



Quick Reference Sheet: Navigating Outlook Web Access

scmail.scstatehouse.gov/owa

Search box: Enter person's name, message text, etc. to find a contact or email message.

Calendar, Contacts, Tasks: Switch views between Mail, Calendar, and People (contacts) and Tasks.

Notification area: Alerts for new email messages and calendar reminders.

Switch Mailboxes or Log out: Click on your name to open another person's mailbox or to log out (name grayed out here)

Settings: Change your display settings, set an autoreply (out of office), or change your password

Help: Click to search Microsoft's online support.

Filter message view.

Create new message.

Mail folders: Folders include Favorites, Inbox, Drafts, etc. Collapse this pane by clicking on the double arrows at the top. Expand and collapse folders in this view by clicking on the triangle icons next to the folder. Right click on a mail folder for option to create a new subfolder.

Tasks: Click to view tasks you have created and messages you have flagged.

Messages: List of messages in current folder and their related info, including # of messages in conversation, attachments, flags, etc.

Reading Pane: View of selected message/conversation.

Inline compose: Option to compose replies and forwards to currently selected message. Click ellipsis for additional email actions, including Delete, Categorize, and Print.