

# ***Inbox***

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## ***Overview***

Your **Inbox** is where new messages arrive. You can open, read, edit, forward and reply to messages, move and copy messages to folders, and delete messages from your **Inbox**. Unread or unopened messages appear in bold type; items that have been opened or read appear in normal type.

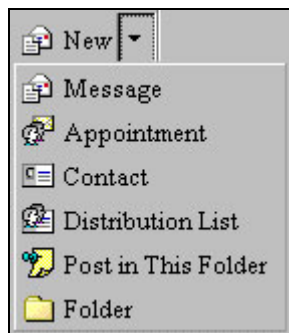
## ***Inbox Toolbar***

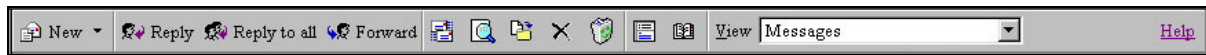
There are a number of toolbars in *Outlook Web Access* to help you perform various tasks. Your **Inbox**, **Calendar**, **Contacts**, and **Public Folders** have their own toolbars with icons specific to their function.

## ***What You See***

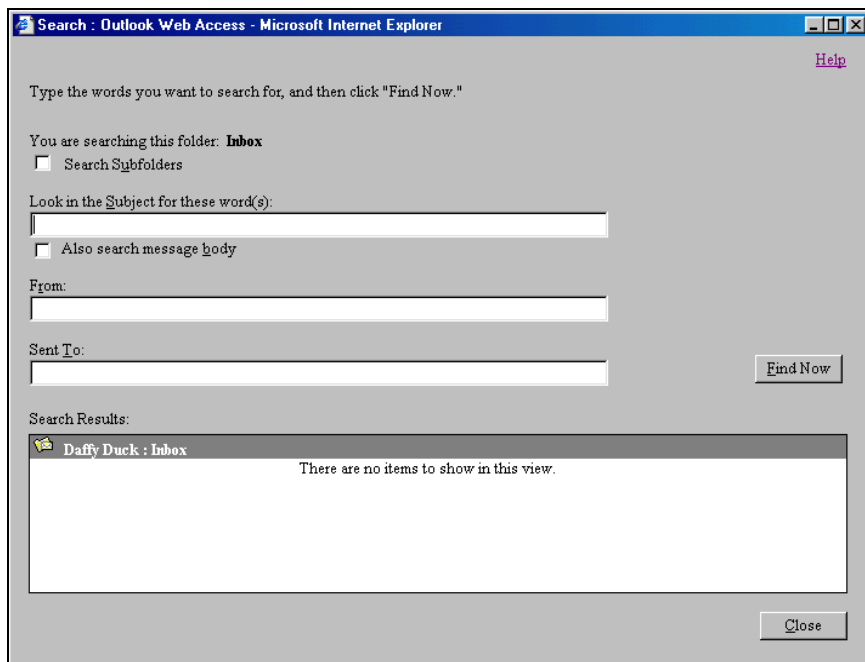


1. **New** This drop-down menu is available at all times. The options displayed on the icon varies, depending on the window you are working in, as does the list of options that display when you click the down-arrow to the right of the icon.



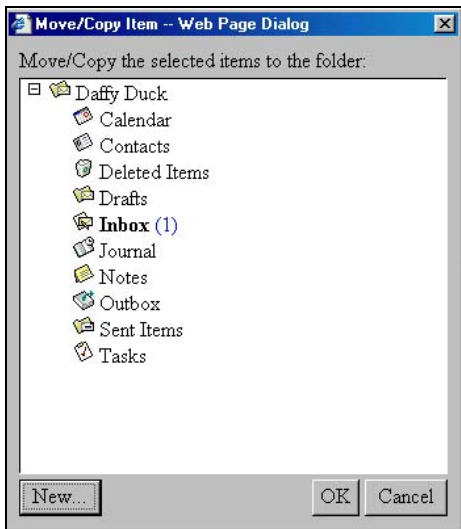


2. **Reply, Reply to all, or Forward** Use these functions to respond to a message you are reading or have read. The text of the original message is copied in the message body. You can type your response within or above the sender's original message.
3. **Check for New Messages** Click this icon to check if you have any new messages. This also refreshes your browser window.
4. **Search** Use this option to locate a specific e-mail message by supplying search criteria information.





