Let's take a quick look at how to navigate your Outlook Web App 2010 student email. To login, first choose public or private computer. Enter your college username and password, and click "Sign in".

Your email will open with the Inbox displayed by default in this general layout: The Navigation Pane on the left contains your Mail, Calendar, Contacts, and Tasks. The View / Message Pane lists the contents of the folder or option you have selected in the Navigation Pane. The Reading Pane gives you a quick preview of a selected item in the View / Message Pane.

Use the handy toolbars to organize your items, reply to or forward messages, and more. Hover over an icon to see tooltips or Click to see options.

To completely open a message, double-click the message in the view pane...
Slide 7 - popup
the message will open completely in a new pop-up window and you'll have even more options. [image: new popup window screenshot]

Slide 8 - folders
Select other folders in the navigation pane such as saved drafts, and view the contents in the message view pane. [image: folder selected screenshot]

Slide 9 - move
Add personal folders to help organize your mail. [image: sample personal folders screenshot]

Slide 10 - triangle
Click the small triangle arrow to the left... [image: triangle arrow highlighted screenshot]

Slide 11 - expand
to expand and view sub-folders. [image: folders expanded screenshot]

Slide 12 - drag
You can easily drag and drop items into folders [image: video drag drop]
Slide 13 - move
or use the Move option in the toolbar. [image: screenshot of move icon in toolbar]

Slide 14 - features
Slide notes: Now if you're wondering how to send an email, just click "New" in the toolbar. We'll tell you more about that and other features like your calendar and contacts soon. Stay tuned for more information. [image: other options highlighted screenshot]

Slide 15 - thanks
If you have questions, check with us at the Student Computer Help Desk. [image: OWA 2010 and help desk logos]