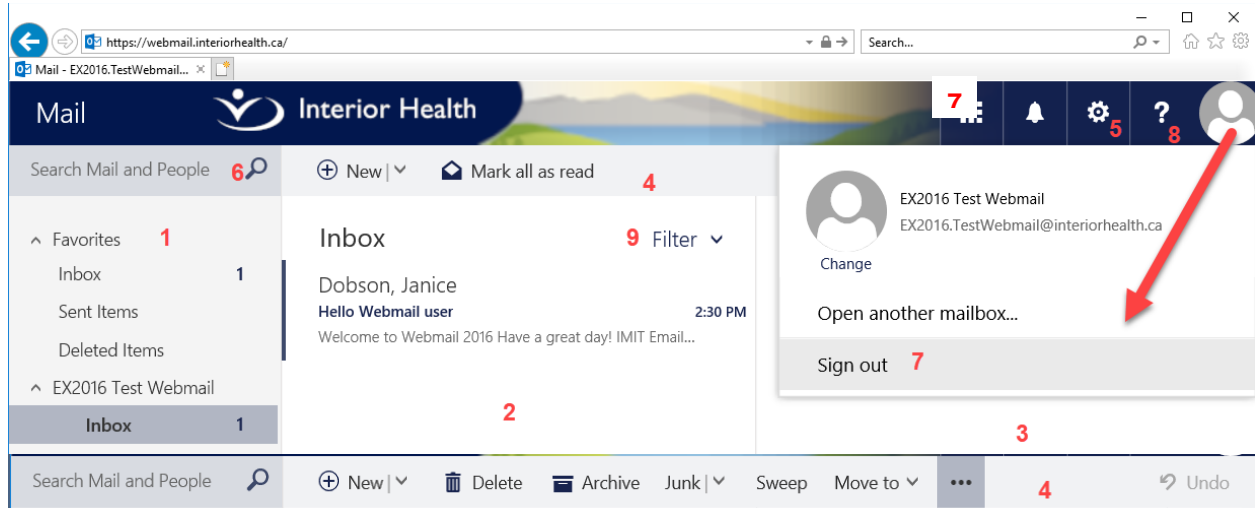




Webmail 2016 Quick Reference

Basic Navigation:



Webmail Parts: (matching numbers above)

1.	Navigation Pane:	This pane is the easiest way to get around Webmail. It contains links to various folders so that you can easily view your contacts, mail, calendar and more.
2.	View Pane:	This is where you can see the contents of the selected folder. Here we can see new mail in the Inbox.
3.	Reading Pane:	View the contents of the selected item here.
4.	Toolbar:	This toolbar contains a drop-down menu for new email or calendar event and Mark All as unread
5.	Options:	This leads you to options such as out of office assistant, account information customization information and other options.
6.	Search Box:	You can search the entire mailbox by entering a few keywords.
7.	Sign Out:	The Sign Out button will sign you out of Webmail.
8.	Help:	Select the small grey question mark for help within Webmail.
9.	Filter:	Filter the view to All, Unread, To Me or Flagged and sort emails or change view to show as conversations instead of messages

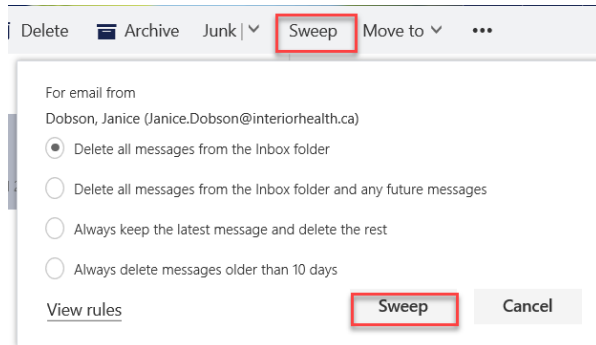
Keyboard Shortcuts	Action	Notes about Webmail: <ul style="list-style-type: none"> At login if Public is selected the session will be logged out in one hour. Private Computer will be logged out in 8 hours. <hr/> Security (show explanation) <ul style="list-style-type: none"> <input checked="" type="radio"/> This is a public or shared computer <input type="radio"/> This is a private computer
Ctrl + N	Create a new item	
Alt + S	Send your email or save and close your item	
Ctrl + S	Save your email/item	
Ctrl + R	Reply to an email	
Ctrl + P	Open the Print option on the File menu	
F1	Help	
F3	Go to Search box	



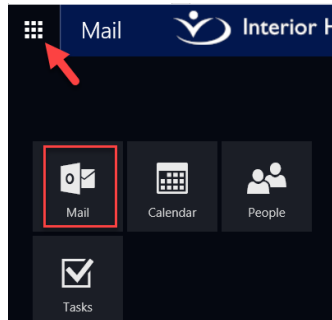
What's New?

