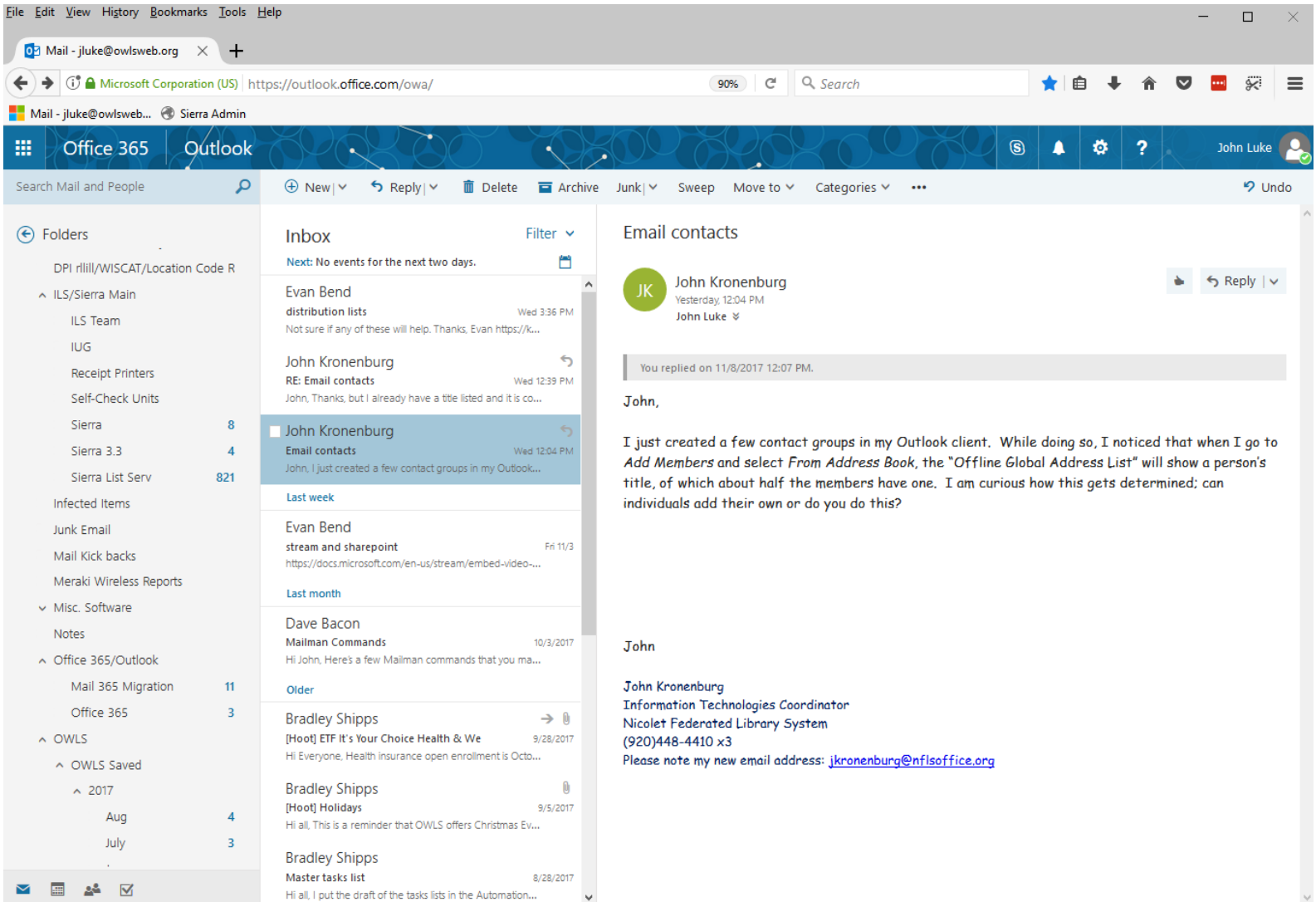


# OUTLOOK OWA VIEWING FEATURES

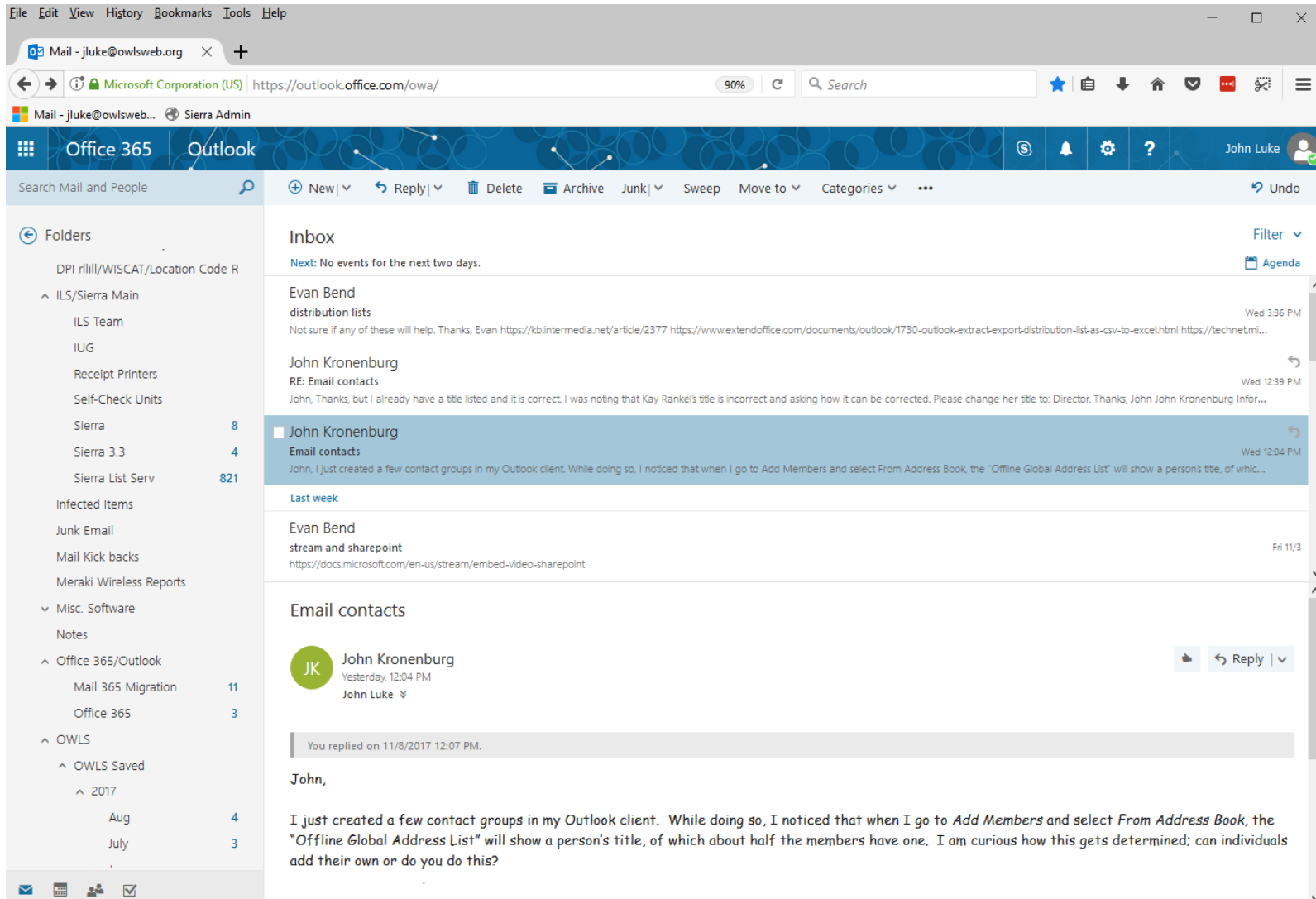
## READING PANE SETTINGS

The screenshot shows the Outlook OWA interface with the 'Display settings' dialog box open. The dialog box has a title bar with 'OK' and 'Cancel' buttons. Below the title bar, it says 'Display settings'. There are three tabs: 'Reading pane', 'Message list', 'Conversations', and 'Focused Inbox'. The 'Reading pane' tab is selected. Under the heading 'Choose where the reading pane should appear.', there are three radio button options: 'Show reading pane on the right', 'Show reading pane at bottom', and 'Hide reading pane'. Red arrows point to the 'Right', 'Bottom', and 'Off' options. To the right of these options is a preview window showing the reading pane in three different positions: on the right, at the bottom, and hidden. A red arrow points from the 'Display settings' option in the 'Settings' pane on the right to the 'Display settings' option in the dialog box. The 'Settings' pane on the right has a search bar and several sections: 'Automatic replies', 'Offline settings', 'Manage add-ins', 'Manage connectors', 'Theme', 'Notifications', and 'Your app settings'. The 'Theme' section is set to 'Whimsical'. The 'Notifications' section is set to 'On'. The 'Your app settings' section lists 'Office 365', 'Mail', 'Calendar', 'People', and 'Yammer'.

You can select where you want the message reading pane to appear. Go to the gear on the right side of the top nav bar, select 'Display settings', and click on your choice. Hit 'OK' and click back in the main area to close the settings window.



Here we have the reading pane on the right. The selected message appears on the right side of the window with a narrow message list in the middle.