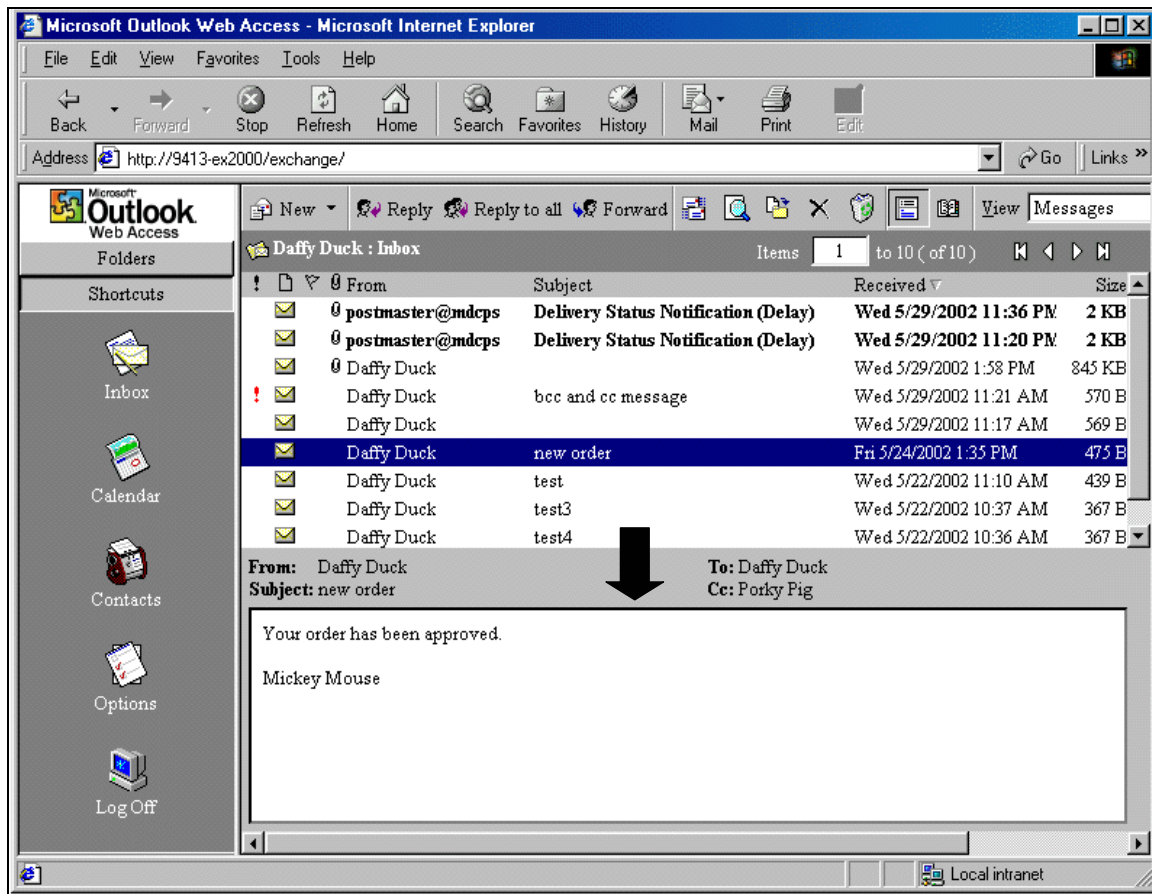
5. **Move** This icon opens the **Move/Copy** dialog box, which allows you to organize messages or other items in your mailbox. You can move messages from one folder to another, or copy them to a different location.



6. **Delete** Highlight an item in the main *Outlook Web Access* screen, such as a contact, appointment, or message, and then click this button. The item will be moved to the **Deleted Items** folder.
7. **Empty Deleted Items** This function permanently deletes any item that you have placed in the **Deleted Items** folder. **Once this option is completed, the item cannot be retrieved.**

