

The New OWA User Interface

The screenshot displays the Outlook Web App interface. At the top, a blue navigation bar contains the 'Outlook Web App' logo and navigation links for 'Mail', 'Calendar', 'People', and 'Tasks'. A user profile dropdown for 'Darin Wagner' is visible on the right. Below the navigation bar, a 'new mail' button is highlighted with callout A. A search bar labeled 'search Mail and People' is highlighted with callout D. On the left, a 'Favorites' pane is highlighted with callout B, showing a list of folders including 'Darin Wagner', 'Inbox', and various system folders. The main inbox area is highlighted with callout E, showing a list of messages with columns for 'all', 'unread', 'to me', and 'flagged'. A specific message from 'Darin Wagner' is selected. The message details pane on the right is highlighted with callout F, showing the sender's name, email address, and the message body text. Callout G points to the 'To:' field in the message details.

A **Quick New Mail Button** - Click to create a new message.

B **Folder Pane** - This section shows the folders in your mailbox and other folders such as favorites and archive folders. To expand and collapse a folder, click its triangle icon. To show or hide the left-hand pane, click the >> or << icon at the top.

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- C** **Navigation Bar** - The main toolbar contains shortcuts to Outlook Mail, Calendar, People (Contacts) and Tasks. Click on the gear icon to access settings such as automatic replies, display settings, themes and other options. Select the question mark for help with OWA.

- D** **Instant Search Box** - Type what you want to search for here. This could be a sender or recipient's name, or a word or phrase in the title or body of a message. Below the search box are filters that you can select to quickly find messages that are unread, that include your name in the To or the Cc line (to me), or that have been flagged. In addition to the filters, you'll see the name of the folder you're viewing and the view you've selected.

- E** **Selected View Pane** - The message list contains each message in the current folder, showing the sender, the subject line (title), and the first line of the message. Messages are normally grouped into 'conversations' by default.

Each entry in the list view has additional information, such as how many unread messages there are in a conversation, and icons to show if there's an attachment, flag, or category associated with any messages in the conversation. If you select a conversation, you can then delete it, add a flag, or add a category by right-clicking and choosing from the drop-down menu, or by clicking the appropriate icon.

- F** **Action Bar** - You can respond to any message in the conversation by using the REPLY, REPLY ALL, or FORWARD links above the message. You can access more actions using the menu, for example to categorize the message or mark it as junk.

- G** **Reading Pane** - The reading pane displays the conversation that you've selected.