
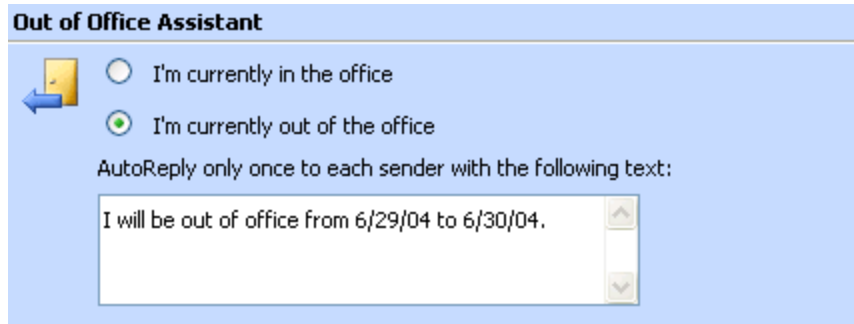


WebMail Options


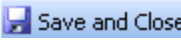
You can customize Outlook Web Access settings. Some of the things Outlook Web Access can automate are telling people that you're out of the office when you receive a message from them or adjusting appointments to local time when you are traveling.

To view the different user options, click Options  from the Navigation bar.

Out of Office Assistant



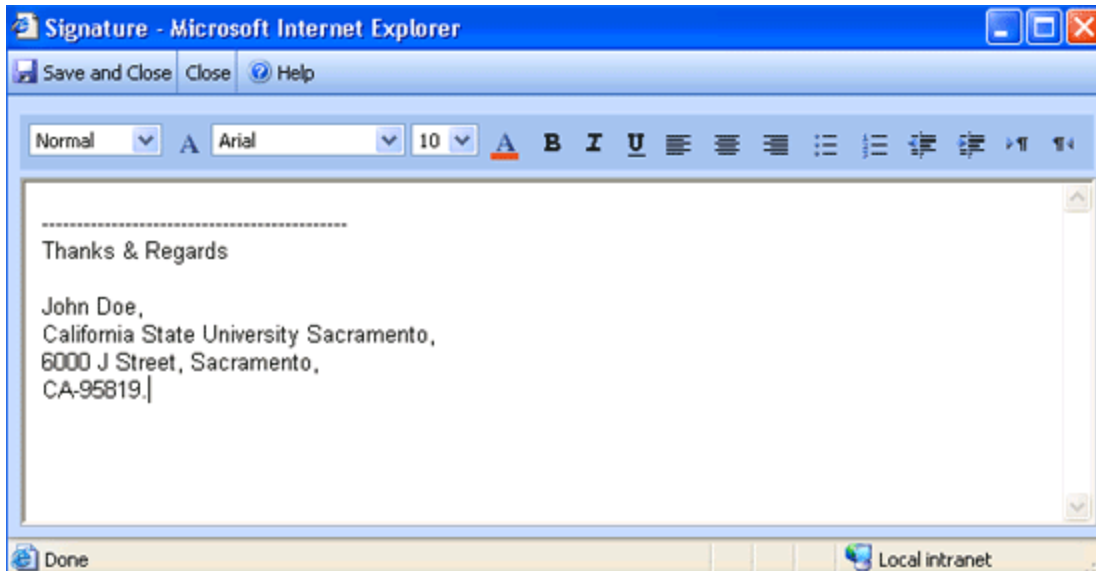
Your Out of Office reply notifies users who send you messages that you are away from the office and cannot reply immediately. Your reply is sent only once to the sender, even if you receive multiple messages from that person. Your Inbox continues to collect messages when you set the **Out of the Office** option.

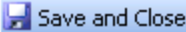
1. Select either **I'm currently in the office** or **I'm currently out of the office**.
2. Compose a message in the **Auto Reply** box to be automatically returned to anyone who sends you a message when you are out of the office.
3. These settings will remain until you change them.
4. To change the Out of Office assistant settings when you return, click **Options**  and select the option **I'm currently in the office**.
5. Click Save and Close. 

