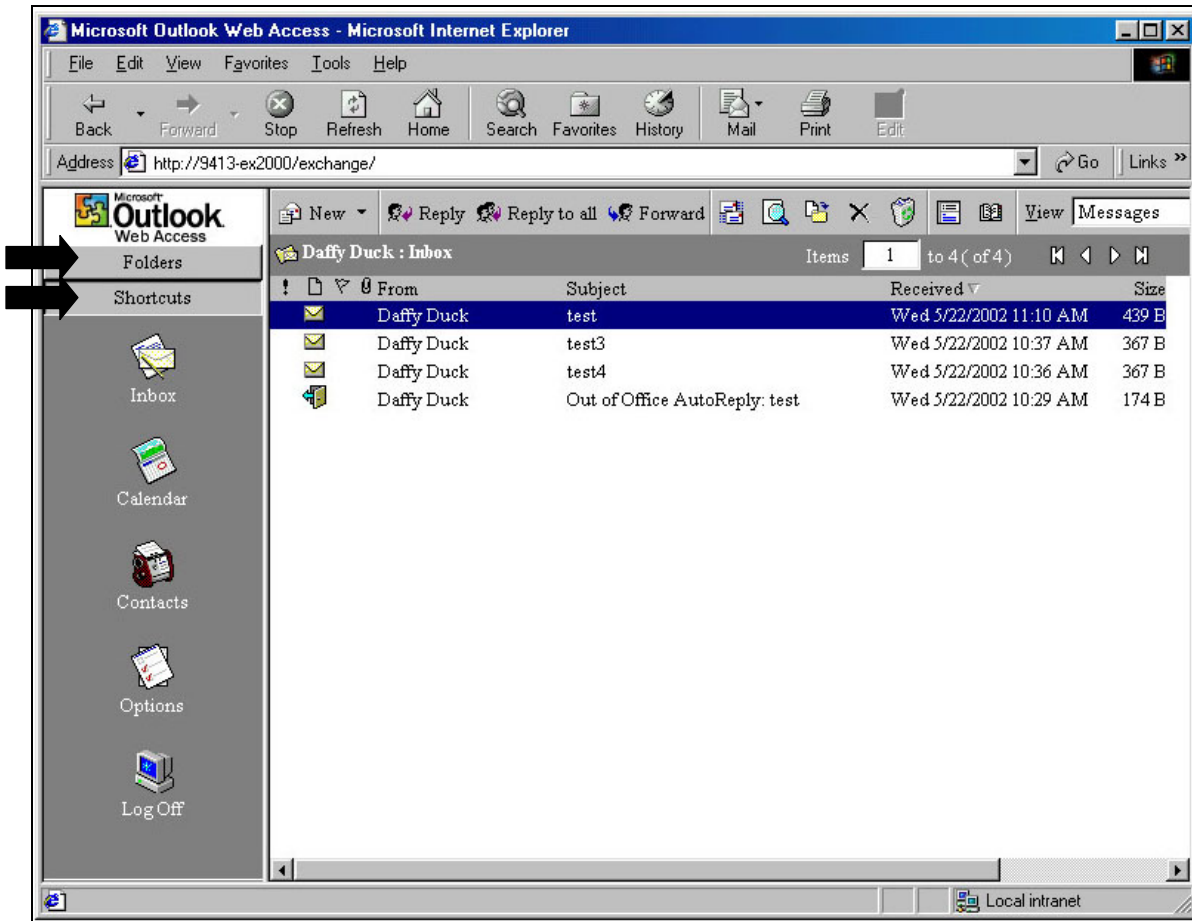


Outlook Bar

The Outlook Bar, located to the left of the **Inbox** (default screen), offers a **Shortcuts** or **Folders** view. You can switch between the two views by clicking the icons at the top of the Outlook Bar.



Shortcuts View

Outlook Web Access displays the **Shortcuts** view of the Outlook Bar.

What You See

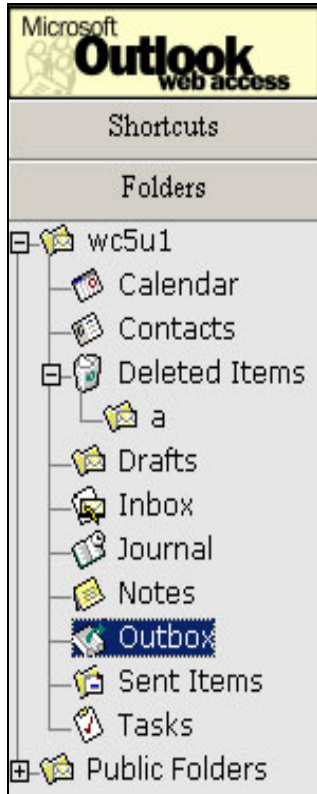


1. **Inbox** Where all communications arrive. This is the default window that opens after entering your password.
2. **Calendar** Where daily, weekly, and monthly calendars can be viewed. Scheduling of appointments and tasks are maintained in the **Calendar**.
3. **Contacts** Where personal and business e-mail addresses, telephone numbers, street, and mailing addresses are maintained.
4. **Options** Where you can customize your *Outlook Web Access* with features that can be performed automatically.
5. **Logoff** This function disconnects your e-mail from the Internet, however, it is also important to close the Browser window.

Folders View

Outlook Web Access displays the **Folders** view of the Outlook Bar.

What You See



The **Folders** view displays personal and public folders. You can expand folders (click +) to view subfolders or collapse them (click -), as necessary. When you click on any folder in the Outlook Bar, its contents will be displayed.