

Microsoft Outlook Web Access 2007 - New Features

The user interface for Web Access 2007 (OWA) has been redesigned with a focus on productivity. Microsoft has reduced the number of clicks required to get tasks done. Users will discover an enhanced drag and drop functionality, and improved and expanded right-click context menus.

Logon

If you're an OWA user today, you know how annoying it is that you sometimes (always?) forget to select **'private'** logon which will give you a timeout of several hours instead of the few minutes you get with 'public' logon when accessing OWA from home. To fix this, the OWA 2007 logon page will remember your 'private' selection and the username you entered on those trusted machines between OWA sessions so you only have to enter your password the next time you log on.



There is also a checkbox here for the 'Light' version of OWA here too, for the Mac and browsers other than IE6 and 7. OWA Light is also optimized for Accessibility, making it easier on users with low vision and screen readers.

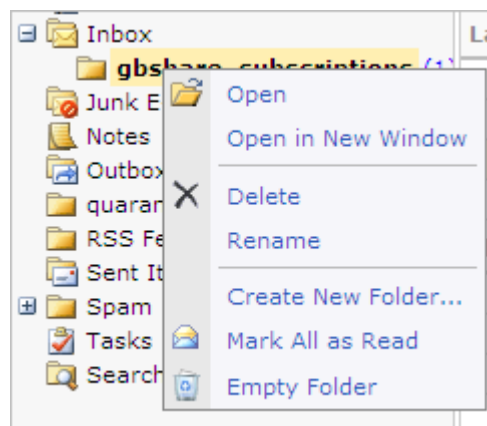
Mail

E-mail appears automatically as it arrives in your Inbox and the unread counts in the folder tree stay up-to-date so you no longer have to press the "Check Message" button over and over again to see if you have received that important email you've been expecting.

Also within the folder tree, there is enhanced drag and drop functionality from the mail list. You can drag and drop single or multiple items from the mail list into folders and interact with those items by right clicking and choosing actions within the menus.

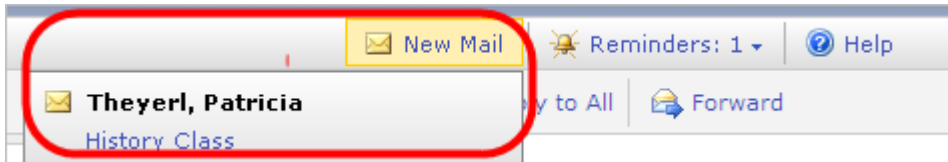
The **right-click folder tree** context menu now includes:

- New folder creation and in-place folder renaming (no more dialogs). Just choose the type of folder you want (Mail, Calendar, Contacts, Tasks) and right-click to choose "Create New Folder" from the menu.
- "Mark All as Read" action for folders
- "Empty Folder" to delete all items



in one click. NOTE: A new Option to empty the **Deleted Items folder** on log off is also provided in the new **Options** pages.

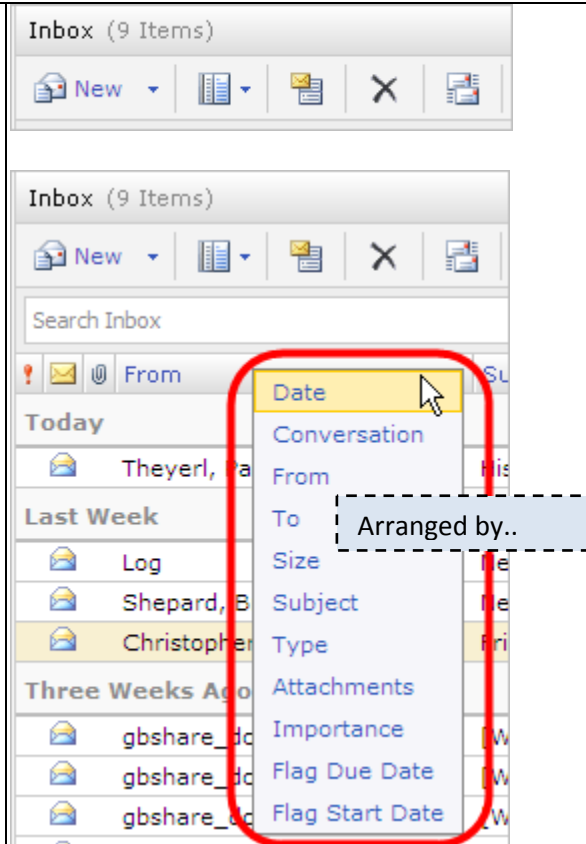
The **New Item Notifications** are also presented integrated into the OWA folder title area (not a pop-up from the Windows taskbar). This appears in a small menu with the subject and sender name shown for 5 seconds before fading out from the main window while you're working in any module (including Mail, Calendar, Contacts, and Tasks). You may turn Notifications and Reminders off completely in the Options pages.