Here we have the reading pane on the bottom. The selected message appears on the bottom of the window with a wide message list above it.

The screenshot shows the Outlook web interface for user John Luke. The interface is in a wide message list view, where the reading pane is disabled. The left sidebar shows a folder hierarchy including 'Office 365/Outlook', 'OWLS', and 'OWLSnet Saved'. The main pane displays a list of messages for the month of November, with columns for sender, subject, and time. The messages are sorted by date, with the most recent at the top. The interface includes a search bar at the top, a navigation pane on the left, and a main content area for the message list.

Sender	Subject	Time
Sue Abrahamson	RE: chlibs list • Yes. I did get it	Wed 4:17 PM
Molly Lawlor	Re: [OWLSnetHelp] patron reported notice problem • Hi Kate, As far as we can see from our end, she did ha	Wed 4:16 PM
Kate Ewing	[OWLSnetHelp] patron reported notice problem • Hi. Angelina Peterson was here today and told me she has t	Wed 3:07 PM
Evan Bend	chlibs • Hi John, I saved this as a PDF and sent it out yesterday. Thanks, Evan	Wed 3:04 PM
Sue Abrahamson	RE: chlibs list • Hi John – Could you please add Mehta Hess from New London to the chlibs email list? mhess@r	Wed 3:00 PM
Molly Lawlor	Re: [OWLSnetHelp] weeding list • Kristi, We'll get this list to you before the end of the week. Thanks! Molly L	Wed 10:21 AM
Kristi Pennebecker	[OWLSnetHelp] weeding list • Hi, Could I get a weeding list for loc weaf with no circs since 2013? Thanks, Kristi	Wed 8:36 AM
Amy McGlone	[hoot] FW: Section 125 Enrollment for 2018 • Hi Everyone – Just a reminder that the Section 125 enrollment pe	Wed 7:29 AM
<b>Tuesday</b>		
