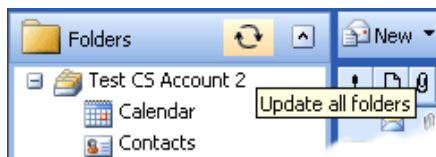


Although Microsoft Outlook Web Access is designed to look and feel as much like Microsoft Outlook as possible, there are some subtle differences between the two versions. Here are some tips and tricks that will help you when using the online version.


Log On and Log Off – Web Access requires you to log on and log off of the application each time you use it. This protects the security and confidentiality of your data.

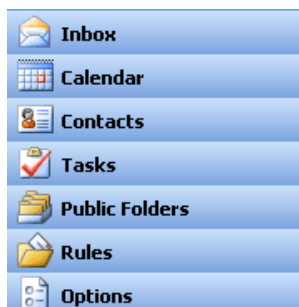


- **Logging on is easy.** You are prompted to log on each time you visit <http://exchange.syr.edu>.
- **Logging off is easy to forget.** Be sure to click the Log Off button in the top right corner of the application each time you are finished using it. Then follow the on-screen instructions to *close* all browser windows and *exit* the browser application. Failing to do so can expose your data to the next person who uses that browser!



Folder List – Unlike the Outlook client, Web Access displays your *entire* folder list at all times. To see the latest updates to your folder list, including any new messages or additions, click the **Update All Folders** button at the top of the Folders window.

TIP: The  button will hide or show the folder list. There is no Favorite Folders / All Mail Folders view.

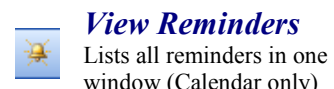
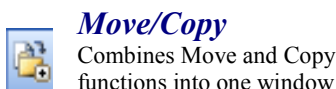


Section Buttons – There are three section buttons that are unique to Web Access:

TIP: The Mail section is called *Inbox* in Web Access.

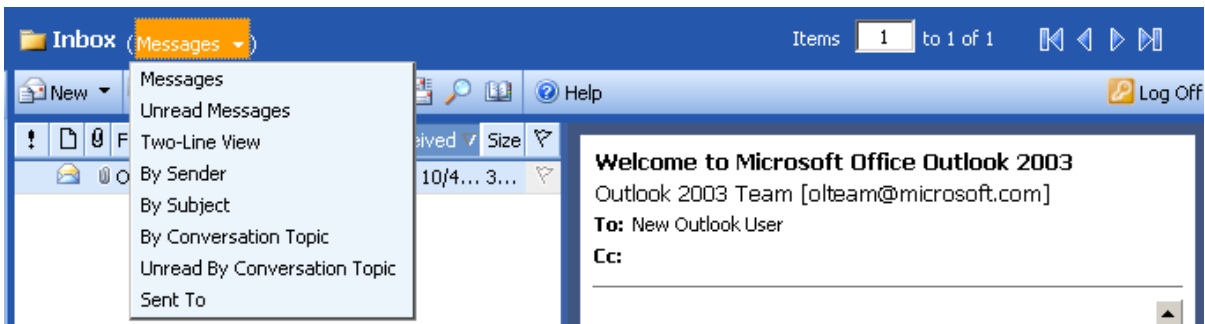
- **Public Folders** – Like a bulletin board for Exchange users. Administrators can post messages and others can read, reply or forward them. Includes Internet newsgroups.
- **Rules** – Replaces the Create Rule icon from the Outlook Standard Toolbar for Mail. Set incoming mail rules here.
- **Options** – Configuration options for Web Access. Includes Out of Office, Junk Mail, Recover Deleted Items and more.

Toolbar Icons – There are three Toolbar icons that are unique to Web Access: two that appear in most sections and one that appears in Calendar only.



TIP: Unlike the full Outlook client, you cannot customize toolbars or use shortcut keys in Web Access.

Folder Bar – Combines *Arrange By*, *Views* and *Page Scrolling* into one toolbar:



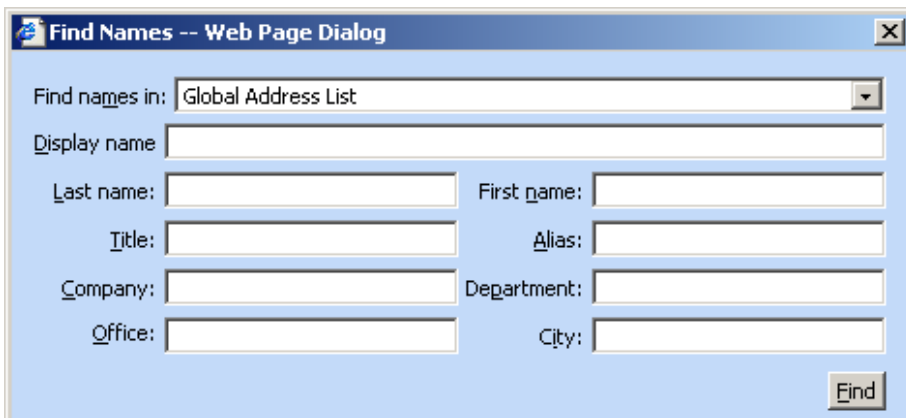
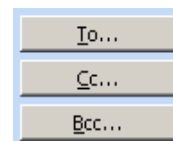
TIP: Click the *Show/Hide Reading Pane* icon to change the location of the Inbox Reading Pane.

