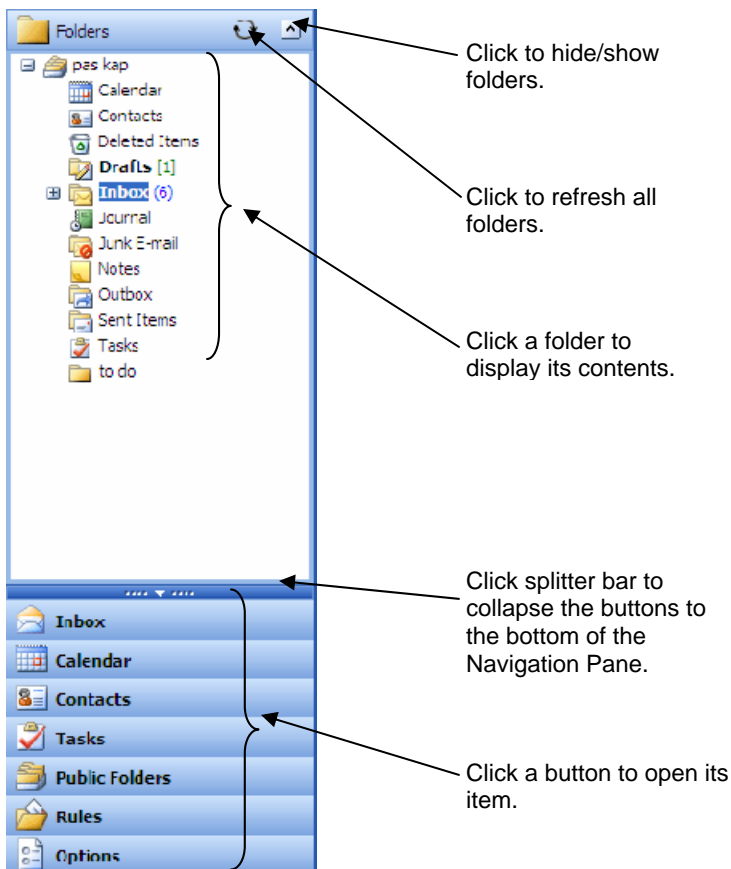


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## Using Outlook Web Access

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### Using the Navigation Pane



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## Using E-Mail

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### Using Desktop Notification

New Message notification is displayed when a new message arrives.



1. Click in the notification box to see the message


### Turning the E-Mail Notification On or Off

1. On the Navigation Pane, click the  **Options** button.
2. In the **Messaging Options** area, mark or clear the **Display a notification message when new mail arrives** checkbox.
3. Click the **Save and Close** button.



### Changing Your Inbox to Two-Line Mail View

1. In the Navigation Pane, select the Inbox.
2. Click the **Inbox ([current view])** drop-down arrow.
3. Select **Two-Line View**.

### Adjusting the Reading Pane


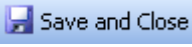

1. Click the **Show/Hide Reading Pane**  button on the toolbar.
2. Select **Right**, **Bottom**, or **Off** to determine the placement of the Reading Pane.

### Setting Spell Check Options

1. On the Navigation Pane, click the  **Options** button. The Options pane is displayed.
2. In the **Spelling Options** area, mark the appropriate checkboxes.
3. To change the language spell checking uses, click the **Select the language of the dictionary to use while checking spelling** drop-down arrow and select a different language.
4. Click the  **Save and Close** button. The selected spelling options are applied.

## Creating an E-Mail Signature

Outlook Web Access uses separate email signatures. Follow the steps below to create a new signature, which will be available for you when using OWA.

1. On the Navigation Pane, click the  **Options** button.
2. Under **Messaging Options**, click the **Edit Signature** button. The Signature dialog box opens.
3. Create and format the signature.
4. Click the  **Save and Close** button.
5. (Optional) Mark the **Automatically include my signature on outgoing messages** checkbox to have Outlook add the signature block whenever you create a new e-mail message.
6. Click the  **Save and Close** button. The signature is now available.


## Adding a Signature to a Message

1. Create an e-mail message.
2. Click the **Insert Signature**  button. The signature is inserted at the bottom of the e-mail message.

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## Creating Appointments



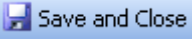
### To Schedule a New Appointment

1. Click the **New** drop-down arrow and select **Appointment**.
2. Type a description of the appointment in the **Subject** text box and a location for the appointment in the **Location** text box.
3. Edit the **Start time** field by choosing a date and time for the appointment from the drop-down lists.
4. Edit the **End time** field by choosing a date and time from the drop-down lists.
5. (Optional) Mark the **Reminder** checkbox and select from the drop-down box when the notify message should appear.
6. In the **Show time as** drop-down list, choose how you want your schedule to appear for the duration of the appointment.
7. Click the  **Save and Close** button.


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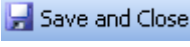
## Using Tasks

### Creating a Task

1. On the Navigation Pane, click the  **Tasks** button.
2. Click the  **New** button.
3. Type the Subject and text of the task, and attach files if necessary.
4. Click the  **Save and Close** button.
5. To set a reminder for the task, mark the **Reminder** checkbox in the **Task** dialog box.
6. To change the date or time of the reminder, click the appropriate drop-down arrow and select another date or time.

### Marking a Task as Complete

1. Mark the **Mark Complete**  checkbox next to the appropriate task.  
or

Open the task, select **Completed** in the **Status** drop-down arrow, and then click the  **Save and Close** button.

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## Using Keyboard Shortcuts

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Key Combination	Function
CTRL+N	Create a new item (message, appointment, meeting, contact, or task).
SHIFT+DEL	Permanently delete the selected e-mail message, contact, task contact.
CTRL+S	Save the message you are working on (it will be moved to the Draft folder); save your changes and close the Options page; save the appointment or meeting request.
CTRL+ENTER or ALT+S	Send the message, or appointment or meeting request.
ALT+T, ALT+C or ALT+B	Open the Find Names dialog box when addressing a new message.
ALT+E, ALT+O or ALT+Q	Open the Find Names dialog box from the new meeting request form.
CTRL+K or ALT+K	Resolve the names in the address boxes.
CTRL+R	Reply to the sender of the item.
CTRL+SHIFT+F	Forward the item.
CTRL+SHIFT+R	Reply to everyone in the To and Cc boxes.
F7	Check the spelling in the message.

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## Working with Contacts

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### Creating a Contact from a Name in an E-mail

1. Open the e-mail message so that it is displayed in its own window.
2. Right-click the sender or carbon copied recipient for whom you wish to create a contact.
3. Select **Add To Contacts**. A new contact form opens.
4. Complete and save the Contact as usual.