John Luke	Re: [OWLSnet Help] FW: Field Trips • Hi Brian, We will leave apself4 & apself5 set to "None" for the month of No	Tue 1:50 PM
Evan Bend	RE: Text and e-mail notifications • Hi Sue, Thanks for sending this in. I will contact Shoutbomb and have them i	Tue 9:38 AM
Julie Leopold	RE: [OWLSnet Help] Fw: Kimberly-Little Chute   Encoding Training Call Follow Up • Hi Steve, The circ and w	Tue 9:27 AM
Steve Thiry	[OWLSnet Help] Fw: Kimberly-Little Chute   Encoding Training Call Follow Up • I believe our staff machines .	Tue 9:20 AM
Bradley Shipps	[hoot] A message from the OWLS Board • November 7, 2017 The board of trustees of the Outagamie Waupa	Tue 8:57 AM
Molly Lawlor	Tapes • Hey John, do you mind doing the tapes this morning? I'm about to call Kimberly for training and have a f	Tue 8:29 AM
<b>Monday</b>		
Susan Vater Olsen	[OWLSnetHelp] Text and e-mail notifications • Hi, A patron told me today that his e-mail and shoutbomb pick u	Mon 5:29 PM
Dave Bacon	[hoot] FW: electrical outage at STR • FYI - Dave From: Wilson, Cheryl [mailto:CWilson@co.door.wi.us] Sent: Iv	Mon 10:47 AM
John Luke	Re: [OWLSnet Help] PIN removal on SC04 & SC05 • Hi Brian, I turned them off at approx 8:30. If something see	Mon 9:12 AM
Brian Getchel	[OWLSnet Help] PIN removal on SC04 & SC05 • Hello, Just wanted to make sure someone was able to turn off	Mon 9:08 AM
John Luke	Re: [OWLSnet Help] Sierra • Hi Penny, You should be okay, that is the Sierra version we are on. If you want to cl	Mon 9:07 AM
Penny Habeck	[OWLSnet Help] Sierra • Windows 10 did an update this am on our checkout computer. When we brought Sierra	Mon 8:56 AM
<b>Last week</b>		
Brian Getchel	[OWLSnet Help] FW: Field Trips • Please disable the pins on SC04 and SC05 on the dates below. The pins can be disal	Fri 11/3