Help – Web Access does not have the “Type a question for help” bar in the top right corner of the screen. Instead, that location is used for the Page Scrolling controls shown above. Fortunately, Web Access has a well-organized, easy-to-use Help system. Just click the Help icon on any page for context-sensitive help on that function:



TIP: Click a plus sign or heading in the left column to see a list of topics. Click a topic to display it.

Address Book – The Address Book icon and the To: | Cc: | Bcc: buttons in Web Access bring up the *Find Names* dialog box. This is the same as clicking *Advanced* > *Find* or *Tools* > *Find* in the Outlook client Address Book. Find Names is more efficient for online use because it displays only the Address Book entries which match your criteria:

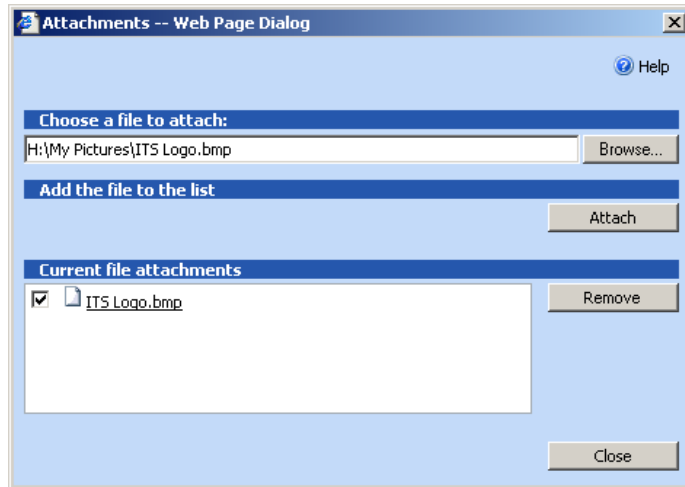


TIP: Use the drop-down box at the top of the *Find Names* dialog to select the address list to search. Fill in any part of any field and click the *Find* button. Choose the desired name from the list, then click an action button.

 **Attachments** – Click the Attachments button or icon to add or remove files.

To add an attachment:

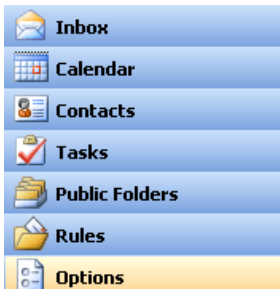
1. **Browse** to (or type the path and filename) of the file you wish to attach
2. **Attach** the file to add it to the current list of attachments
3. **Close** the Attachments dialog



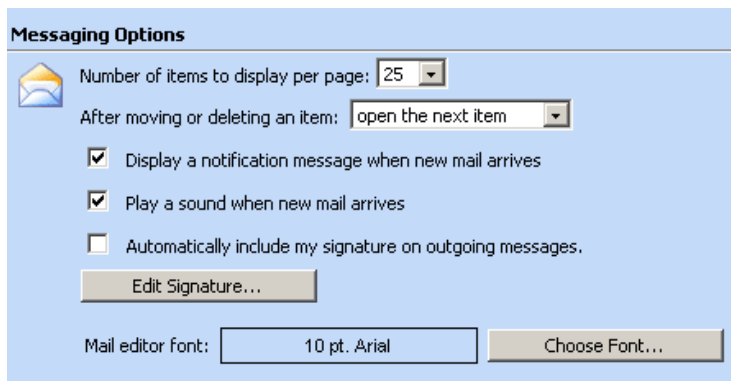
To remove an attachment:

- a. **Check** the box in front of the file(s) you wish to delete
- b. **Remove** the file from the current list of attachments
- c. **Close** the Attachments dialog.

TIP: If using Internet Explorer 6 or higher, click the Options section button, scroll down to E-mail Security and follow the instructions to download and open (run) the S/MIME Control. Not only will this allow you to digitally sign and encrypt email messages when needed, it will also simplify adding and removing attachments by making these functions work more like they do in the Outlook client (e.g., drag & drop to attach a file, right click to remove an attachment, etc.).



Signature – Signatures created in Outlook do not carry over to Web Access. To create a signature for mail sent from Web Access, click the **Options** section button, scroll to **Messaging Options**, and click the **Edit Signature** button. Type and format your signature as you would like it to appear, and then click **Save and Close**. To exit without saving, just click **Close**. Unlike Outlook, Web Access supports only one signature file.



*TIP: When you **Save and Close** the Signature screen, Web Access will automatically place a checkmark in front of “Automatically include my signature on outgoing messages.” If you prefer to make this decision on a message-by-message basis, uncheck this box and use the **Insert Signature** button on the New Message standard toolbar when composing your message.*

