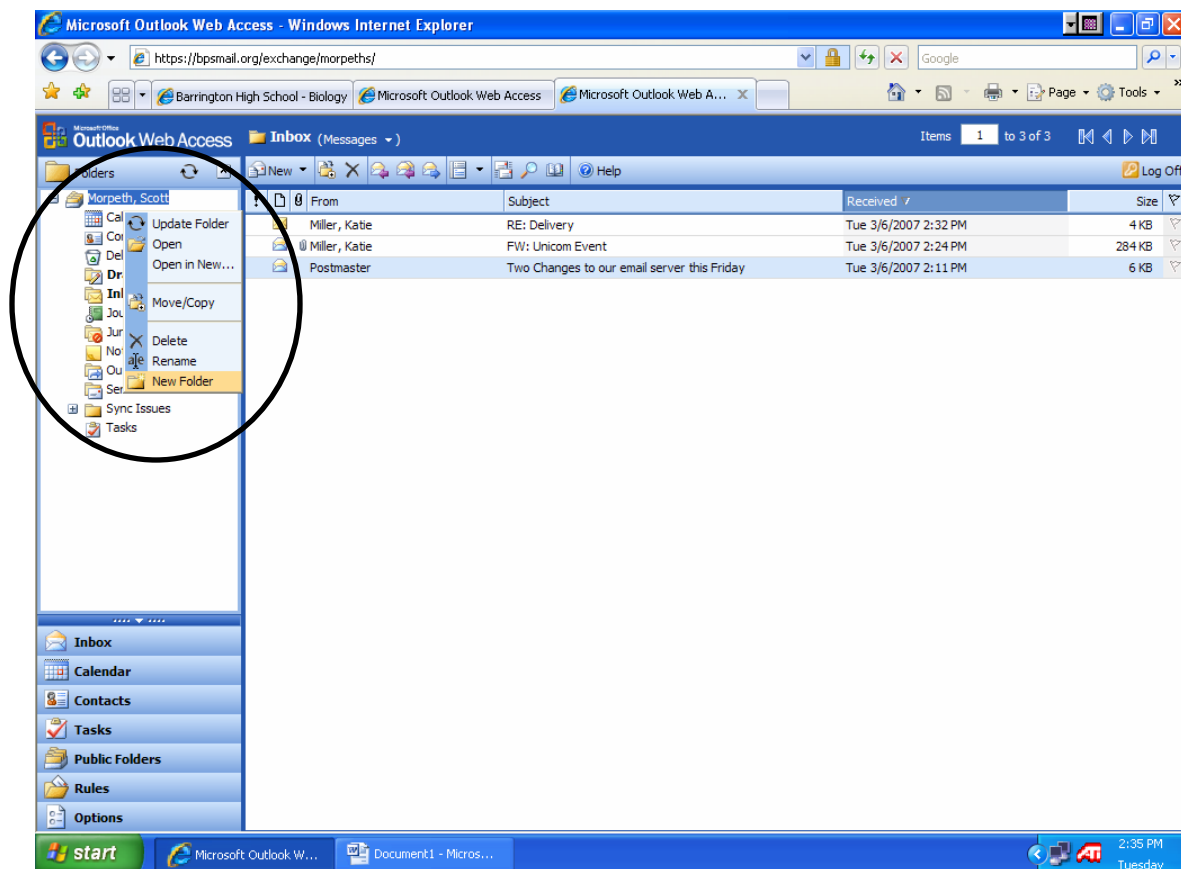


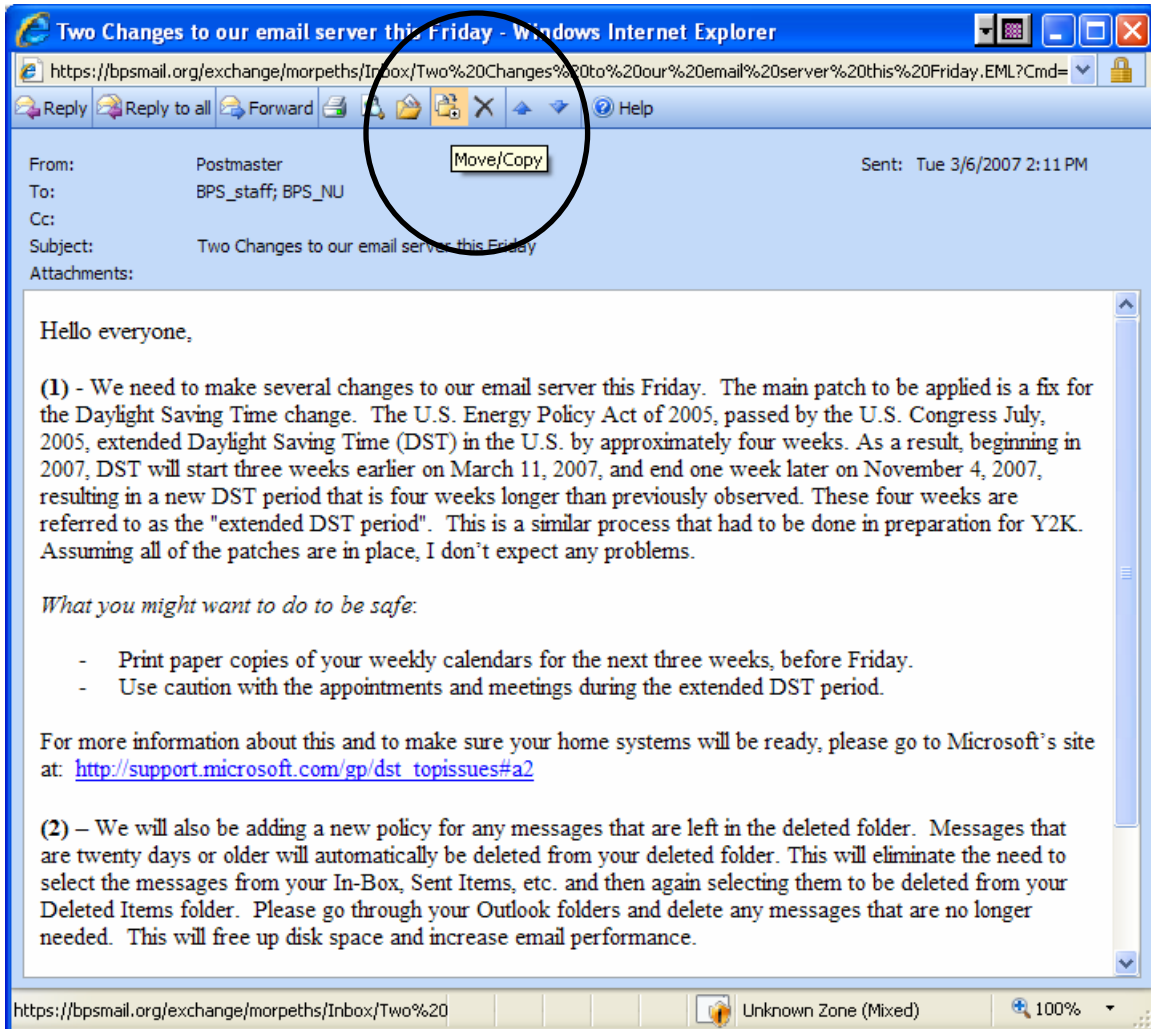
Outlook Web Access

Creating new folders



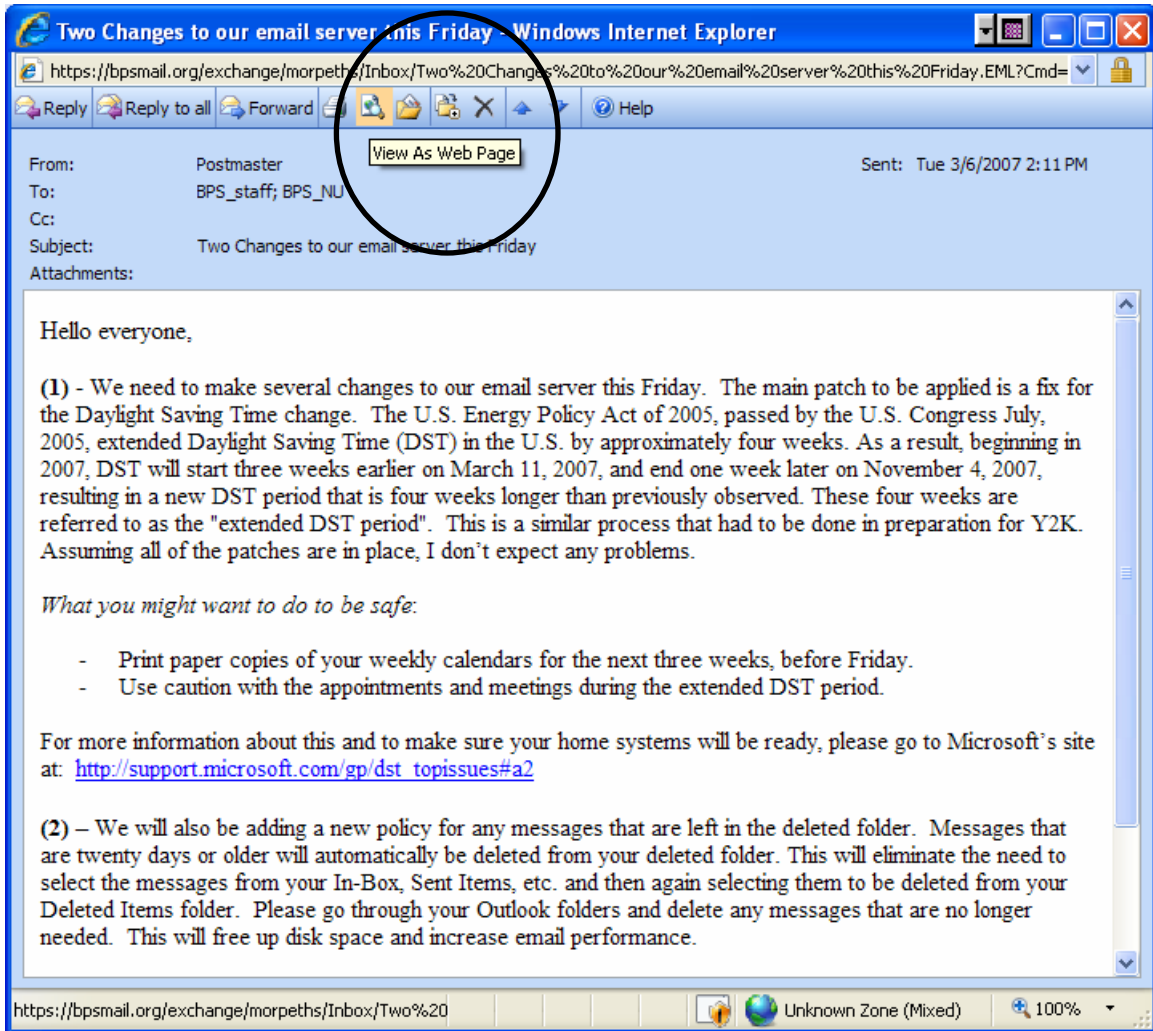
You can organize your email into folders so that you will be able to easily manage them. Simply right click on your name at the top left hand column and select “New Folder”. Just give the folder a name and you can start to move or copy messages from your Inbox, Sent Items, etc. into it.