Here we have the reading pane turned off. The wide message list fills that window now.

The screenshot shows the Outlook web interface. The browser address bar displays the URL: <https://outlook.office.com/owa/?path=/mail/AAMkAGJIODNiOWRkLTyzNDYtN>. The page title is "Mail - jluka@owlsweb.org". The interface includes a navigation pane on the left with folders such as "Sierra" (8 items), "Sierra 3.3" (4 items), "Sierra List Serv" (821 items), "Office 365/Outlook", and "OWLS". The main content area displays an email from Bradley Shipps (BS) with the subject "[hoot] FW: Art Project in the Library". The email body contains the following text:

**From:** Tina Krueger [mailto:tkrueger@apl.org]  
**Sent:** Thursday, November 02, 2017 2:35 PM  
**To:** \_All Staff group email <AllStaff@apl.org>  
**Subject:** Art Project in the Library

Hello,

There will be an artist here next Monday (November 6) from 9:00 am – 12:00 pm and 5:00-7:00 pm, as well as Saturday, November 18 from 9:00 am – 2:00 pm. His name is Rob Neilson and he is an art professor from Lawrence. He is creating a public art piece for the expo center. He is trying to capture 5,000 Fox Cities faces as part of the installation. He will be setting up his station to take photos where the monthly display is, next to the 1<sup>st</sup> floor copier.

Colleen Holz is working on getting him a volunteer to help get people to take their photo for his piece. You are all more than welcome to let him know if you are interested in having your photo taken as well – just feel free to walk up to his station. I am sure he would love that.