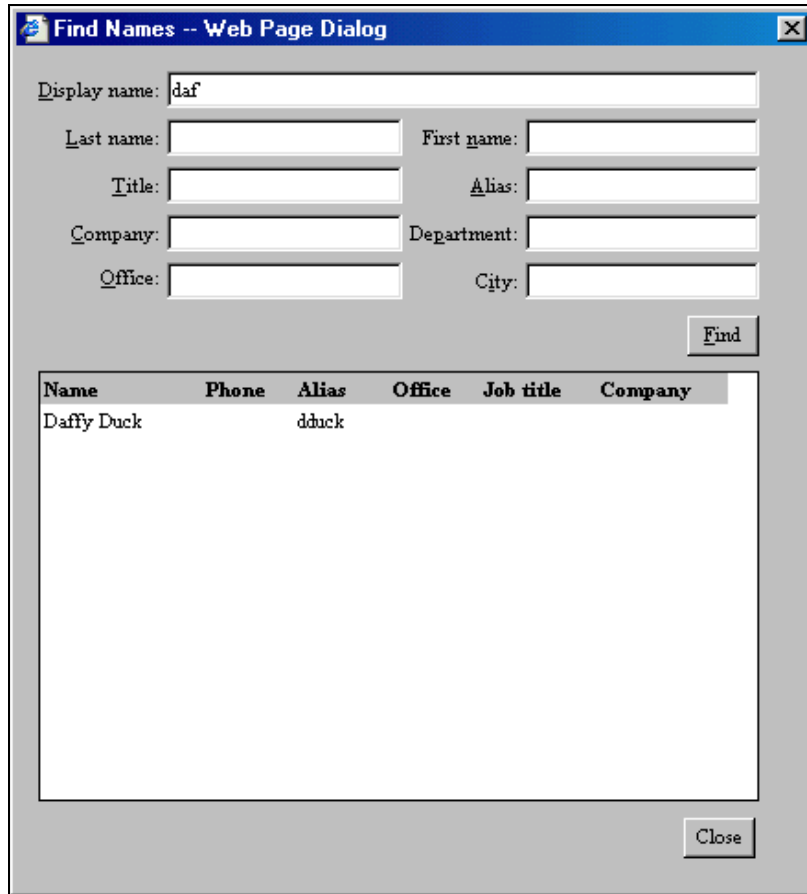


8. **Show/Hide Preview Pane** Click this icon to activate the Preview Pane which allows you to view a portion of your messages without opening them.

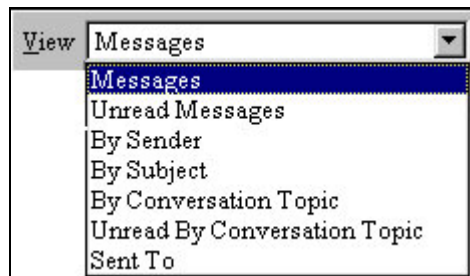




- 9. **Address Book** Click this icon to open a dialog box that allows you to search your organization's address list.



- 10. **View** Use this drop-down menu to choose how items are displayed on the screen. It allows you to sort e-mail messages and contacts by specific characteristics.



- 11. **Help** Click this icon for help related to the screen you are working in.

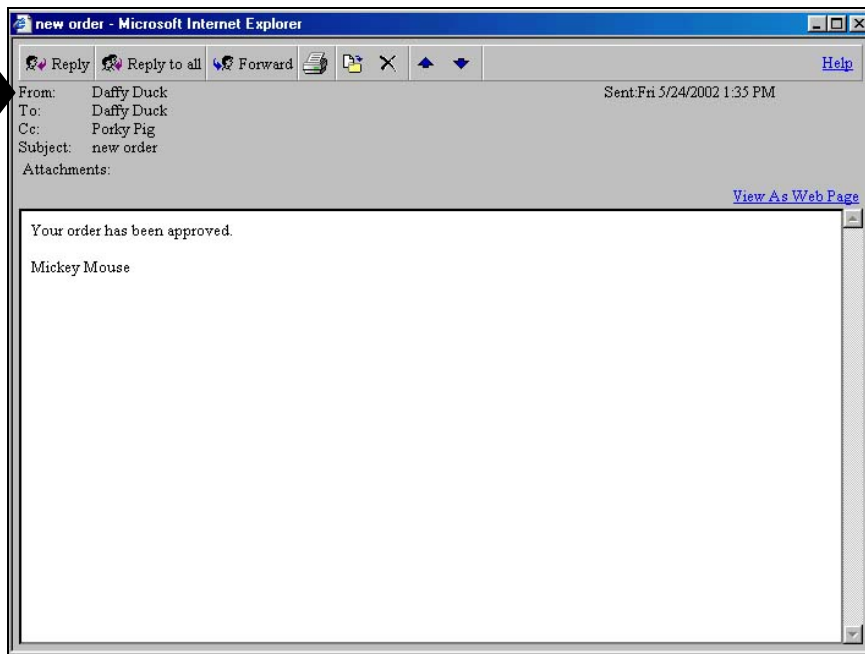
## **Reading an E-Mail Message**

### **What You Do**

To read an e-mail message,

- ▼ **Locate** the message you want to read.
- ▼ **Double-click** on the message.