Mail Module

From the mail module toolbar a user can:

- Adjust the Reading Pane that's shown on the right by default. Options include Off, Right and Bottom.
- Change the mail list to single-line view instead of the default double-line view.
- Delete Items
- "Arranged by" control incorporated into the mail list allows for custom sorting. Depending on the sort selected (Date, Conversation, From, To, Size, Subject, Type, Attachments or Importance), the list supports "typedown search" meaning that you can type the first few letters of the "From" name or "Subject" and the list will scroll to that entry.



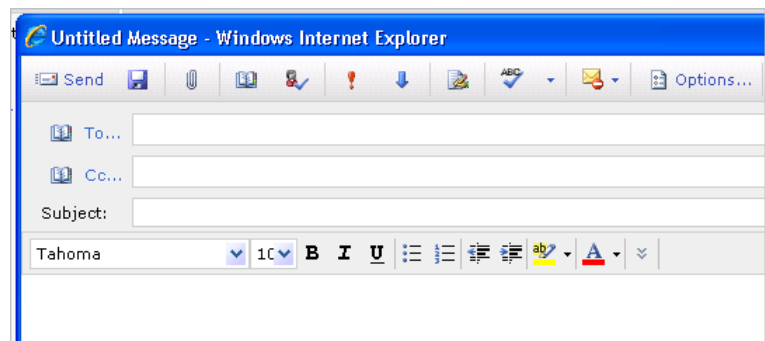
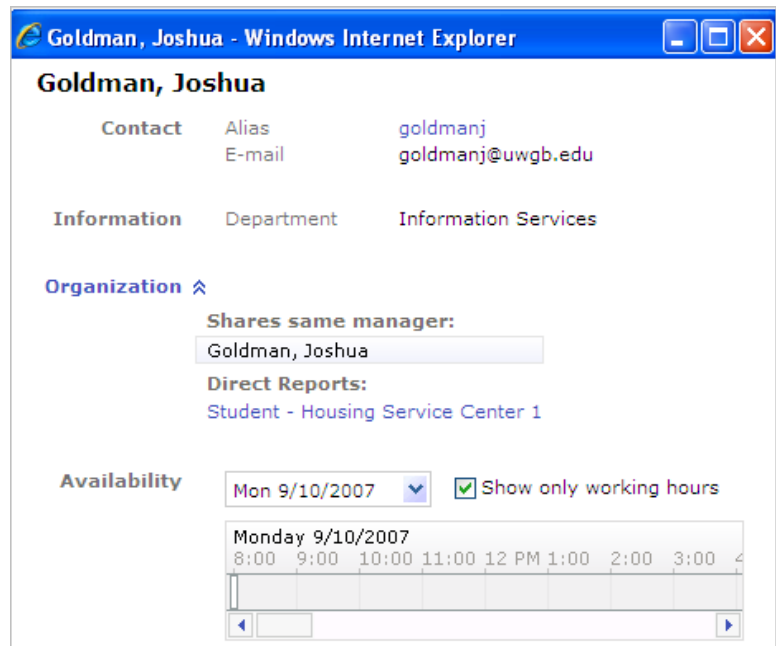
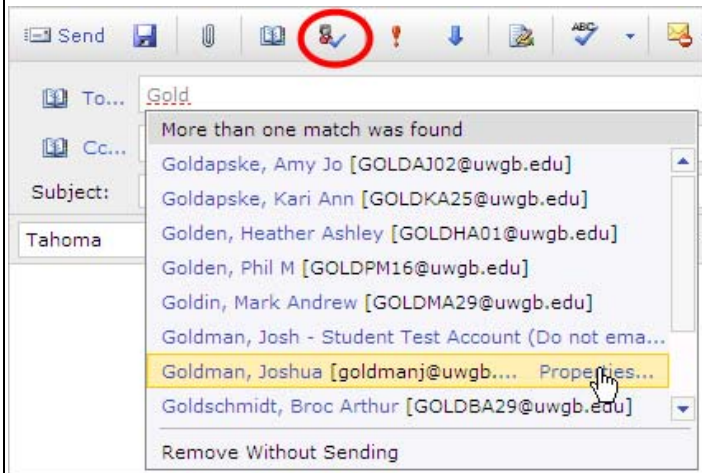
"New Mail" Toolbar