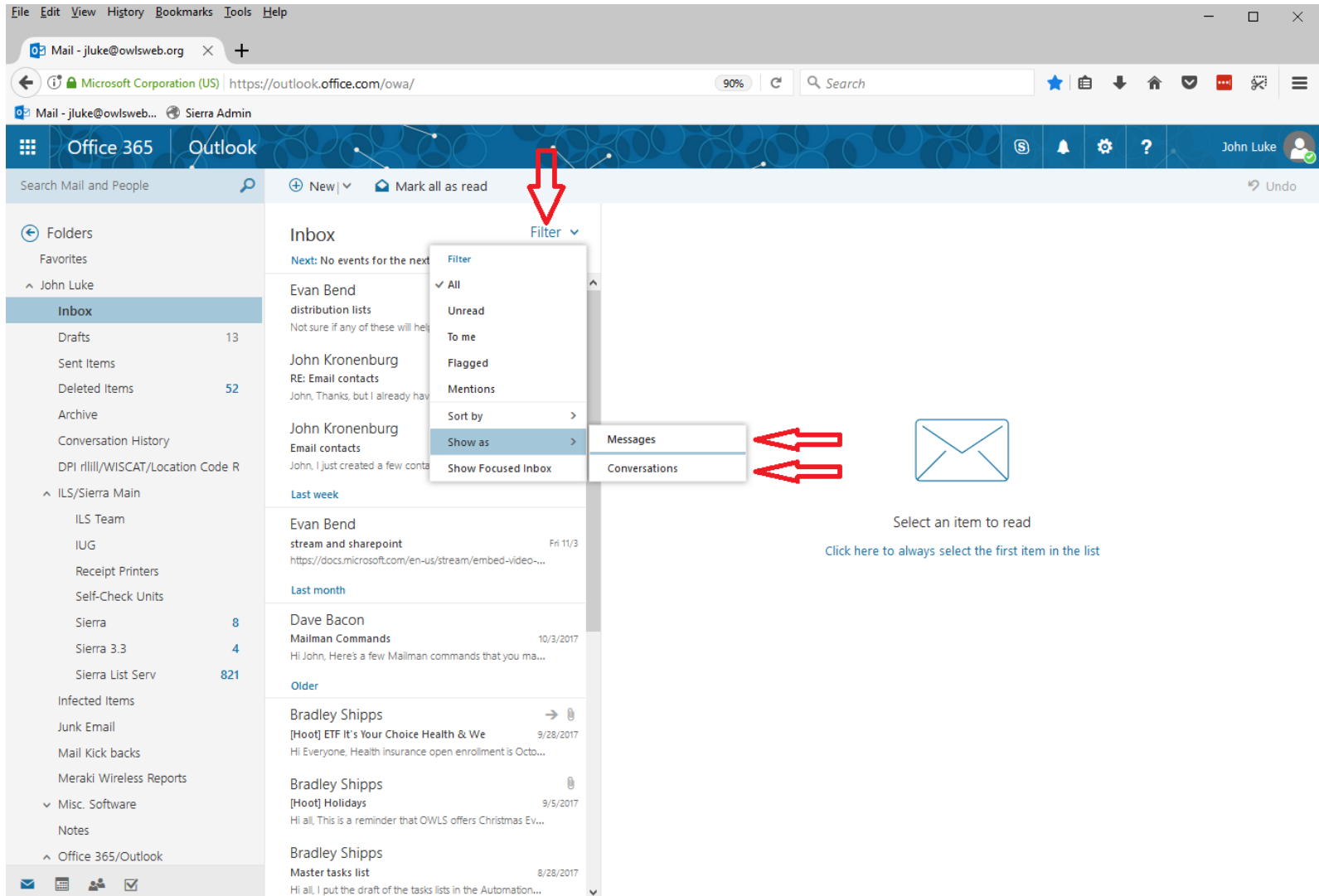
If you have any questions, please let me know.

Tina

Tina Krueger  
Marketing Coordinator  
Appleton Public Library  
(920) 832-1695  
[www.apl.org](http://www.apl.org)

To read a message, double click a message and it will fill the window where the message list was displayed.

