

Top 10 Webmail Features

1

Improved and Enhanced Right-Click Functions

You have the ability to right-click in the folder list for options such as; Create New Folder, Rename and Mark All as Read without a dialog box popping up.



2

Mailbox Limit

Find out how full your mailbox is by placing your mouse over your mailbox name and an image will appear indicating the space that's been used.

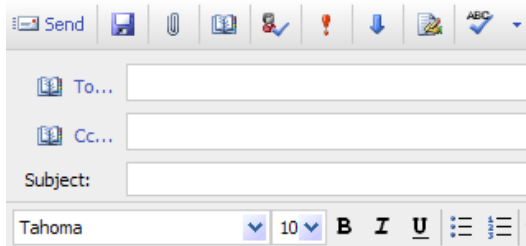


3

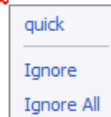
Automatic Spell Check

Automatic underlining of potentially misspelled words before you send an email.

Note: To activate this feature, you must check off "Always check spelling before sending" which is located under Options - Spelling.



The qucik brown fox imuped over the lazy dog.

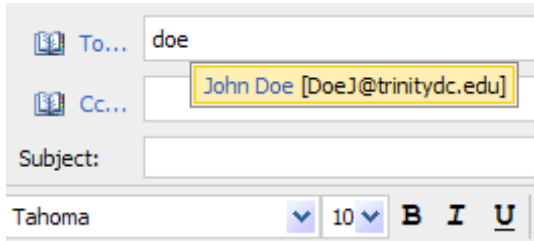


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4

Auto-Complete for email names

Webmail will remember the names of your contacts when you compose a new message.

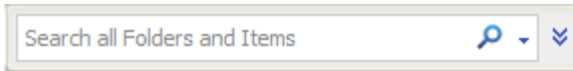


The screenshot shows a webmail compose interface. The 'To...' field contains 'doe'. The 'Cc...' field has a dropdown menu open, showing 'John Doe [DoeJ@trinitydc.edu]' as a suggestion. Below the fields are a font face selector (Tahoma), a font size dropdown (10), and bold (B), italic (I), and underline (U) buttons.

5

Searching

You can now search within your mailbox for specific folders or items using the Search all Folders and Items box.



The screenshot shows a search box with the placeholder text 'Search all Folders and Items'. To the right of the text are a magnifying glass icon and a dropdown arrow.

