WHAT'S NEW IN OUTLOOK WEB 2003?

Below is a sneak preview of some of the new and improved features you will see as you use OUTLOOK WEB 2003. All of these features are described in detail on the pages listed next to each.

General

- The application has been re-designed to mimic the look and feel of the Outlook 2003 client work environment.
- The Folders and Shortcuts menus have been combined into a single menu.
- The Logoff command can be easily accessed from any window.
- Functional icons (e.g., reply forward) have been changed to be the same as those used in the Outlook client and the icons have been re-ordered to be roughly the same locations as the Outlook client.
- You can now right-click on messages and navigation pane items for context sensitive menus.

Inbox and Message Composition

- The Inbox now has a “2 Line View” option that allows you to view the message header information on two lines.
- The preview pane can be displayed to the side of the messages instead of at the bottom of the page.
- There is now integrated spell-check capability.
- The web version now includes E-Mail rules can be set to automatically file e-mails based on specified criteria.
- An auto-signature can be attached to all outgoing messages.
- Powerful junk-mail features allow you to accept or reject incoming messages from specified senders.
- Messages can now be flagged in the web version.

Tasks

- The Task feature has been redesigned to mimic Outlook. Tasks can now be given due dates and reminders can be set.
The first screen you see once you logon is the Inbox. You will see the navigation pane down the left side of the screen and a toolbar at the top.

Everything you can do in Outlook Web can be accessed from one of these two areas. The navigation pane on the left side of the screen will stay the same regardless of the feature you are using. The toolbar at the top is specific to the feature (Inbox, Calendar, etc) that you are currently accessing.
**Outlook Web Navigation Pane**

The Outlook Web navigation pane located on the left side of the screen gives you shortcut access to all of the Outlook web features. In the previous version of OUTLOOK WEB this menu could be viewed in two different ways: folders or shortcuts. In this version the two menus have been combined into one.

The button to the right of the Folders will refresh the view of the folders when it is clicked:

![Refresh button](image)

This can be used to refresh the count of unread messages in the Inbox.

The Folders view can be hidden by clicking on the up arrow button:

![Up arrow button](image)

When this button is clicked the folders pane will display as a blue space.

The shortcuts at the bottom of the menu can be displayed as small buttons by clicking on the down arrow above the Inbox:

![Down arrow button](image)

When you click this the shortcuts will be displayed as follows:

![Shortcuts](image)

Click the Up Arrow above the shortcuts to revert to the large shortcuts view.
**View Preview Pane.** This option will split your Inbox in two parts. The top/left portion will display the message list, and the bottom/right portion will display the contents of the selected message. Click on the down arrow to turn the preview pane on and off and to select where to display the pane.

In addition, the Inbox toolbar allows you to select different views of the Inbox. Click on the **View** pull-down menu on the toolbar to select the different views.

OUTLOOK WEB will periodically check the E-Mail server to see if you have any new messages. When you do, a small “New Mail” icon will appear at the corner of your screen on top of the application you currently have open. In addition, a New Mail icon will also appear at the bottom of the OUTLOOK WEB menu bar. Click on either icon to load the new messages.

**Important Note:** If you select “Open” from the pop-up menu the document will display in a browser window and you will not be able to edit it.
CONTEXT SENSITIVE MENUS

In the previous version of Outlook Web, right clicking on a message or menu item resulted in a menu of choices related to the browser (i.e., Internet Explorer, Netscape, Firefox, et al). In Outlook Web 2003, you can now right click on a message or menu item and you will receive an Outlook menu related to the item you have clicked on.
Spell-check

Spell-check is a new feature in this version of OUTLOOK WEB. The first time you initiate the spellchecker you must choose a language for the checker. In order for the spellchecker to operate correctly you must select English (United States).

The spell-check feature works the same way as in other Microsoft applications. More spell-check options can be found in the Options window of OUTLOOK WEB.