Click **New** to open and compose a new e-mail. Here, you can add names and addresses easily with the new auto-complete menu that remembers recently-used items so you don't have to: (or use the **Check Names** icon to select a name from a filtered list.)

Right-click on resolved names to view **Properties** such as: office, phone, e-mail, availability and their position in the organizational structure within the company.

From within the **New Mail Toolbar** you can:

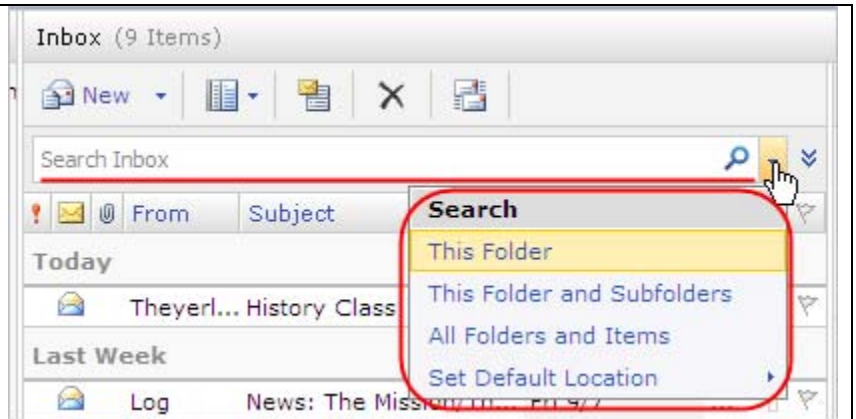
- Access messaging options to set importance, priority, and request read receipts.
- Use the HTML editor to change fonts, add color or add a hyperlink to a document.



Search

In the Mail module, **Search** is shown as one field above the mail list that will search across the currently selected folder or user-selected location provided by a drop-down menu. Search scoping choices include: selected folder, selected and subfolders, or all folders and items.

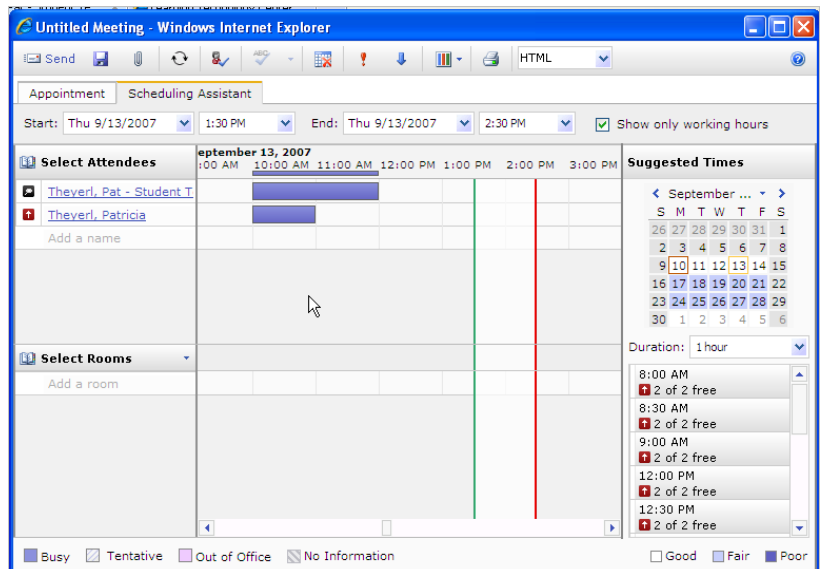
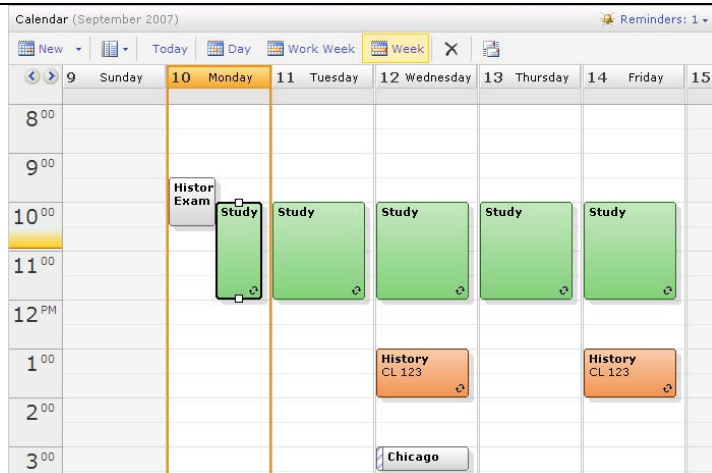
To initiate a search, simply type in the Search field and either press enter or click the Search icon. To Clear the Search, press the Clear icon that appears in place of the Search icon after searching or click away to a different folder or module. Search is also included for Contacts, Tasks and the Address Book.



