











Symbols in Outlook Web Access

Button	Description
	Displays Help that is specific to the window you are working in.
	Creates a new item. The icon displayed varies, depending on the window you are working in. The drop-down menu is always available.
	Checks the server for new messages. This button also refreshes your browser window.
	Allows you to search your mailbox folders and the public folders. You can base your search on one or more message characteristics, such as sender, subject line, or text in the message body.*
	Allows you to organize messages and other items by moving or copying them to a different location.
	Moves the selected item to the Deleted Items folder. Hold down the [SHIFT] key when clicking this button to permanently delete the selected items.*
	Permanently deletes all items in the Deleted Items folder. If you are in Enhanced mode, this icon is only available when you are in the Deleted Items folder. If you are in Basic view, this icon is available on the toolbar of all mail folders.
	<p>Turns a Reading Pane on or off. You can preview messages in the bottom half of the view or side-by-side with the list of messages. You can also turn off the Reading Pane.</p> <p>You can also set the size of the Reading Pane for each folder. In the message list, place your pointer over the line that separates the Reading Pane from the messages, click and adjust the pane to the size you want.*</p>
	The Find Names dialog box allows you to search KU's global address list or your contacts folder. Address a new message from the Find Names dialog box by selecting a name from the list and clicking Add recipient to...New Message .
	Refreshes the OWA screen but not the whole browser. This