The e-mail message will be displayed.



When you open an e-mail message in *Outlook Web Access*, it is displayed in the Read Message form. Click the printer icon if you wish to print the message. The following basic information is displayed in the Read Message form heading:

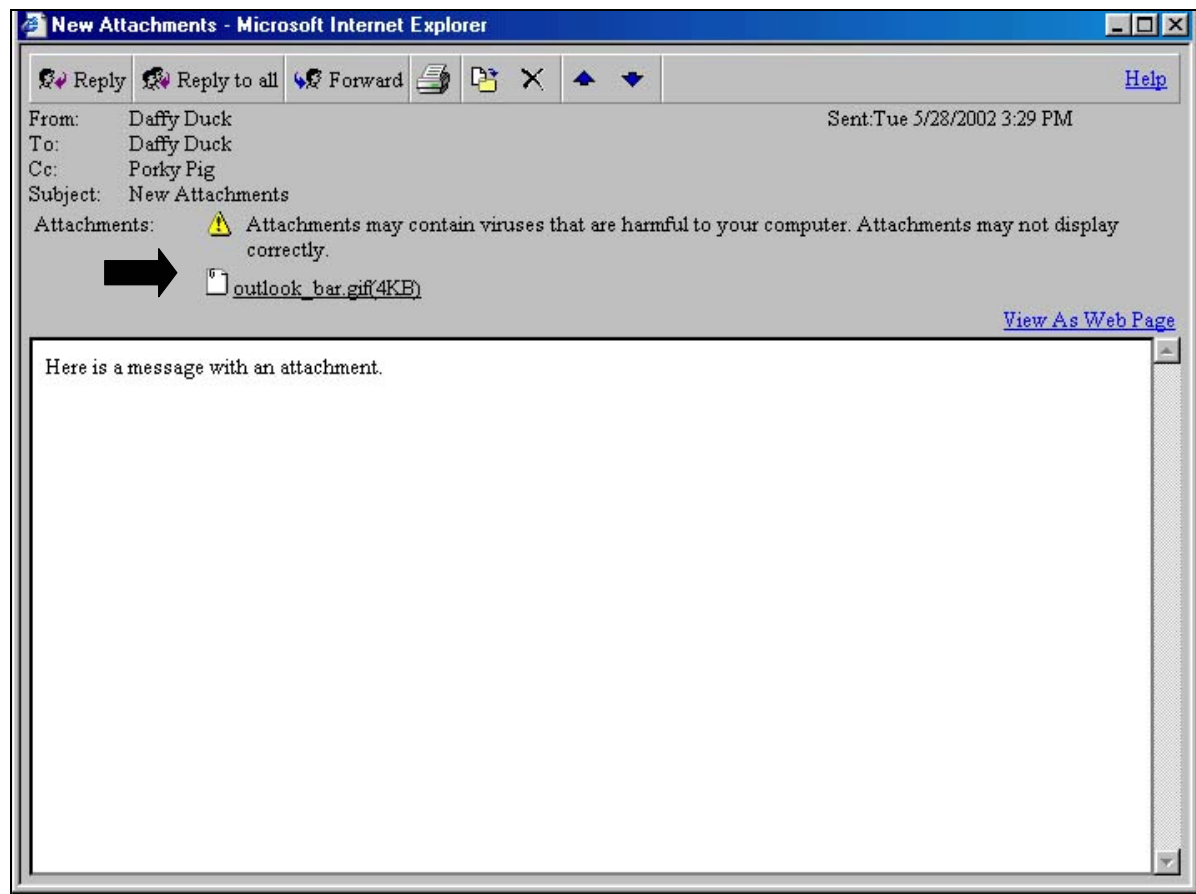
- **From** Indicates the name (or e-mail address) of the sender.
- **To** Indicates the name (or e-mail address) of the primary recipients.
- **Cc** Indicates the name (or e-mail address) of the carbon copy (**Cc**) recipients.
- **Subject** Briefly describes the subject of the message.
- **Sent** Indicates the date and time the message was sent.