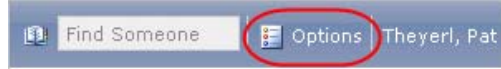
Calendar

The Calendar has been completely redesigned with lots of added functionality and visuals:

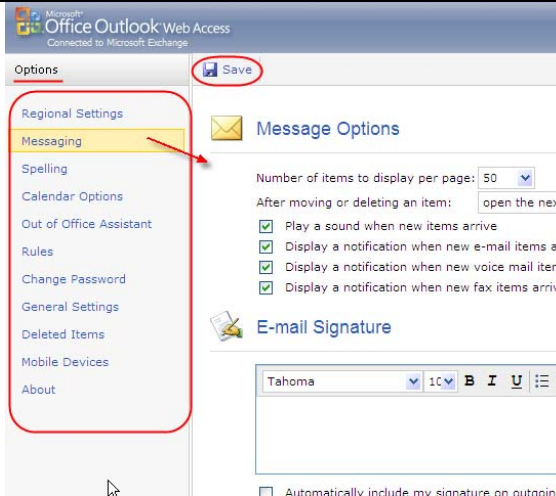
- New calendar views for daily, weekly, and work week including a new Reading Pane preview available for all views so you don't have to double click to open an appointment to see the full details .
- Enhanced Date Picker with current date selection and view settings reflected for daily, weekly, work week.
- "Smart" scheduling with integrated free/busy status indicators for each meeting invitee and meeting time.



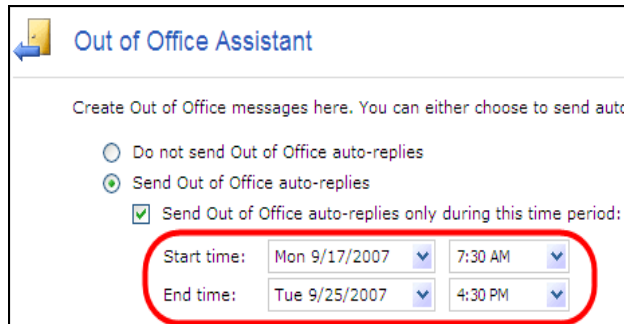
Options



New **Options** page format, separated into sections for each feature area. Some new features here include:



1. An enhanced **Out of Office Assistant** that allows you to create messages, set your Out of Office for a specific period of time in the future (this is great, because you can set it up in advance and you don't have to remember to turn it off).

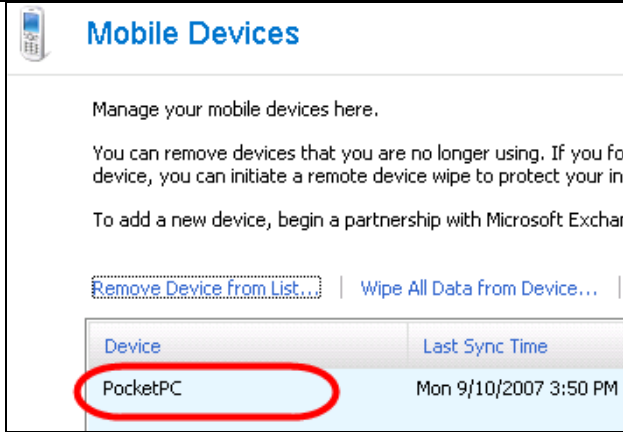


2. You can also choose to send a different message to **external recipients**. There are also new Out of Office notifications to remind you that you have this feature turned on, or turned on for a specific timeframe.
3. **Change Password**
Easily change your network password in OWA 2007.

