Special Features

Outlook Web Access Options

If you are used to Out of Office Assistant, Signature, and many other features in Outlook, most of these are now located in the Options menu screen.

If you look at the **bottom** of the **Navigation Pane** on the **left side** of your **screen** you will see the **Options button**.

Click the **Options button**.
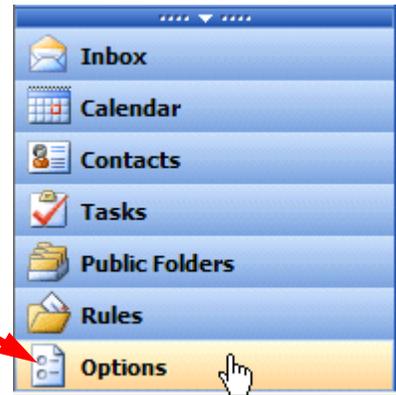
We'll now review several of the most popular topics in the Options menu. Most are self-explanatory, and you can peruse them if you desire. Again the **Help feature in Outlook Web Access 2003 is excellent**, and will **guide you through each option**.

Out of Office Assistant
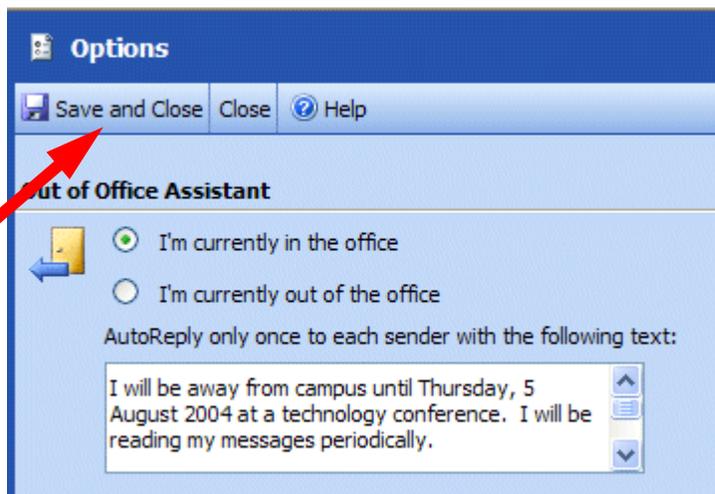
If you are **going to be away from your office** computer for a period of time, and you want to leave a courtesy message for folks to let them know that you'll be away, you can use the **Out of Office Assistant** to do this. To activate the Out of Office Assistant **click**-on **Tools** in the **Menu bar** and then **click**-on **Out of Office Assistant…**

Type the message that you want others to receive when they send you an e-mail message. **Then click** in the **small circle** to the **left** of **I am currently out of the Office**. **This message will be sent** to each person **the first time** that they send you an e-mail message telling them that you are away from the office.

As you change various Options, like the Out of Office Assistant, you'll need to click Save and Close button at the top of the Options screen (see arrow above).

When you return (to your office), and load Outlook, **you will see a screen prompt reminding you that Out of Office Assistant is active**. You can "turn off" the Assistant when you see this message.
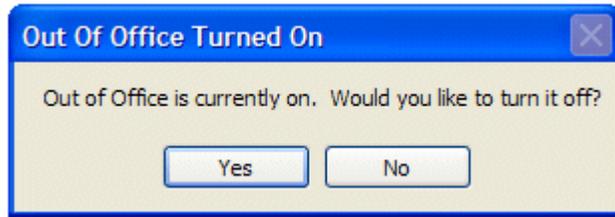
Auto-Signature

There is an Outlook Web Access 2003 feature, which allows you to place a "**designed**" **signature** at the end of your e-mail messages.

