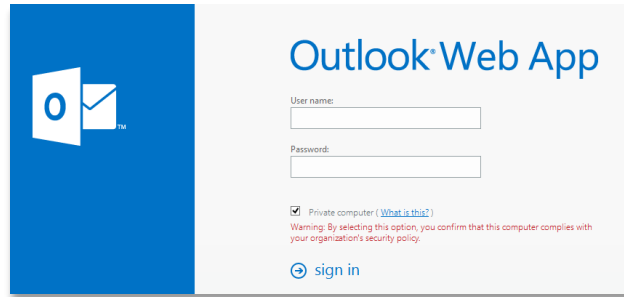
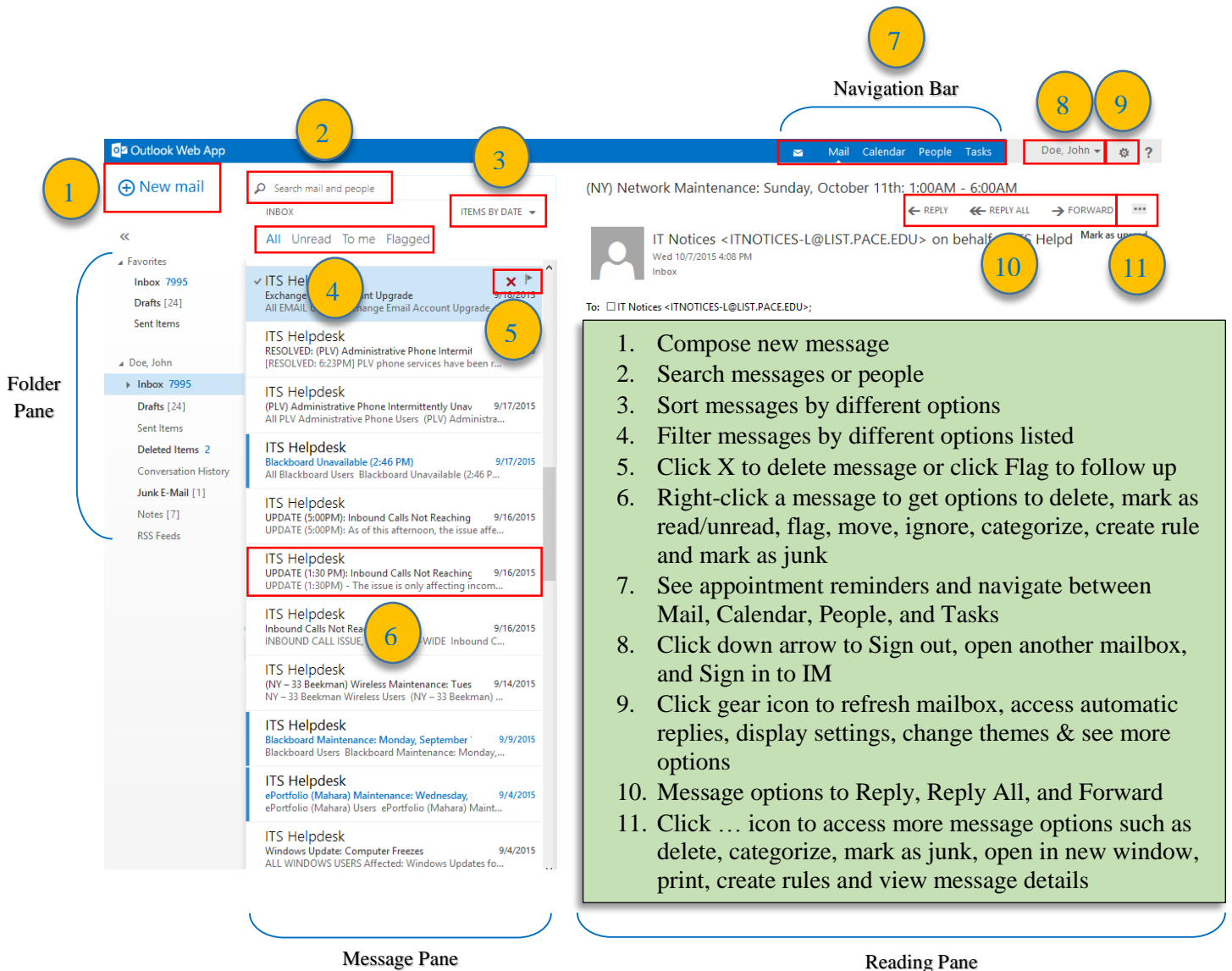


# Outlook Web App (OWA) 2013 Features

Log in to <http://email.pace.edu> with your MyPace Portal username and password.