# MESSAGE LIST SETTINGS



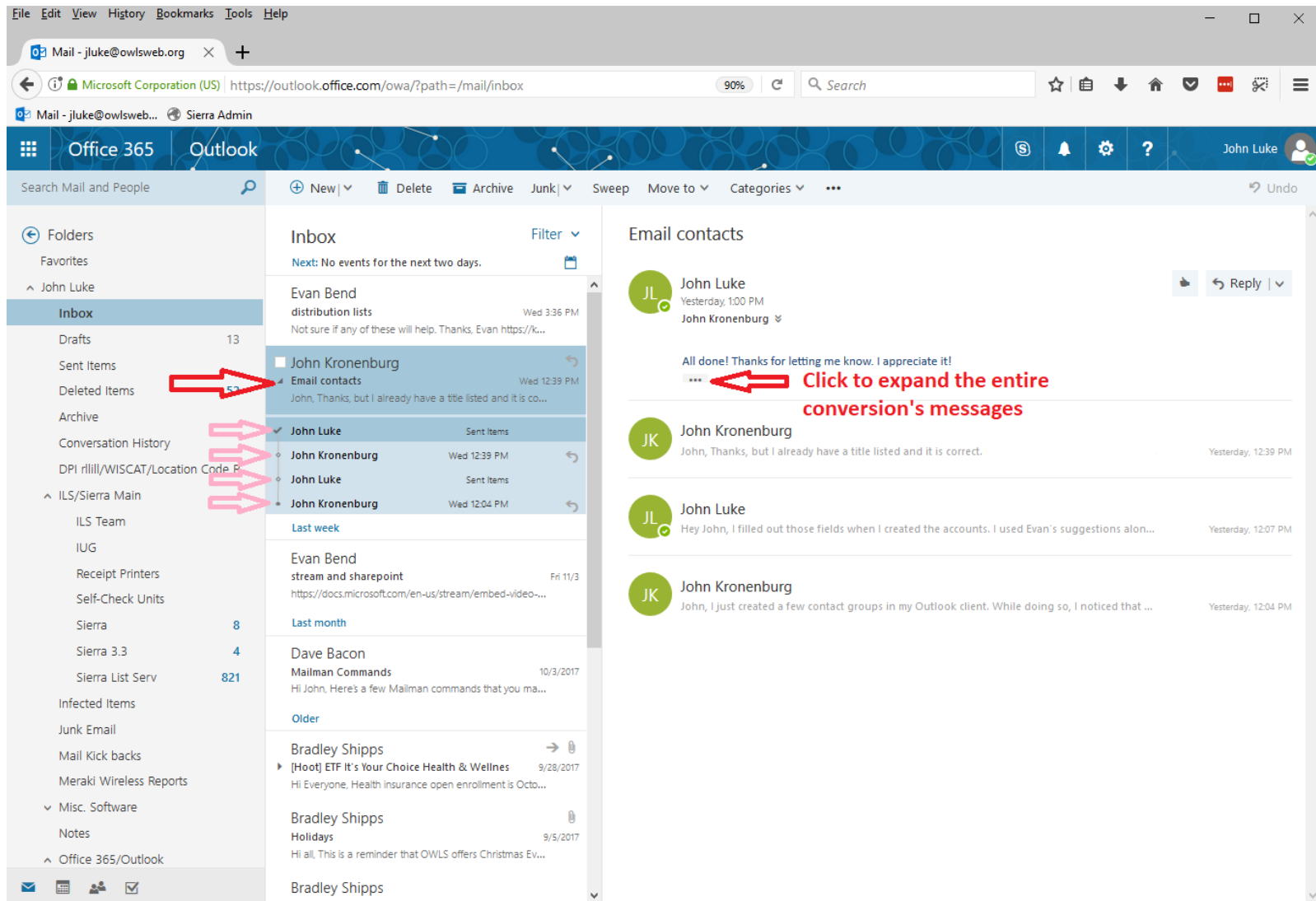
You can decide how you want your message list displayed, in a **Message View**, or a **Conversation View**.

The screenshot shows the Outlook interface in Conversation View. The left sidebar contains a 'Folders' pane with 'Inbox' selected. The main pane displays a list of messages in a nested format. Red arrows point to the 'Inbox' folder, the 'John Kronenburg' message, and the 'Robyn Grove' message. The messages are as follows:

- Inbox** (Filter)
- Next: No events for the next two days.
- Evan Bend**  
distribution lists  
Wed 3:36 PM  
Not sure if any of these will help. Thanks, Evan https://k...
- John Kronenburg**  
Email contacts  
Wed 12:39 PM  
John, Thanks, but I already have a title listed and it is co...  
Last week
- Evan Bend**  
stream and sharepoint  
Fri 11/3  
https://docs.microsoft.com/en-us/stream/embed-video-...  
Last month
- Dave Bacon**  
Mailman Commands  
10/3/2017  
Hi John, Here's a few Mailman commands that you ma...  
Older
- Bradley Shipps**  
[Hoot] ETF It's Your Choice Health & Wellnes  
9/28/2017  
Hi Everyone, Health insurance open enrollment is Octo...
- Bradley Shipps**  
Holidays  
9/5/2017  
Hi all, This is a reminder that OWLS offers Christmas Ev...
- Bradley Shipps**  
Master tasks list  
8/28/2017  
Hi all, I put the draft of the tasks lists in the Automation...
- Robyn Grove**  
printer  
8/24/2017  
ok sounds good On 8/24/2017 1:23 PM, John Luke wro...