Messaging Options



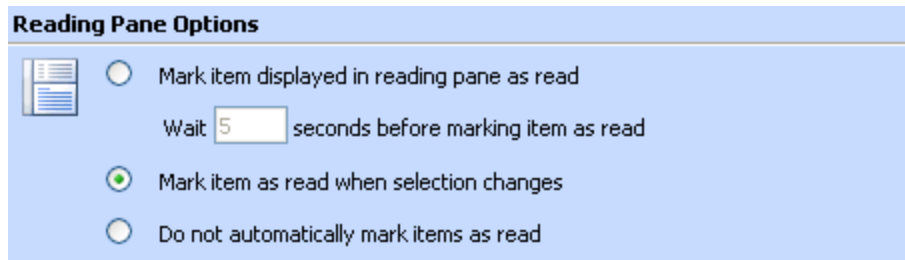
1. You can specify the number of items to display per page.
2. You can also specify if you want a notification message or a sound played when new e-mail arrives.
3. You can also specify if you want to automatically include a signature on your outgoing messages. To create a new signature click on the Edit Signature button.




4. Type in the details for your Signature and then click on the **Save and Close** button.
5. These settings will remain until you change them.
6. Click Save and Close. 

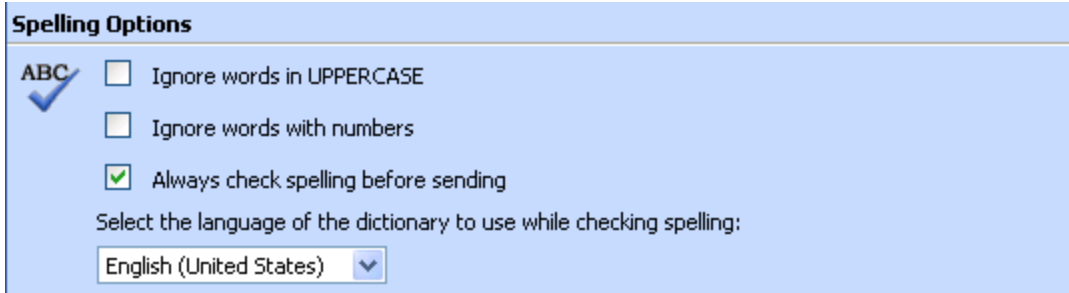
Reading Pane Options

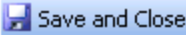
Reading pane options determine whether an item be marked as read or be left unread.



1. You can specify that the item be marked as read by selecting the **Mark item displayed in Reading Pane as read** check box. A delay can be set by filling in a certain amount of time in seconds. The default is 5 seconds.
2. The second option is to mark items as read after you select another item in the list.
3. The third and final option is to set it such that the messages are not automatically marked as read.
4. These settings will remain in effect until you change them.
5. Click Save and Close. 