## **Reading an Attachment**



An attachment is a file that can be created in any program such as Microsoft Word, WordPerfect, or Microsoft Excel and attached to an e-mail message. When a message contains an attachment, *Outlook Web Access* displays a paper clip symbol beside it in the folder listing.

When the message is opened, you will see the name of the attached file in the message heading information.



### **What You Do**

*To view an attachment*, double-click the attachment file name, located in the message heading information. The attachment will open in a new browser window.

*To save an attachment*, in the open message box, right-click on the attachment and select **Save Target As**. Select the destination folder. It is suggested that the destination folder reside on your hard drive to reduce your mailbox storage space.

### Moving a Message



#### What You Do

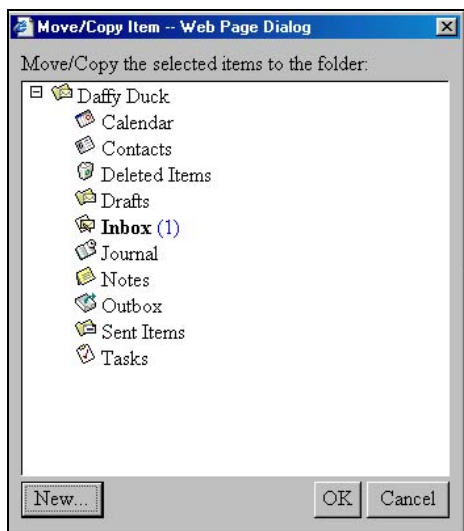
The **Move** command allows you to organize messages or other items in your mailbox. You can move messages from one folder to another, or copy them to a different location.

To move or copy a message to an existing folder, select or open the message you want to move or copy.

On the toolbar of the Read Message form,

▼ **Click** the **Move** icon.

The **Move/Copy** Item dialog box will be displayed.



▼ **Select** a destination folder, noting the folder name.

▼ **Click** **OK**.

To cancel the operation,

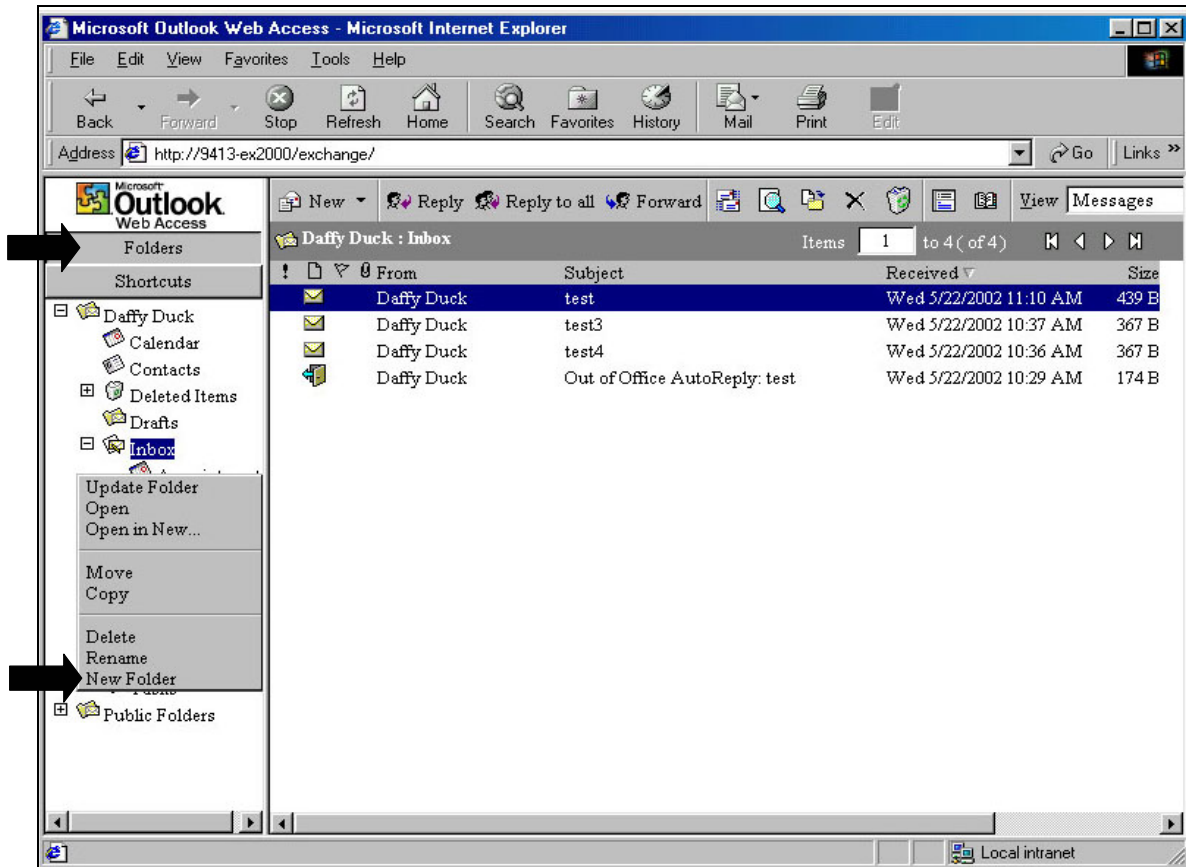
■ **Click** **Cancel**.

