

Quick Reference Sheet: Navigating Outlook Web Access 2013

Search box: Enter person's name, message text, etc. to find a contact or email message.

Tool Navigation: Switch views between Outlook, Calendar, and People (contacts).

Notification area: Alerts for new email messages and calendar reminders.

Log out: Click on your name to access log out button (name grayed out here).

Settings: Change your display settings, set an autoreply, etc. Note: Option to change your password is not functional at this time.

Help: Click to search Microsoft's online support.

Filter message view.

Create new message.

Mail folders: Folders include Favorites, Inbox, Drafts, etc. Collapse this pane by clicking on the double arrows at the top. Expand and collapse folders in this view by clicking on the triangle icons next to the folder. Right click on a mail folder for option to create a new subfolder.

Tasks: Click to view tasks you have created and messages you have flagged.

Messages: List of messages in current folder and their related info, including # of messages in conversation, attachments, flags, etc.

Reading Pane: View of selected message/conversation.

Inline compose: Option to compose replies and forwards to currently selected message. Click ellipsis for additional email actions, including Delete, Categorize, and Print.