

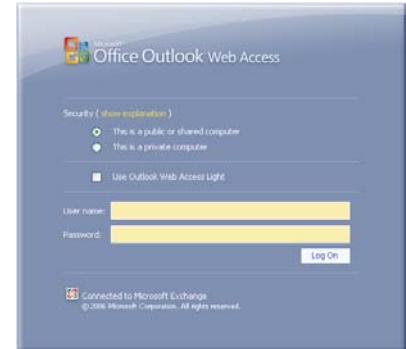
Five Tips to get you started with Outlook Web Access

1. Logging On Options



Public or Shared Computer –To be used on a computer that is not your own. You will find this option will timeout more frequently after periods of inactivity than if logging on using Private Computer.

Private Computer –Can be used on your laptop or home computer. By logging on with this option, your username will be saved for the next time you log on and will provide a longer timeout periods. Passwords will not be saved.

Outlook Web Access Light – Provides a faster option for users on with slow connection speeds as it has limited functionality. If you are using a browser other than Internet Explorer you are forced to use this option.







2. Customise your Message view

You can customise your messages to show on one line instead of two. To you can see more emails on the screen click the **Single Line**  button. For this to work effectively you can change the position of the reading pane by clicking the **Reading Pane**  button and selecting **Bottom** or **Off**.




From	Subject	Received	Size
Last Month			
trainx12	Email 4 - Smithsonian Fellowship	2/07/2007	35 KB
trainx12	Email 4 - Smithsonian Fellowship	2/07/2007	2 KB
trainx12	Email 3 - Authorisation to destroy records	2/07/2007	32 KB
trainx12	Email 2 - Alumni Board Membership	2/07/2007	2 KB
trainx12	Email 1 - Innovation Train	2/07/2007	2 KB
trainx12	Email 5 - Hale Street Link	2/07/2007	2 KB
trainx12	Email 6 - Course Accreditation	2/07/2007	2 KB
trainx12	Email 6 - Course Accreditation	2/07/2007	4 KB
trainx12	Email 5 - Hale Street Link	2/07/2007	4 KB

Items 1 to 33 of 33




3. Customise Messages shown on a page

You can change the number of messages that appear on a page from the default 50 messages. To change this click the **Options**  button and beside the **Number of items to display per page** select **100** from the drop down list. Then click the **Save**  button. Click the **Mail**  button to return to the Inbox. To move through the pages to see more messages you use the **first page**, **next page**, **previous page** and **Last page**  buttons.

4. Adding your Signature

Although you may have a signature set up in the Outlook client this does not carry across to Outlook Web Access. To add your signature click the **Options**  button and type your signature details in the **E-mail Signature** section. Select the **Automatically include my signature on outgoing messages** option. Then click the **Save**  button. Click on the **Mail**  button to return to the Inbox.

5. Search for Messages

Click in the **Search** box and type in what you wish to search for then click the **Find now**  button or press **Enter**. Click the **Clear**  button to return to the Inbox. To search areas other than the Inbox you can click the down arrow  and select **This Folder and Subfolders** or **All folders and Items**.