**Note:** Issues with a user account should be addressed to the ITS Help Desk at 914-773-3333 or at <https://help.pace.edu>.

The screenshot shows the Outlook Web App interface with various components labeled with numbered callouts (1-11).

- 1**: New mail button in the top left.
- 2**: Search bar in the top center.
- 3**: Navigation bar with links for Mail, Calendar, People, and Tasks.
- 4**: Filter buttons (All, Unread, To me, Flagged) below the search bar.
- 5**: Sort by date dropdown menu.
- 6**: Message list in the Message Pane.
- 7**: Navigation Bar (Mail, Calendar, People, Tasks).
- 8**: User profile (Doe, John) and settings gear icon.
- 9**: Sign out button.
- 10**: Message options (Reply, Reply All, Forward, etc.).
- 11**: More options icon (three dots).

**Folder Pane** (left side):

- Outlook Web App
- + New mail
- Search mail and people
- INBOX
- ITEMS BY DATE
- All Unread To me Flagged
- Favorites
  - Inbox 7995
  - Drafts [24]
  - Sent Items
- Doe, John
  - Inbox 7995
  - Drafts [24]
  - Sent Items
  - Deleted Items 2
  - Conversation History
  - Junk E-Mail [1]
  - Notes [7]
  - RSS Feeds

**Message Pane** (middle):

- ITS Helpdesk
  - Exchange... Upgrade
  - ITS Helpdesk
    - RESOLVED: (PLV) Administrative Phone Intermittently Unavailable (RESOLVED: 6:23PM) PLV phone services have been...
- ITS Helpdesk
  - (PLV) Administrative Phone Intermittently Unavailable (RESOLVED: 6:23PM) PLV phone services have been...
- ITS Helpdesk
  - Blackboard Unavailable (2:46 PM) 9/17/2015
  - All Blackboard Users Blackboard Unavailable (2:46 PM)...
- ITS Helpdesk
  - UPDATE (5:00PM): Inbound Calls Not Reaching 9/16/2015
  - UPDATE (5:00PM): As of this afternoon, the issue affecting incomm...
- ITS Helpdesk
  - Inbound Calls Not Reaching 9/16/2015
  - INBOUND CALL ISSUE... WIDE Inbound C...
- ITS Helpdesk
  - (NY - 33 Beekman) Wireless Maintenance: Tues 9/14/2015
  - NY - 33 Beekman Wireless Users (NY - 33 Beekman) ...
- ITS Helpdesk
  - Blackboard Maintenance: Monday, September 9/9/2015
  - Blackboard Users Blackboard Maintenance: Monday,...
- ITS Helpdesk
  - ePortfolio (Mahara) Maintenance: Wednesday, 9/4/2015
  - ePortfolio (Mahara) Users ePortfolio (Mahara) Maint...
- ITS Helpdesk
  - Windows Update: Computer Freezes 9/4/2015
  - ALL WINDOWS USERS Affected: Windows Updates fo...

**Reading Pane** (right side):

- (NY) Network Maintenance: Sunday, October 11th: 1:00AM - 6:00AM
- IT Notices <ITNOTICES-L@LIST.PACE.EDU> on behalf of ITS Helpdesk Mark as unread
- Wed 10/7/2015 4:08 PM
- Inbox
- To: IT Notices <ITNOTICES-L@LIST.PACE.EDU>;

**11. Click ... icon to access more message options such as delete, categorize, mark as junk, open in new window, print, create rules and view message details**