Scroll down the Options Menu screen until your screen **looks like the image below**.
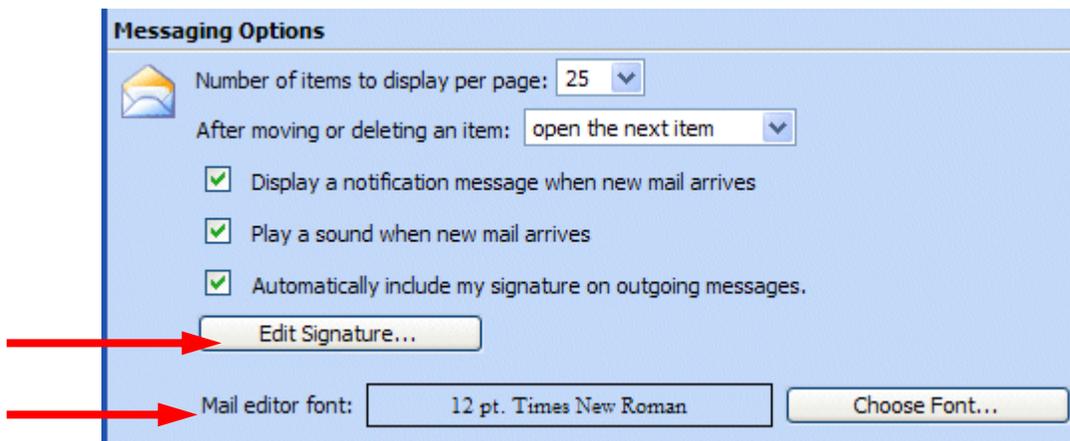
When the above screen appears **click** the **Edit Signature button** (**see upper arrow above**).

The **Signature screen** (image on **right**) will appear. Type your signature as you desire it to look in your messages. Adjust the Font and Font Size if you wish.

When you have your signature just the way you want it, **click** the **Save and Close button** at the **top of the screen**.
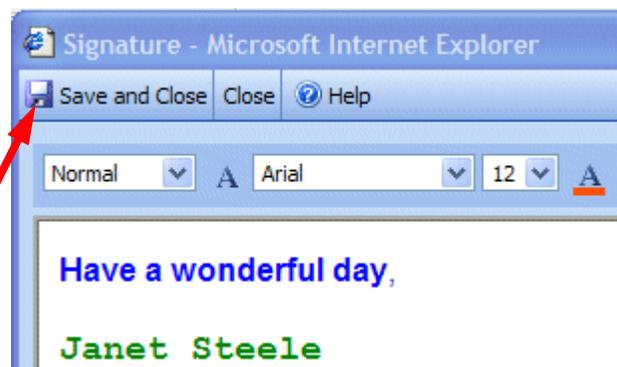
Font for your messages

Below the Edit Signature button the menu screen indicates **Mail editor font**: (see **lower arrow on last page**). If you **desire a font different from the Arial** font default, **click** the **Choose Font** button and select the font you desire.

Other interesting features in Options

As you scroll down the Options screen, you will see that many of the Options that you normally find in Outlook Mail (Tools – Options) in the Outlook Web Access 2003 Options area. Some of the more often requested features are here.

- **Reading Pane Options**
- **Spelling Options**
- **Privacy and Junk E-mail Prevention**
- **Appearance – change the color of your screen**
- **Recover Deleted Items – that you delete-deleted**

At your leisure, peruse the various Options. If you have any questions you can e-mail the address at the end of this tutorial or refer to the excellent Help in Outlook Web Access 2003.

Other neat things in Outlook Web Access 2003

Grouping Messages

If you desire to group your messages there are two ways to do this. The **first method** is to **click** the **Messages button** next to the **folder title** (Inbox, Sent Items, etc.) and **select** the **grouping you desire** from the drop down **menu list**. Your menu should look like the image on the right. Experiment here as you like.
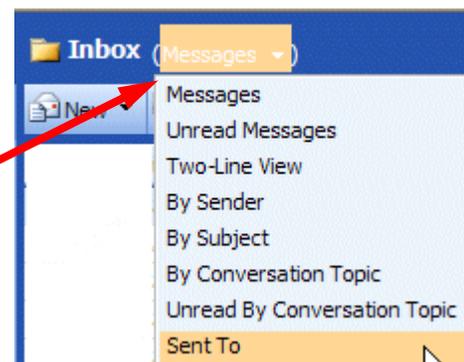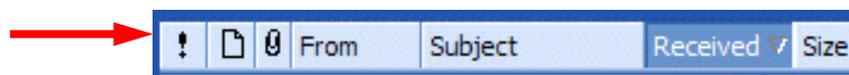
The **second method** is to **click** one of the **selections** in the **button bar above the messages**. When you click any of the selections (From, Subject, Received, **!**, Attachments, etc., the messages will be sorted by your choice. Again, experiment as you desire.