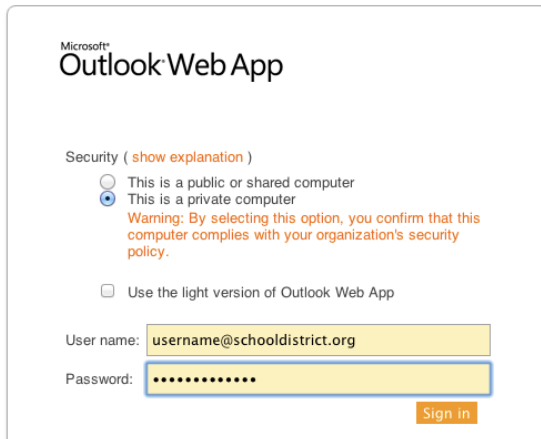


# Microsoft Outlook Web App 2010

<https://dwa.nwoca.org/>



## Logging In

Make sure to choose “**this is a private computer**”

- Logins last 8 hours (15 min for public)
- Send and receive attachments (view as html only for public)

## New Features

### Mail

- Conversation view (View >> Use conversations)
- Ignore Option (CTRL Click] right click and choose Ignore conversation.
- You no longer need IE for full experience. (drag and drop messages, select multiple messages)

### Calendar

- Side by side calendars
- Share calendars inside and outside organization

### Contacts

- Making groups much easier
- Type a persons name and they auto enter.

### Tasks

- Add new tasks and set reminders
- Sync with Reminders app in iOS 5

### Exchange Control Panel

- Options >> See all options
- Change password
- Add rules
- New themes
- 

More information at

<http://www.nwoca.org/lac>