E-MAIL RULES

This new feature in OUTLOOK WEB 2003 allows you to automatically file messages in your Inbox or in sub-folders based on criteria that you setup. For example, if you have subscribed to an E-Mail list such as with JCAHO you can setup a rule to file all messages from JCAHO in a folder that you designate.

To setup E-Mail rules click on the Rules shortcut on the left side of the screen. Click on New... to display the Rules setup window.
You can file a message based on the **From** field or from words in the **Subject Line**. You can also file messages based on their importance flag (high, low, or normal). All three of these criteria can be used together.

Then you should select the action that you want OUTLOOK WEB to take. It can either move or copy it to a folder that you designate (by clicking **Specified** and selecting the desired folder), delete it, or forward it to someone else. Forwarding a message to someone else can be useful if you go on vacation and need someone else to take care of important items while you are away.

Once you have made your selections and given your rule a name you should click **Save and Close** to save the rule. You can manage rules you’ve created from the main Rules window.
TASKS

The re-designed Tasks screen in OUTLOOK WEB 2003 allows you to create tasks and set due dates and reminders.

From the main Tasks window click on the New button to create a new task.

You can fill in the task header with the desired information. You can track progress on the task by updating the % Complete field as necessary.
You can type additional information about the task in the blank space below the header. When you click **Save and Close** the task will be added to the task list on the main task screen.
OPTIONS

Messaging Options – New Signature Feature

In this section you can also create your personal E-Mail signature that will be attached to every outgoing E-Mail message. To setup your signature click on the Edit Signature button. Type and format your signature, then click Save and Close.
**Reading Pane Options**

Here you can decide how to mark Inbox items as read when you view them from the **Preview Pane**.

**Spelling Options**

The spelling options allow you to specify which items to spell-check and also whether to automatically check the message when you click the Send button. Automatically checking the spelling on outgoing messages will delay the send process slightly but will ensure that your message is error-free in the event you forget to spell-check it.

**E-Mail Security**

If you choose to download and install this feature you will have the ability to encrypt and digitally sign outgoing E-Mail messages. This is not necessary for most E-Mail transactions and use of this feature is only recommended for advanced users.
Privacy and Junk E-Mail Prevention

If you click on the Filter Junk E-Mail checkbox you will have the option to Manage Junk E-Mail Lists. Click on that button to setup your list.

In this dialog box you can setup safe senders and blocked senders. This feature can be useful in reducing the amount of junk E-Mail (also known as “Spam”) that you receive in your Inbox. First, select which list you’d like to create (it’s best to create a “Blocked Senders” list of addresses from which you do not wish to receive messages). Then, click on the Add button to enter addresses. You must type in the full E-Mail address (e.g., somebody@yahoo.com) in order for this feature to work. When you have entered the names you wish to block, click OK.
**Appearance**

This option allows you to add a “personal touch” to your E-Mails by changing the color scheme. The color will change after you click **Save and Close** at the top of the Options screen. You may need to close your browser and log back into OUTLOOK WEB for the changes to be reflected.

Here you can modify the way that the date and time displays in the various parts of your version of OUTLOOK WEB.

**Reminder Options**

Outlook Web 2003 now includes an option for task reminders in addition to calendar appointment reminders.

**Contact Options**

In this portion of the Options screen you can change the way the **Check Names** feature works. If you send most of your e-mails to Stockton e-mail users you should have the system check names against the Global Address List first. If you send most of your messages to people who have e-mail addresses in your
Contacts, you should have the system check names against Contacts first. If in doubt, leave the first option selected.

If you make any changes to any of the options on this screen, be sure to click on the **Save and Close** button at the top of the screen in order to save your changes.

**LOGGING OFF**

When you have finished using OUTLOOK WEB it is important that you properly exit out of the application. This will ensure that your E-Mails cannot be read by other people who may use the computer after you. This is especially important if you use a computer in a public location such as a library or airport.

To log off properly, click on the Logoff button. You’ll find it in the top right corner of the toolbar on any screen within OUTLOOK WEB.

![Log Off](Image)

A screen will display instructing you to close your browser window.