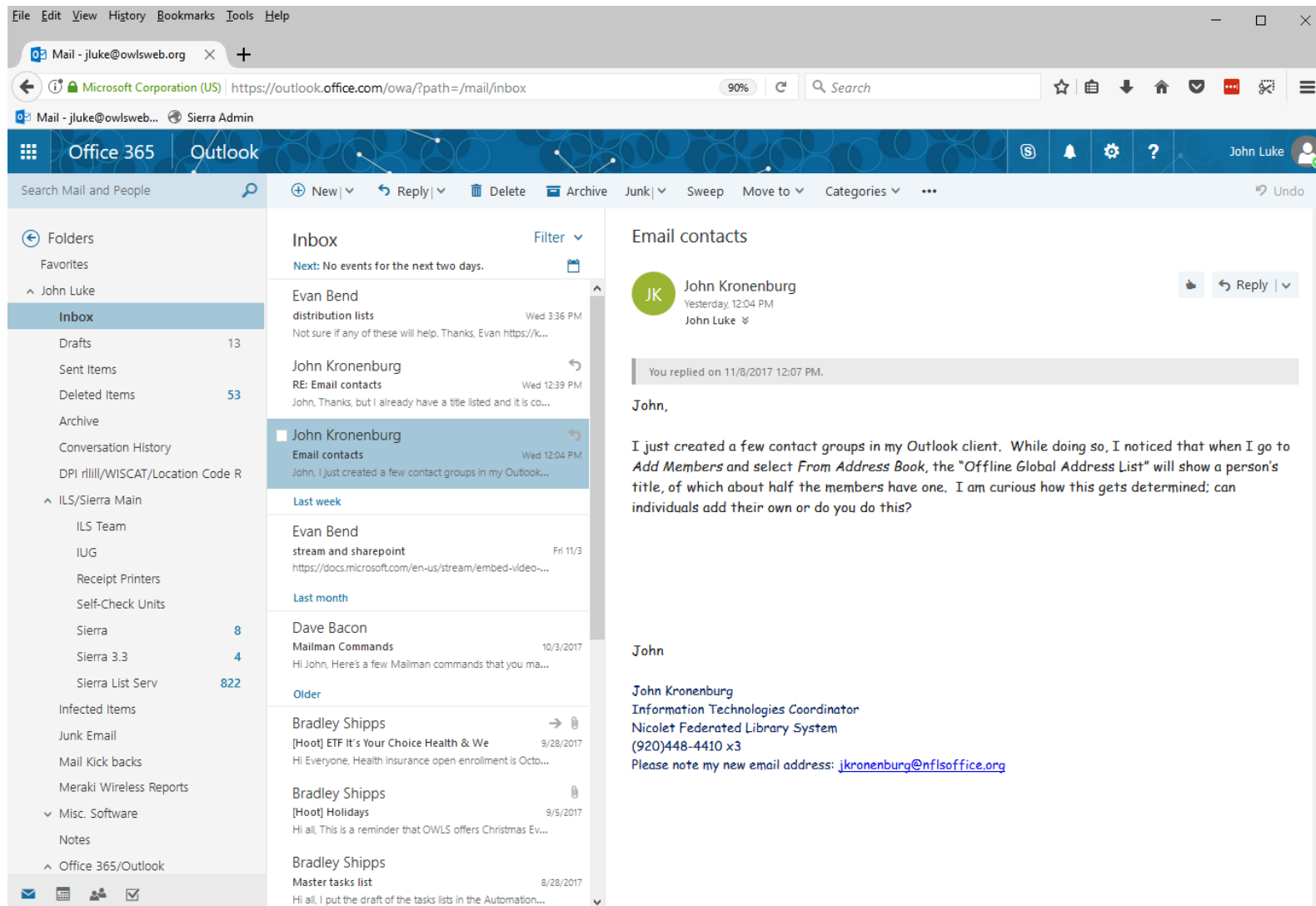
  
Choose a message to read it.

Here the message list is in **Conversation View**. There are little carrots at the left of messages that have had replies, etc. However, until you open those carrots, you cannot easily see all the messages due to the nesting.