Sweep

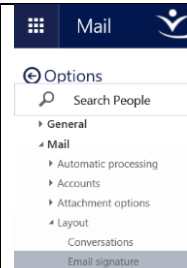
The **Sweep** feature allows for options to keep the mailbox clean that run at regular intervals.



Click on **the grid** to return to Mail or to go to the Calendar, People or Tasks when finished in Options.

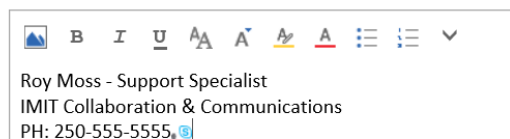


Options: E-mail Signature:
Just like Outlook, signatures can be customized in Webmail. Select, Options, Mail, Layout, Email Signature



Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to

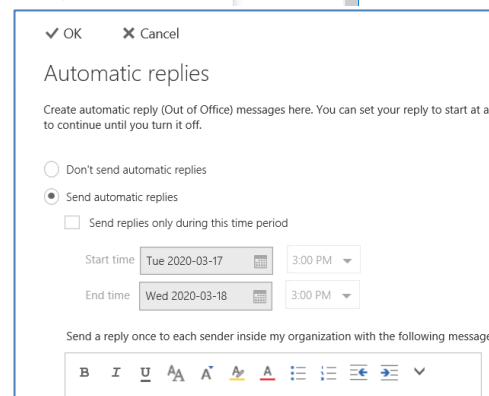
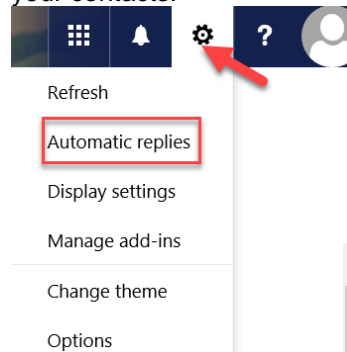


Note: Make sure to tick **Save** at the bottom of the page to **Save the Automatic Replies.**

Options: Out of Office

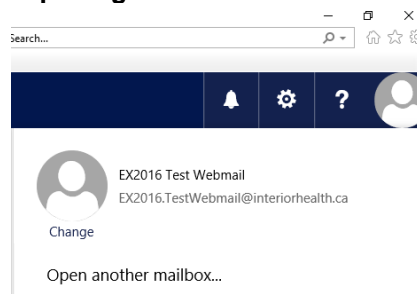
You can now set an **Out Of Office** response in advance with a defined schedule in Automatic Replies.

You can also customize responses for internal and external users or restrict responses to only **your contacts**.



Note: Make sure to click on **OK** at the top of the page to Save the Automatic Replies.

Opening another user's mailbox:



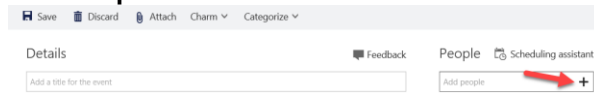
Click on the circle in the top left corner with your picture. Insert the name of the next mailbox, select Open.



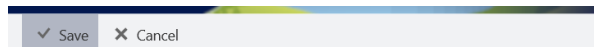
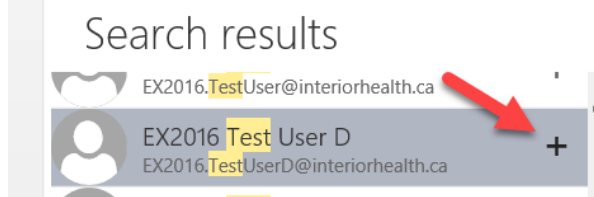
Create a Meeting:

Select time in calendar by double-clicking on calendar

Enter key information, then select the + in the **Add People** text box:



In the Search window click on the + to add people



Required attendees: EX2016 Test User E, EX2016 Test User D

Finish task with **Save** button

How to book a IH Vehicle:

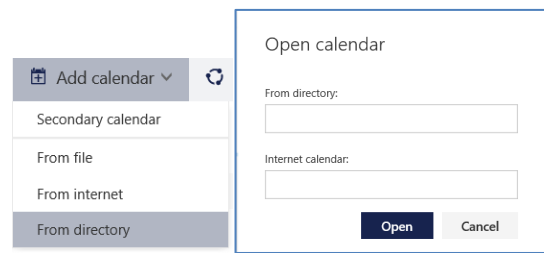
Use the same process but search for the city and then the site in the address book to find the vehicles.

Eg. Kelowna-KHS

How to see if a person or resource is free:

Not sure if someone is free, create the meeting as above, select **Scheduling Assistant** ... resources' and people's schedules are displayed.

Viewing other people's calendar:



Open calendar

From directory:

email analysts

Search Directory

People **Scheduling assistant**

Add people

For more information, refer to the [Webmail Detailed Reference Guide](#).