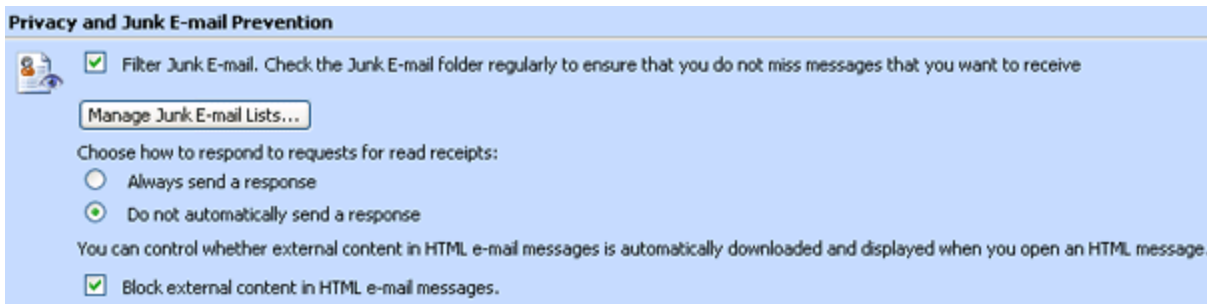
Spelling Options



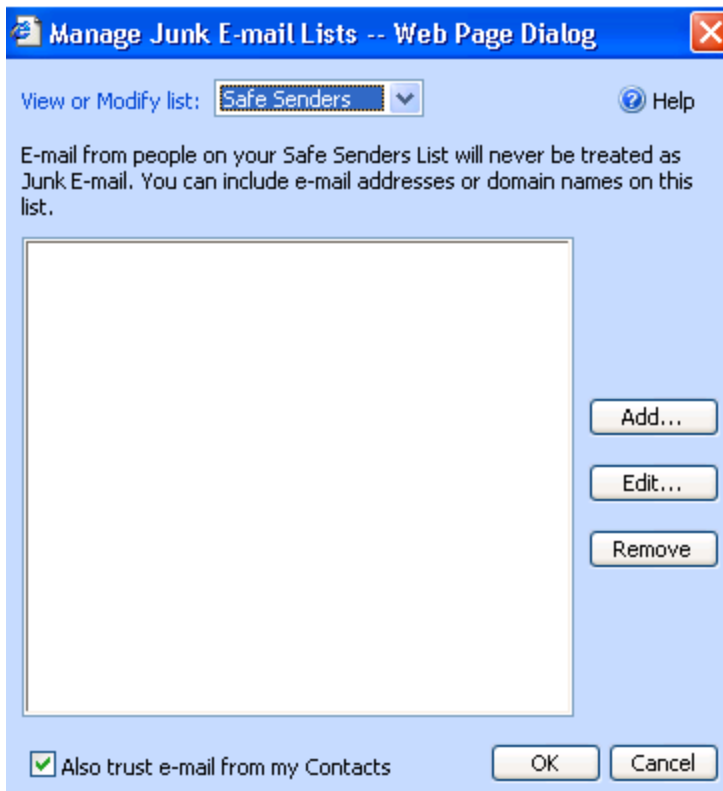
1. You can specify if you wish to **Ignore words in UPPERCASE** and **Ignore words with numbers**. To do so, just click on the check box adjacent to the prompts.
2. You can also specify to check for spelling prior to sending an e-mail. To do so click on the check box for **Always check spelling before sending**.
3. Choose the appropriate language from the drop down menu to select the language of the dictionary to use for checking spelling.
4. Click Save and Close. 

Privacy and Junk E-Mail Prevention

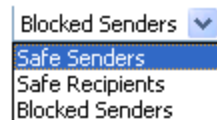
1. Select the check box Filter Junk E-mail.



2. Click on the Manage Junk E-mail Lists... button.



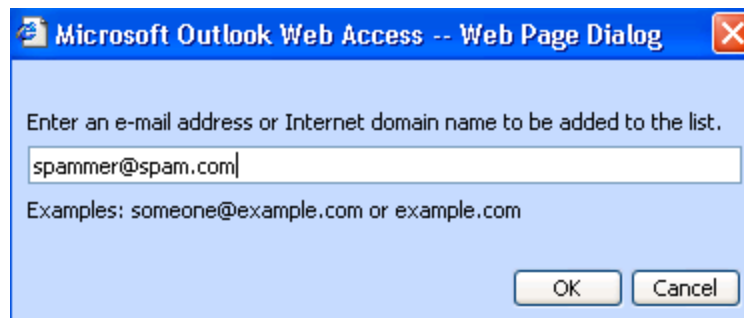
1. From the **prompt for View or Modify list:** click on the drop down arrow and choose the option **Blocked Senders**.




1. This will consist of a list of people from whom you don't wish to receive e-mail messages. If someone from the list tries to send you a message, the e-mail message is directed to the Junk E-mail folder.



2. To add an e-mail address to this list, click on the Add button.





2. Enter the e-mail address of the person whom you wish to block and then click OK to continue.
 3. If you wish to make changes to any one of the e-mails in this list, select the e-mail address and then click on the Edit button. Make the necessary changes to the address and then click OK to continue.
 4. To remove an address from the Blocked Senders List, select the e-mail address and then click on the Remove button.
2. You also have the ability to choose how you wish to respond to read receipt requests. You can either select the option to **Always send a response** or the option to **Do not automatically send a response**.
 3. Click Save and Close.  Save and Close

Appearance

Appearance


To see the color scheme you select, you may need to refresh your browser after saving your changes.

 Default (blue) ▼

1. The default appearance is set to blue color.
2. To select another color, click on the drop down arrow and select the color of your choice.
3. Click Save and Close. 

