



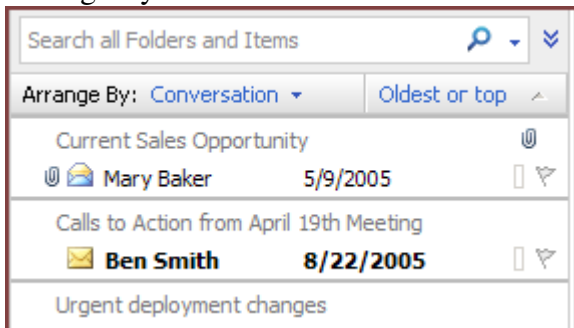
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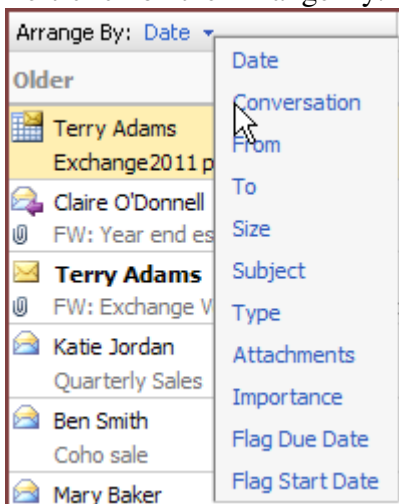
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OWA - Sorting & Reading Pane

1. Arrange By: control located above the Inbox email listing



2. Left-click on the Arrange By: options to select the desired sort






3. Once the Arrange By: option has been selected start typing the first two to four letters of your search criteria and the list will automatically scroll to and display the matches
4. When Arrange By: is set to Conversation the follow occurs:
 - a. Emails associated with the exact Subject Title are grouped together



- b. The most recent unread message will appear at the bottom of the list and messages will be indented according to the order of response

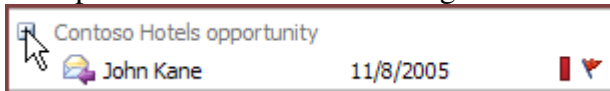
5. Collapsed/Expanded Views

a. Left-click on the + sign  or – sign 

b. Expanded view will show the – sign 

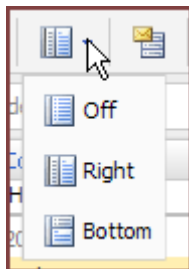


c. Collapsed view will show the + sign 

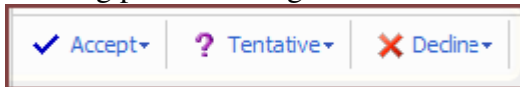


6. Reading pane is on the right side of the screen by default

a. Left-click on the Reading Pane icon and select one of the three options



7. Reading pane has integrated buttons for responding to calendar items



a. When you left-click on Accept or Tentative the item will be placed in your calendar with pop-up reminders of the event