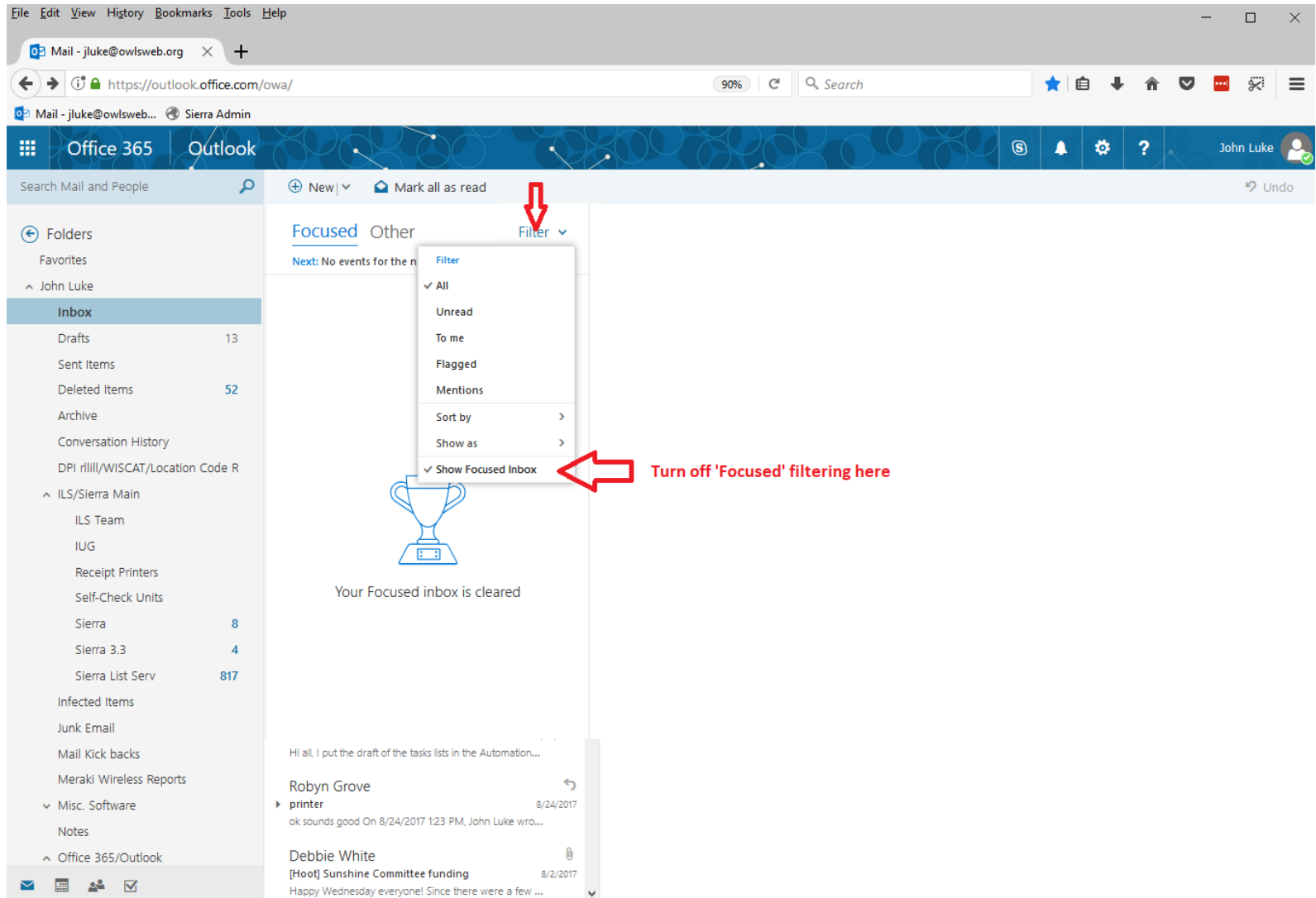


Here we can now see all the messages in a nested form by selecting a message, and opening the carrot on the left side of the message list, and the linked messages will appear as one long thread in the reading pane.





Here we see the message list in **Message View**. This lists each message individually, and does not nest anything. When you click to open a message, you see only one message at a time.



You can also select to split your inbox into two parts, **Focused** & **Other**. If you have this *Focused Inbox* enabled, and have trouble finding a message, toggle back and forth between **Focused** & **Other** to find it.