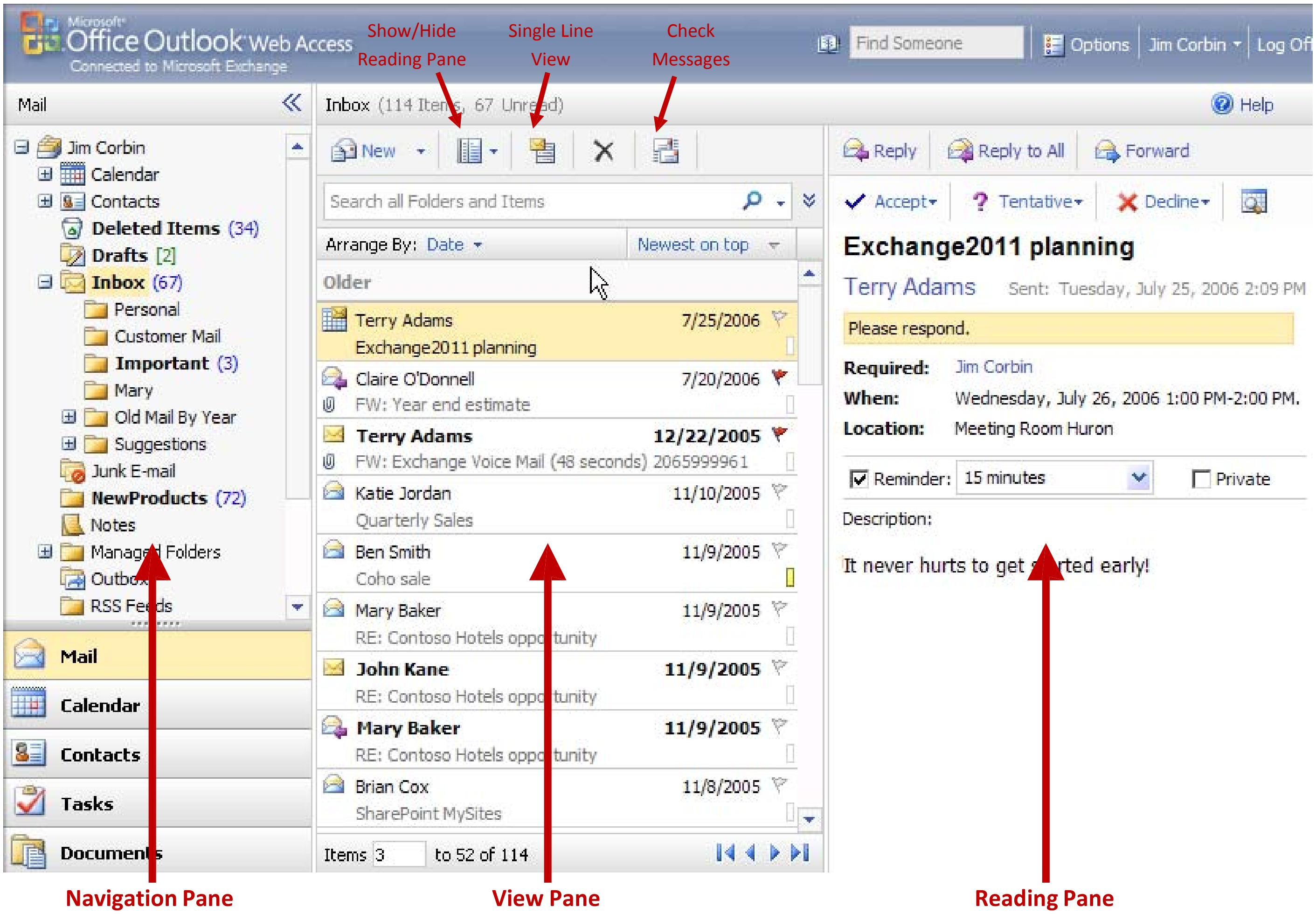
The Outlook 2007 Web Access interface consists of three main parts: the **Navigation Pane**, the **View Pane** and the **Reading Pane**.

- Use the Navigation Pane to access the different areas of your account: Inbox, Calendar, Contacts, Tasks and documents.
- Use the View Pane to see a listing of your messages, meetings or tasks.
- Use the Reading Pane to read messages.



