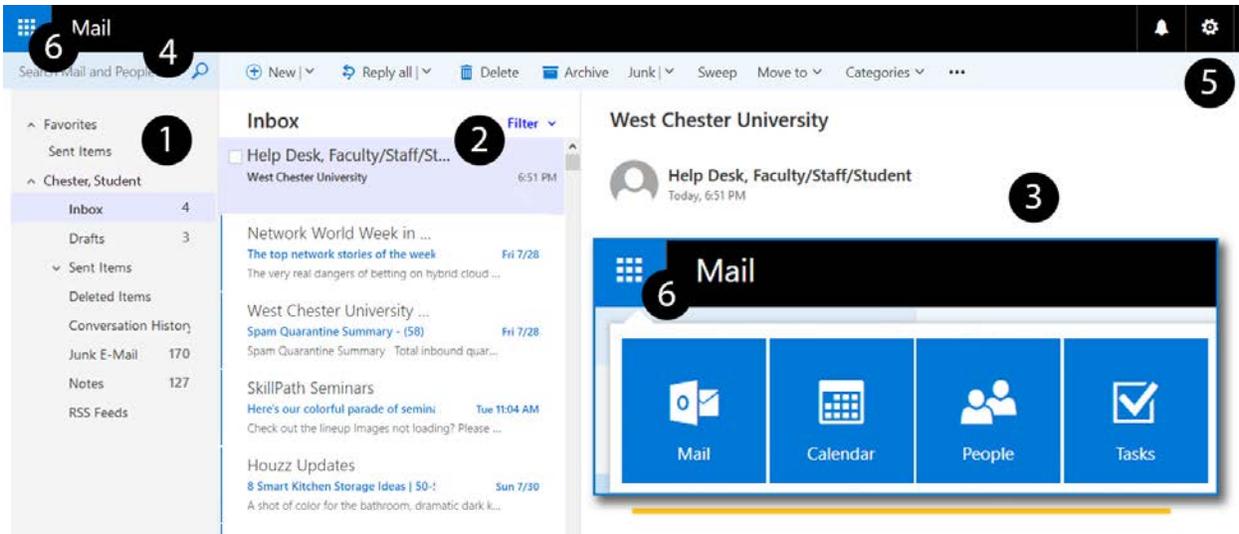


West Chester University Exchange WebApp aka WCU Webmail



- 1. Folders Pane** – lists all mailbox folders and subfolders. Expand or collapse folders by clicking the triangle icons next to the folder names. To add folders, right-click an existing folder, and then select Create new subfolder.
- 2. Inbox List** – displays unread and read email messages. Use the filter on the upper right to sort messages, or choose whether to view emails as individual Messages or grouped by Conversation.
- 3. Reading Pane** – displays the contents of the selected email message. To customize the location of the Reading Pane (e.g. Right, Bottom, Off), use the settings menu “gear” and select Display Settings.
- 4. Action Toolbar** – provides quick access to common commands (e.g. Search, Undo).
- 5. Settings Menu** – “gear” icon located on the top, right navigation bar contains infrequent commands such as account settings, automatic replies, display settings, and Outlook options.
- 6. App Launcher** – “waffle” provides quick access apps such as Calendar, People (contacts), and Tasks.

Email Messages	View/Save Attachments	Create/Add an Email Signature
<ol style="list-style-type: none"> 1. In Mail, select +New from the Action toolbar. A new message form appears. 2. In the To field, enter email address of recipient(s), if known. 3. To add an attachment, click Attach. 4. To add a Bcc (Blind carbon copy) recipient, select the ellipsis icon (...) and choose Show Bcc. 5. In Add a subject, enter a descriptive message title. 6. Compose your message text, and click Send. 	<ol style="list-style-type: none"> 1. Open the email with the attachment (paper clip icon). 2. In the Reading pane, to the right of the attachment, click the down arrow. 3. It is a good idea to first View the attachment before downloading or saving it. 	<ol style="list-style-type: none"> 1. From the top, right navigation bar, click the “gear” icon to show Settings menu; under My app settings, select Mail. 2. In the left-hand panel for Options, select Email signature. 3. In the Email signature form, type and format your email signature. 4. Use the two checkboxes to control whether your signature is automatically added to new messages, forwards, and replies. 5. When finished, select Save. 6. Note: In Outlook Web, you can have only one email signature.