Date and Time Formats

Date and Time Formats

 Short Date Style: 1/1/2004 - 12/31/2004 ▼

Long Date Style: Thursday, January 01, 2004 - Friday, December 31, 2004 ▼


Time Style: 1:01 AM - 11:59 PM ▼

Current Time Zone: (GMT-08:00) Pacific Time (US & Canada); Tijuana ▼

1. You can change all your appointments to local time by changing to the appropriate time zone from the **Current Time Zone** dropdown box.
2. You can also set your preferred format for date and time styles.
3. These settings will remain in effect until you change them.
4. Click Save and Close.

Calendar Options


Calendar Options

 Week begins on: Sunday ▼

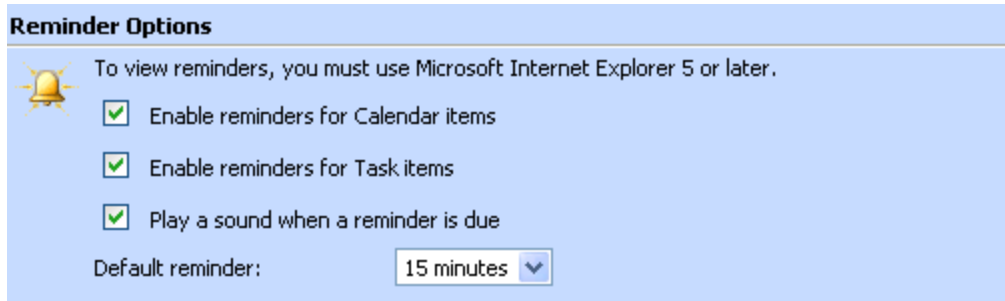
Day start time: 8:00 AM ▼


Day end time: 5:00 PM ▼

First week of year: Do not display week numbers ▼

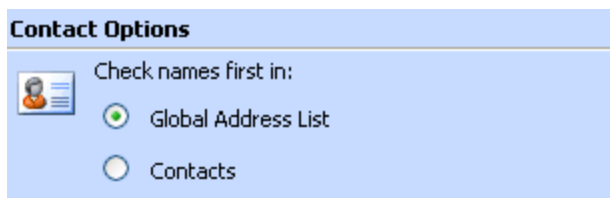
1. Choose the day of the week on which you wish your calendar to begin.
2. From your calendar, select the hours for the daily start and end times.
3. These settings will remain in effect until you change them.
4. Click Save and Close. 

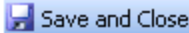
Reminder Options



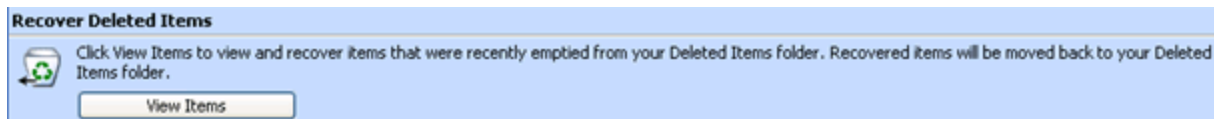
1. Select your preference for Calendar reminders, Task items and if you wish to hear a sound by checking or deselecting the appropriate box.
2. These settings will remain in effect until you change them.
3. Click Save and Close. 

Contact Options

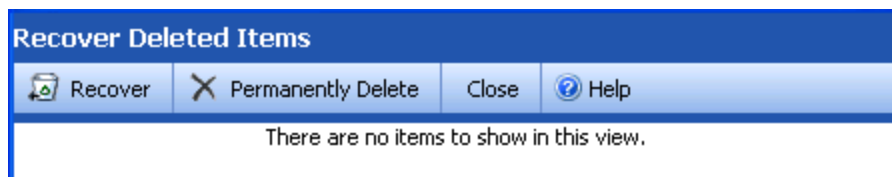



1. Select your preference for resolving your contacts by searching against your personal address book or the Global Address list.
2. These settings will remain in effect until you change them.
3. Click Save and Close. 

Recover Deleted Items



1. Items that are permanently deleted, could still possibly be recovered within a limited time period.
2. To recover any such messages, from the Navigation bar, click **Options**.
3. Click the **View Items** button to view a list of files that are available for recovery.



4. From the Recover Deleted Items dialog box, select the message that you would like to recover. Click on the Recover button  to recover the message.
5. Click the Close button to continue.
6. Click Save and Close. 