

Microsoft Outlook Web Access for Exchange 2003 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)



Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Outlook Web Access for Exchange 2003 (Premium Client). Topics include: Mail: Displaying the Inbox, Creating and Sending a Message, Drafting a Message, Sending a Message with High or Low Importance, Requesting a Read or Delivery Receipt, Reading Messages, Replying to a Message, Forwarding a Message, Sorting Messages, Changing the View, Using Message Flags, Creating a Folder, Moving or Copying Messages Between Folders, and Turning on/off an AutoReply when Out of the Office. Calendar: Displaying the Calendar, Viewing the Calendar, Creating & Editing Appointments, Scheduling Meetings, Responding to Meeting Requests, and Making an Appointment Recur. Contacts: Displaying Contacts, Creating and Editing Contacts, Sending a Mail Message to a Contact, -Changing the View, and Creating a Distribution List. Tasks: Displaying Tasks, Creating a Task, Marking a Task Complete, Changing the View, and Sorting Tasks. Journal & Notes: Creating a Post for the Journal or Notes. Common Procedures: Deleting an Item, Undeleting Items, Emptying the Deleted Items Folder, Recovering Deleted Items, Searching for an Item, and Logging Off. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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