6

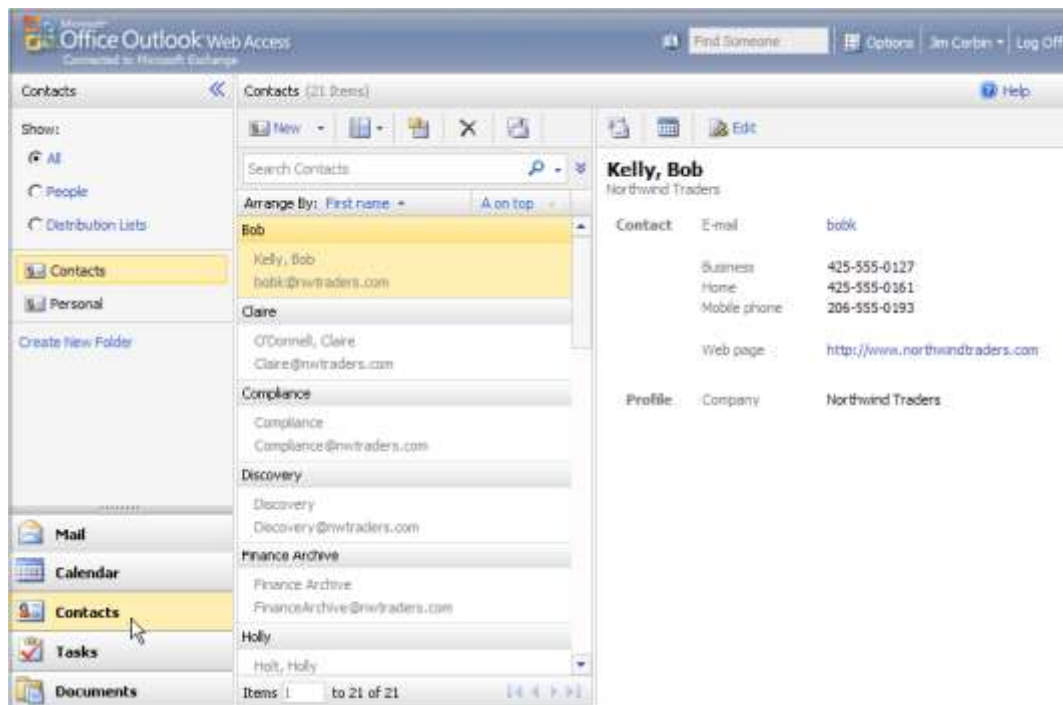
Attachment Viewing

You can view attachments without having to download the full file.

7

Managing Contacts

The process of modifying the names in your contact list has been made easier.



The screenshot shows the Office Outlook Web Access interface. The 'Contacts' section is active, displaying a list of 21 items. The list includes 'Kelly, Bob' (Northwind Traders), 'Bob', 'Claire', 'O'Donnell, Claire', 'Compliance', 'Discovery', 'Finance Archive', and 'Holly'. The 'Kelly, Bob' contact is selected, and its details are shown on the right. The details include a table of contact information:

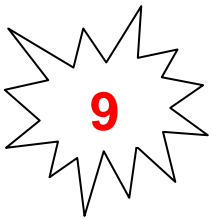
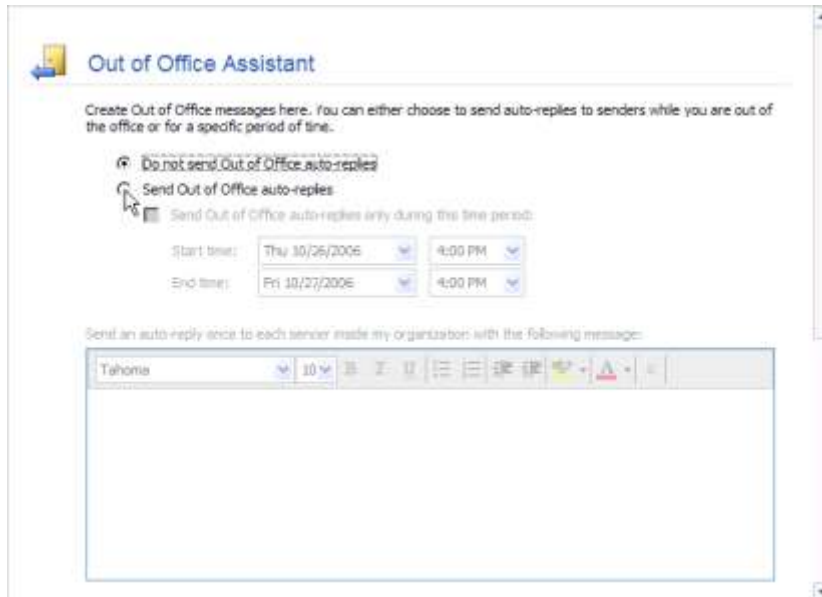
Contact	E-mail	bobk
Business	425-555-0127	
Home	425-555-0161	
Mobile phone	206-555-0193	
Web page	http://www.northwindtraders.com	
Profile	Company	Northwind Traders

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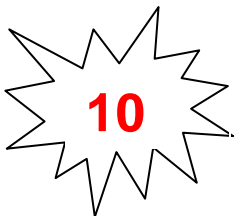
Improved out of office functionality

You have the option to set when to turn your out-of-office on and off



Password change function

You can change your password from within Outlook



New Flagged Items and Tasks view

Flagged items will display