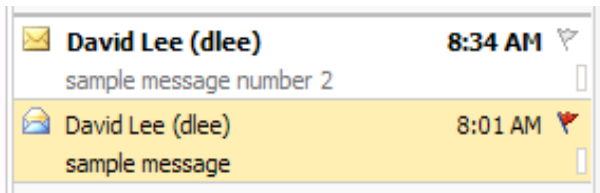


Reading incoming mail

Outlook Web Access gives you several options for viewing your e-mails. You can view an e-mail in the Reading pane or open up the e-mail in a new window.

Reading your mail

Unread mail will appear in the **Message Pane** with the sender's name in bold-faced printing and with a closed envelope icon.



Reading an e-mail from the **Reading Pane**

- Click once anywhere in the box containing the sender's name and subject.
- The text of the e-mail will appear in the **Reading Pane**.

Reading an e-mail in a new window

If the body of the e-mail is particularly long, you may want to open the e-mail in a new window.

- From the **Message Pane**, double click anywhere in the box containing the sender's name and subject.
- A new window will appear displaying your e-mail.

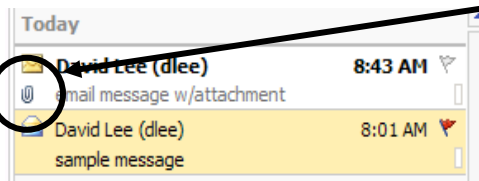
Preview and Saving Attachments

Attachments are files that are sent along with an e-mail, rather than in the body of the message.

*Tip: **Never** open an attachment from someone you do not know, or an unexpected or unexplained attachment from someone you do know. This is how computer viruses spread. If you are not sure, contact the sender to make sure the attachment is safe.*

Previewing attachments

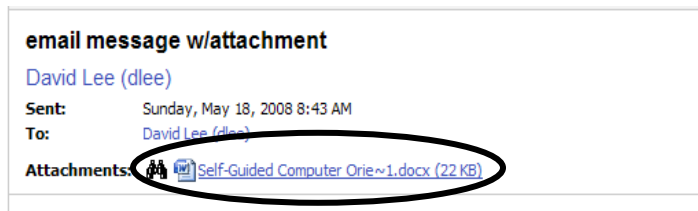
- When you receive a message with an attachment, your e-mail will appear with a **paperclip** icon in the **Message Pane**.



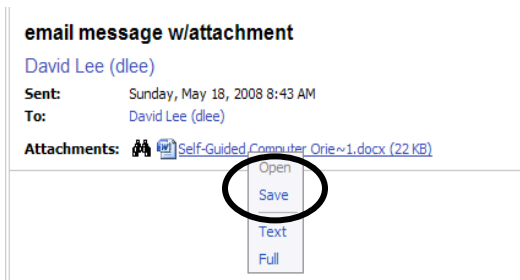
- Click anywhere in the box containing the sender's name and subject so that the e-mail appears in the **Reading Pane**.
- In the **Reading Pane**, click on the view attachment icon.

Saving Attachments

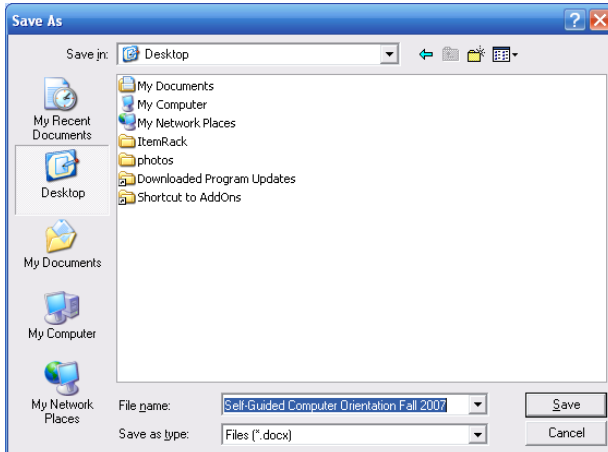
- If you would like to save the attachment and open it later:
 - Click on the underlined name of the attachment.



- Click on **Save**



- Navigate to the folder where you would like to save the attachment.



- In the box labeled **File name**, type in a name that you wish to give your attachment.
- Click on the button labeled **Save**.
- The attachment will be saved in the designated location.
- You can now open the attachment from that location.