Email

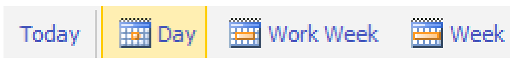
- To **Read a Message in the Reading Pane**, click once on the title of the message in the View Pane.
- To **Read a Message in a new window**, double-click on the title of the message in the View Pane.
- To **Start a New Message**, click the New button. New
- To **Reply to a Message**, select the message in the View Pane and click on either the Reply or Reply to all button.
- To **Delete a Message**, select the message in the View Pane and click on the delete button.
- To **Forward a Message**, select the message in the View Pane and click on the forward button.
- To **Flag a Message**, click on the Flag button to the right of the message title in the View Pane.
- To add a **Category** to a message, click the rectangle to the right of the message title in the View Pane.
- To **Add an Attachment**, click on the **paperclip** in the New Message window toolbar. Click on the **Browse** button, choose the file you want to attach. Click on the **Attach** button.
- To **Search** messages, type in the **Search Bar** what you wish to search for, then click the **Search Button**.
- To **Set Importance** of a new message, click on either the exclamation point (high) or the down arrow (low).
- To **Add a Signature** to a new message, click the **Insert Signature** button.
- To **Make a New Folder** in the Navigation Pane, right-click on the desired top-level folder and click **Create New Folder**, then type the name of the folder. Inbox (5) New Folder

Calendar

View Your Calendar

You can view your Outlook 2007 calendar by clicking on the Calendar Section Heading in the Navigation Pane.

- To View Today's schedule, click on the **Today** button on the toolbar.
- For a daily view, click on the **Daily View** button.
- For a Mon-Fri view, click on the **Work Week View** button.
- For a weekly view, click on the **Week View** button.



Schedule An Appointment

1. Click the **New** button on the toolbar.
2. Enter a description into the **Subject** box.
3. Enter a location into the **Location** box.
4. Enter **Start** and **End** times.
5. If it is a recurring appointment, click the **Recurrence** button on the toolbar, and specify pattern.
6. If you want to invite someone to the appointment, select the **Scheduling Assistant** tab, or click the **Invite** button.
7. To have a reminder of the appointment, select the **Reminder Check Box** and specify a notification time.
8. You can also select whether the appointment time is busy, free, out of the office, tentative or private.
9. Click the **Save and Close** button, or the **Send** button if you've invited attendees when done.

Options

To change account options, click the **Options** button on the top right-hand corner of the screen. Options

Message Options

- Email Signature- edit your email signature for OWA, and select **Automatically include my signature**

Spelling

- **Place a checkmark** in the appropriate box to select the options you want.
- You can **choose a different language** by selecting one from the drop-down menu.

Out of Office Assistant

- You can choose whether to send different Out of Office Replies to internal as well as external users.
- You can specify to send Out of Office Replies only during a specified time period.

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Contacts

View Your Contacts

You can view your contacts by clicking on the Contacts Section Heading in the Navigation Pane.

Add a New Contact

1. Click the **New Contacts** button. New
2. Enter the appropriate information into the web form that opens.
3. Click **Save and Close**.
4. To edit a contact

Send a Message from Contacts

1. Click the **Send Message to Contact** button on the toolbar.
2. Enter a subject and message.
3. Click the **Send** button.

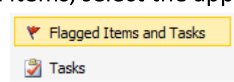
Send a Meeting Request from Contacts

1. Click the **New Meeting Request from Contacts** button on the toolbar.
2. Enter a subject, location and duration for the appointment.
3. Click the **Send** button.

Tasks

View Your Tasks

You can view your contacts by clicking on the Tasks Section Heading in the Navigation Pane. To toggle between viewing only tasks, or flagged items, select the appropriate button on the Navigation Pane.



New Task

1. Click the **New Task** button. New
2. Enter a description into the **Subject** box.
3. Select options such as start date, due date, and priority.
4. Click the **Save and Close** button.

Forward a Task

1. Click on the **Forward** button.
2. Select the recipients of the task.
3. Click **Send.**

Log On & Log Off

- To log on to OWA, open Internet explorer and type in the address bar: https://owa.helenkeller.com
- Enter your full email address user.name@helenkeller.com and password
- Remember to Log off of OWA- it is possible for strangers to access your email account after you have left the computer. Select the **Log Off** button in the top left-hand corner Log Off