Saving emails to a different folder

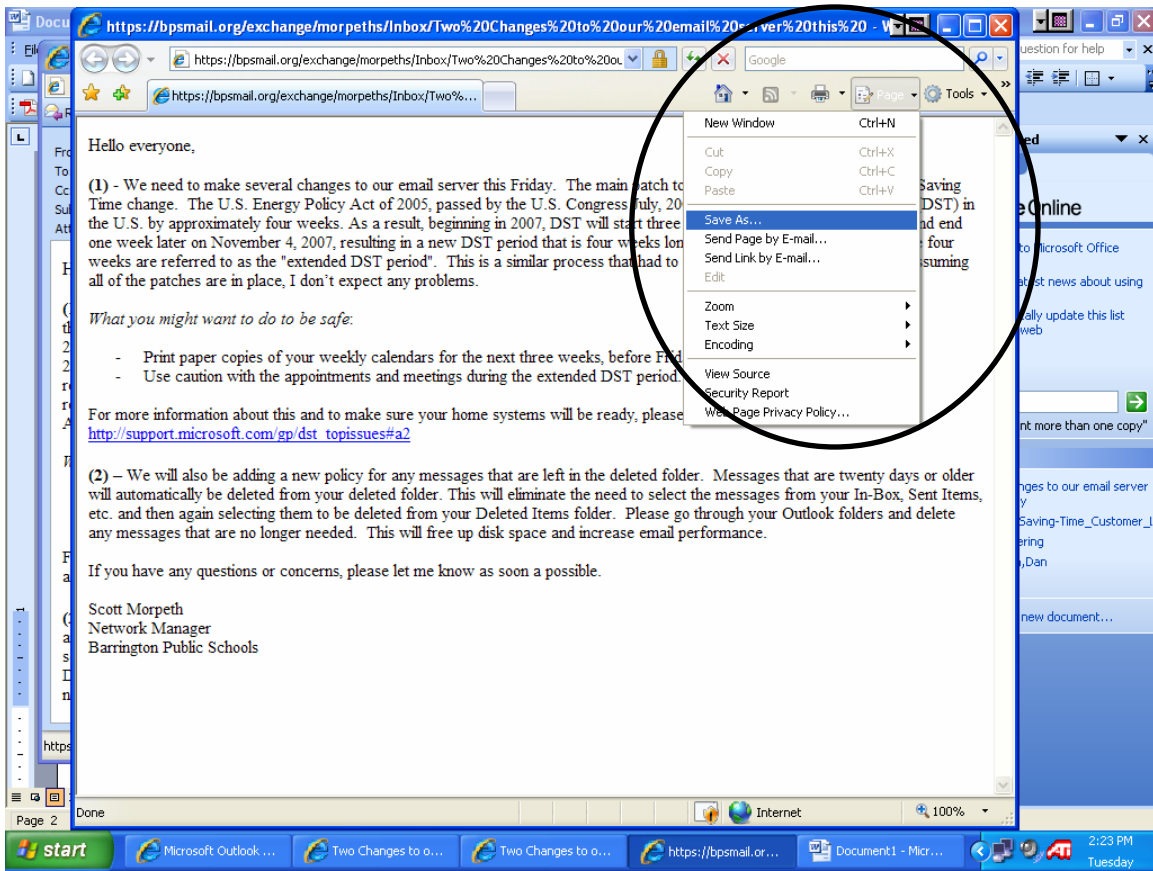


Outlook Web Access allows you to copy and move email messages to different folders. Simply click on the “Move/Copy” icon next to the “Delete” button and choose which folder the message should be saved to.

Saving emails to a different drive letter

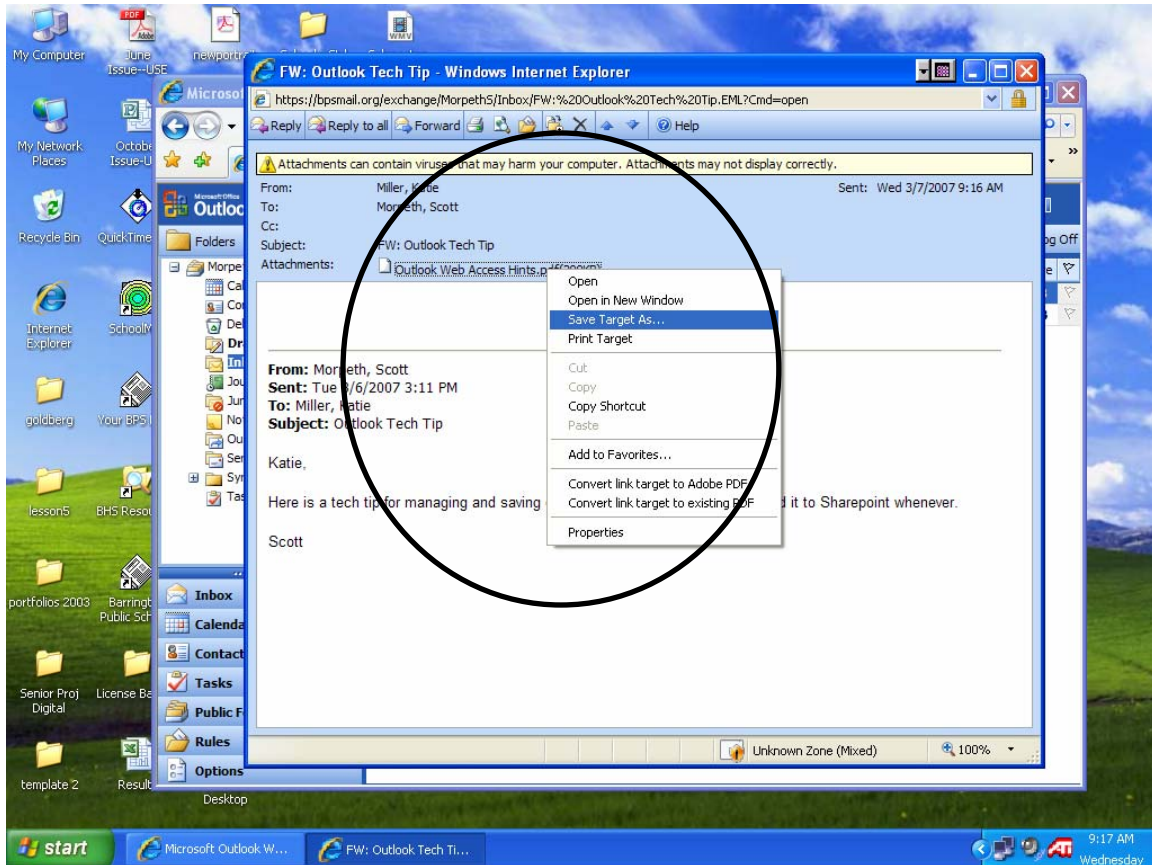


On the toolbar, click on “View As Web Page”. This will open a new window in the form of a web page.



From here, you can save the files to your home directory (“H:\” drive or “My Documents”), floppy, or thumb drive by clicking on the icon to the right of the print button called “Page”. Now select “Save As” and choose the drive that you would like to save the file to.

Saving an attached file



Open the email message and right click on the attached file. Click on “Save Target As” and select the file location where you would like to save the file.