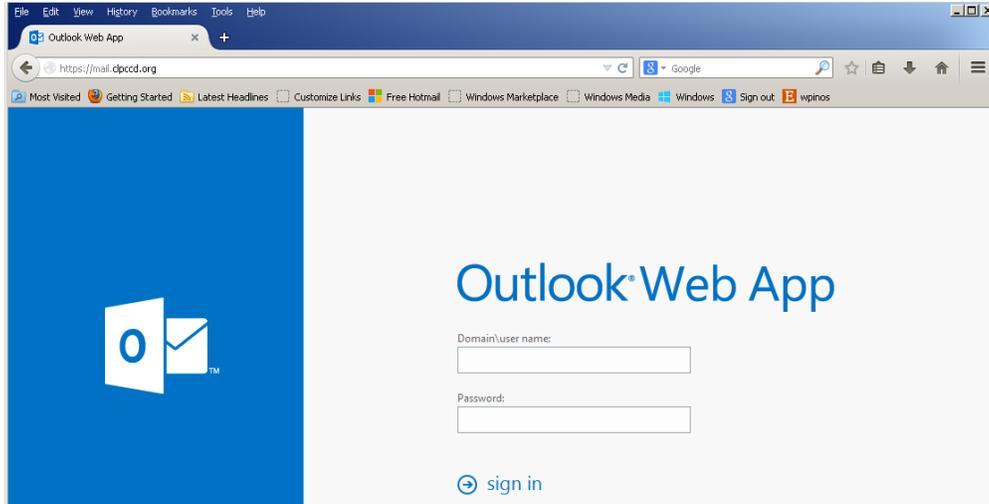

More on using Outlook Web App

This document shows you some of the more advanced features of Outlook Web App.



Notifications, navigation, and settings

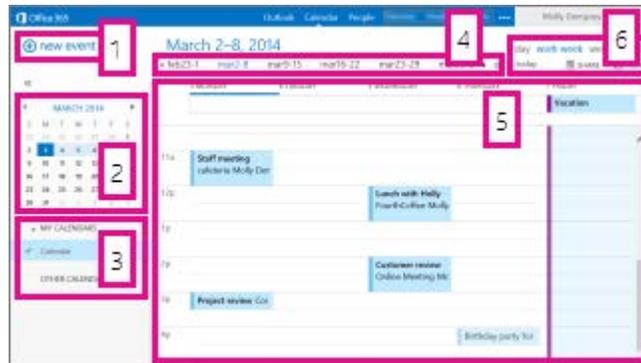
At the top of Outlook Web App, you'll find notifications, links to each of the types of information stored in your mailbox, and links to your personal information and options.



1. These icons will appear when you have a new message, or a calendar or task reminder. You can click on the envelope to see a preview of the latest new message, or on the calendar to view and manage calendar and task reminders. The icons appear only when there is a new message or an active reminder.
2. Click here to switch to other areas of Outlook Web App.
3. Personal information, options, and help. Use this area to change your personal information, go to options, or sign out of your account.

Calendar

After your Inbox, the calendar is probably where you'll spend the most time when using Outlook Web App.



1. Create a new event by clicking **+new event**. An event can be an appointment, a meeting, or an all-day event.
2. Use the calendars to navigate from one date to another. Shading will show you what week you're currently viewing, and darker shading marks the current date. You can use the calendar icon at the top to collapse or expand this side of the calendar view.
3. You can view more than one calendar at a time. This section lets you add other people's calendars and select which to display.
4. This is another area that you can use to navigate from one day to another. Click on any of the dates to jump to that date. Or click on the arrows on either end to see the dates before or after what's displayed.
5. The main window, where calendars will be displayed.
6. Select the view you want, and share, or print your calendar.

Month View

The month view can be very crowded. To make it more usable, there's now an agenda displayed for the selected day:

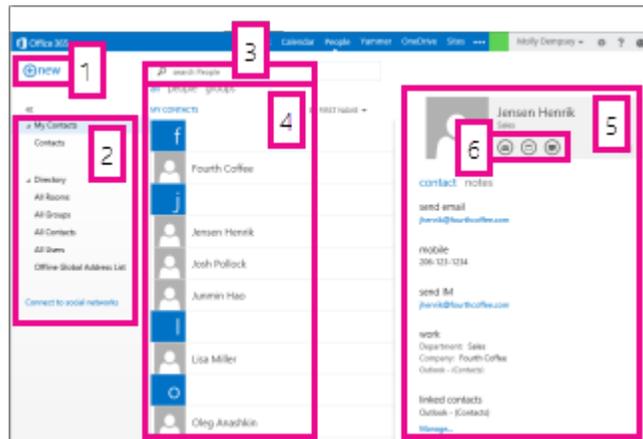


1. Shading shows the current date.
2. Slightly lighter shading shows the selected month.

3. Shading shows the selected day and the number tells how many non-displayed items there are on each day. Double-click an item to open it. You can create a new event on any date by double-clicking the white space on that date.
4. Shaded item is an all-day event.
5. The agenda for the selected day. You can create a new item on the current date by double-clicking the white space in the agenda.

People

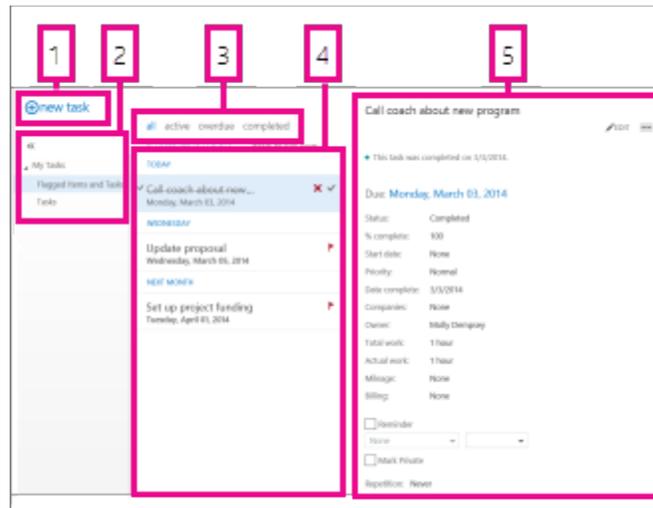
This is where your contacts are stored. From here, you can find, create, and edit your contacts. Also, you can search for contacts in your organization's directory.



1. Create a new contact by clicking **+new contact**.
2. All the places you can find contact information.
3. Search. Type a person's name here to search for them in your contacts and in your organization's directory.
4. List of all contacts in the current folder.
5. The contact card for the selected person.
6. Actions you can take directly from the contact card. Click on the icons to send a message or create a meeting request.

Tasks

Tasks stores tasks that you create or that are sent to you, and also messages that you've flagged. When you view your tasks, the default view is **Flagged Items and Tasks**. You can change that by selecting **Tasks** in the folder list to the left.



1. Create a new task by clicking **+new task**.
2. Use this column to view flagged items and tasks, or just tasks.
3. Filters. Select the filter depending on what items you want to see. Tasks and flagged items that don't have a date associated with them and that aren't completed will appear only when you select **all**.
4. List of items that meet the current filter criteria. Click on any item to view it in the reading pane. You can use the controls in the list view to make changes to an item's status. For example, you can mark a task as complete, or remove a flag from a message.
5. The reading pane, where the content of the items you've selected is displayed. You can use the controls in the upper corner to make changes to the item if it's a task. If it's a message, the controls will be the same as you would see while reading your mail.