Domain\user name:	UWGREENBA\theyp99
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

4. Mobile Devices

If you have configured your desktop Outlook client for Mobile Devices, (Pocket PC, PDA's) you will also see the device in Outlook Web Access.



Mobile Devices

Manage your mobile devices here.

You can remove devices that you are no longer using. If you for device, you can initiate a remote device wipe to protect your inf

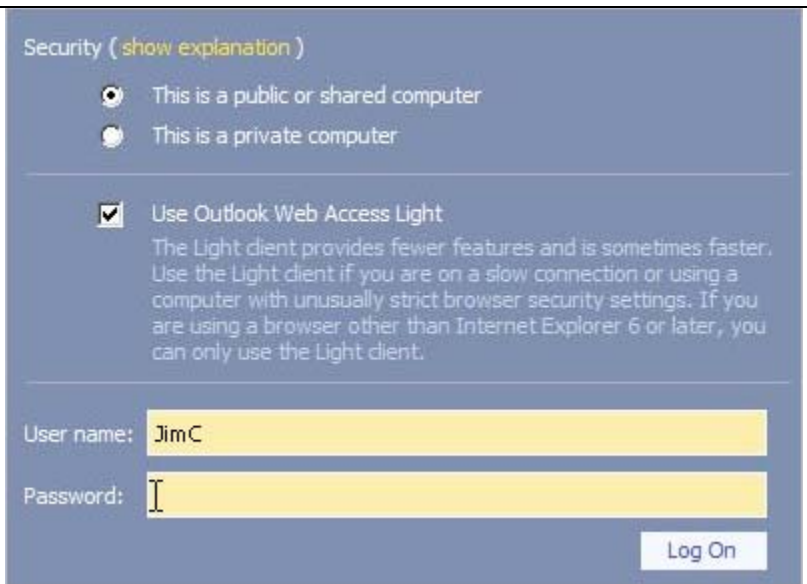
To add a new device, begin a partnership with Microsoft Exchan

[Remove Device from List...](#) | [Wipe All Data from Device...](#)

Device	Last Sync Time
PocketPC	Mon 9/10/2007 3:50 PM

OWA Light

Outlook Web Access Light is your choice if you are using a Macintosh, an older browser, or a slow internet connection. "Light" has been redesigned to offer the best accessibility standards for blind and low vision users.



Security (show explanation)

- This is a public or shared computer
- This is a private computer
- Use Outlook Web Access Light

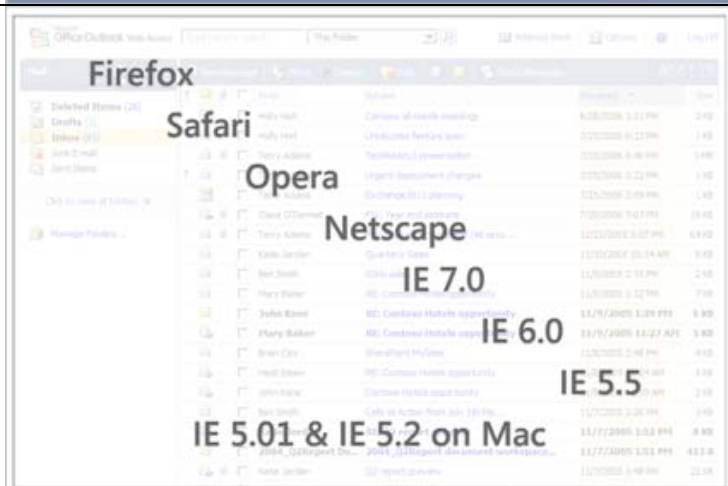
The Light client provides fewer features and is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use the Light client.

User name:

Password:

Log On

Compatible with:



Office Outlook Web Access

Firefox

Safari

Opera

Netscape

IE 7.0

IE 6.0

IE 5.5

IE 5.01 & IE 5.2 on Mac

When composing a new email, a list of your most recent recipients simplifies addressing the mail message.

