

# Understanding Microsoft Outlook Web Access

Take a moment to understand the elements that make up the window and how they will be used.

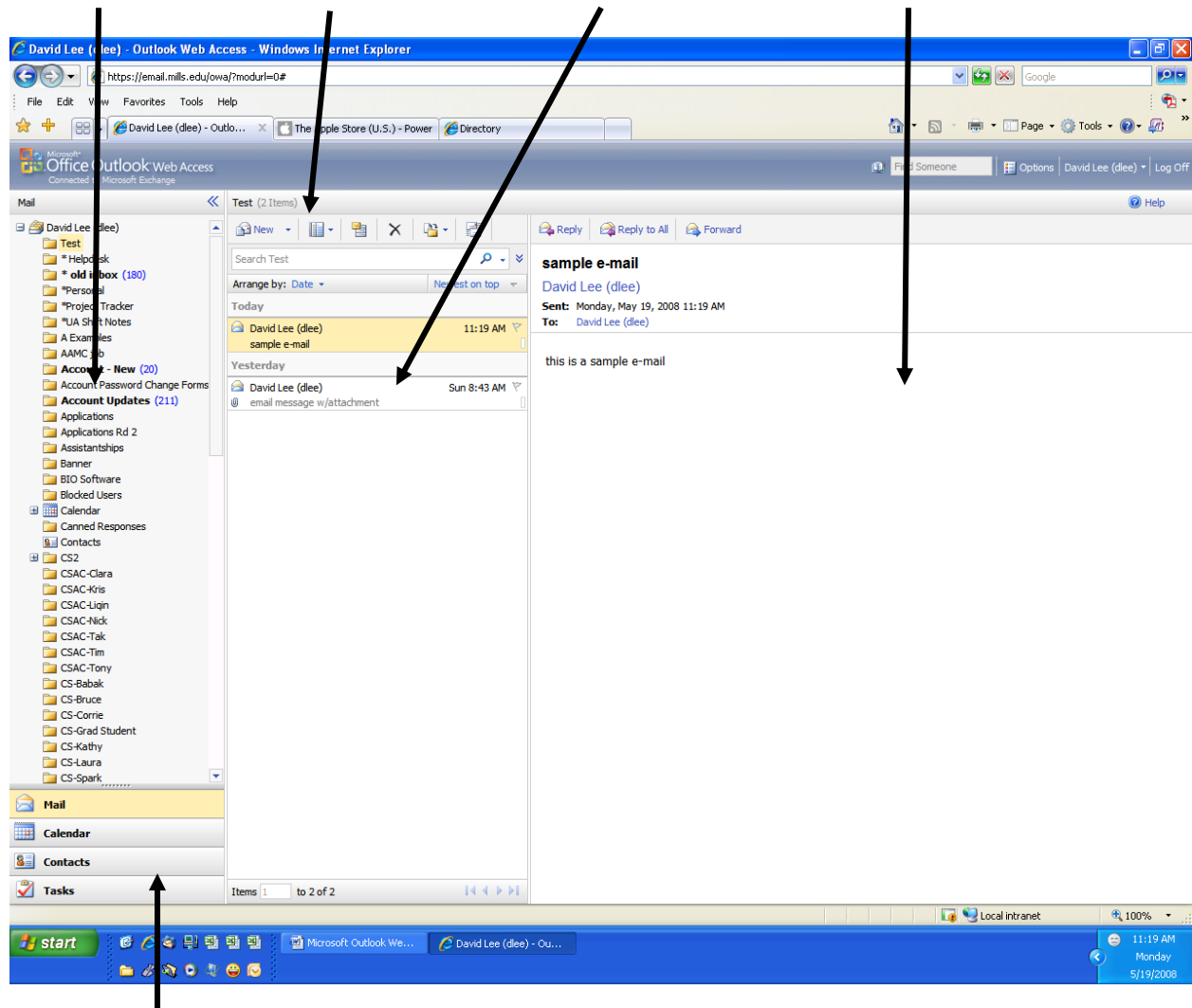
## MAIL FUNCTIONS

### Folder List

### Mail Toolbar

### Message Pane

### Reading Pane



- The **Navigation Pane** allows for access to your mail folders, calendar, contacts and tasks.
- The **Mail Toolbar** contains buttons for many of the common mail tasks you will use in Outlook Web Access.
- The **Folder List** allows you to select the folders you want to work with.
- The **Message Pane** displays the e-mails within the folder you have selected in the Folder List.
- The **Reading Pane** displays a preview of the email selected in the View Pane.