## Creating a New Folder



### What You Do

In the **Folders** Outlook Bar,



▼ **Right-click** on the folder where you want the new folder you are creating to reside.

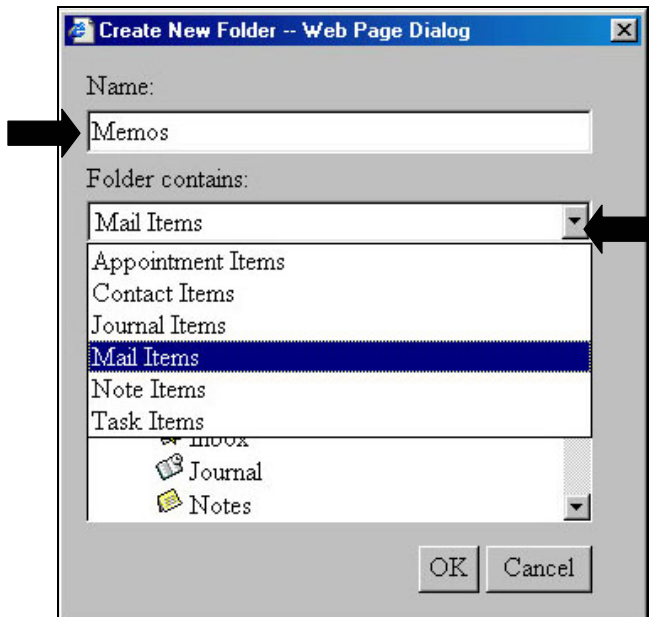
▼ **Select** **New Folder.**

The **Create New Folder** screen will be displayed.

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In the **Create New Folder** dialog box,



▼ **Type**      a name for your destination folder.

In the **Folder contains** drop-down menu,

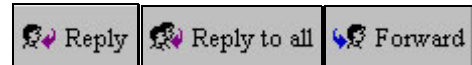
▼ **Select**      the appropriate item for your new folder. All mail messages are considered **Mail Items**.

▼ **Click**      **OK**.

To cancel the operation,

■ **Click**      **Cancel**.

## **Replying to or Forwarding a Message**



### **What You Do**

To respond to a message you are reading or have read, in the Read Message form toolbar,

- ▼ **Click** the **Reply**, **Reply to all**, or **Forward** icon.

When you click **Reply**, the **To** field is preaddressed to the sender of the original message. When you click **Reply to all**, the **To** and **Cc** fields are preaddressed to the sender as well as every other recipient of the original message. When you click **Forward**, you have to fill in all address fields, just as you do when addressing a new message. [Refer to *Addressing and Composing a New Message*, page 33.]

The text of the original message is copied in the message body. You can type your response within or above the sender's original message.

- **Click** **Send**.

## **Deleting a Message**



You can delete an individual message from your e-mail folders, or you can delete several messages at a time.

### **What You Do**

*To delete an open message*, on the Read Message form toolbar,

- **Click** **Delete**.

*To delete a message* from a folder in the Outlook Bar,

- ▼ **Select** the message.

- **Click** **Delete**.

*To select consecutive messages*,

- ▼ **Click** on the first and last messages in the series while holding down the **SHIFT** key.

- **Click** **Delete** on the Inbox Toolbar with the messages selected.

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*To select non-consecutive messages,*

- ▼ **Hold**      down the **Ctrl** key.
- ▼ **Click**      on each message you want to delete.
- **Click**      **Delete** on the Inbox Toolbar with the messages selected.

***Note: All deleted messages are sent to the Deleted Items folder. They are not permanently removed until you empty the Deleted Items folder.***