








1. Search box In the Search mail and people box, type what you want to search for. For example, type the name of a person you want to find messages from, or enter text that you want to search for to find a particular message.
  
2. Folders list The list includes the folders in your mailbox. It might include other folders, such as Favorites and Archive folders.  
  
Choose Expand  to show the Folders list, or choose Collapse  to hide it.  
  
In the Folders list, choose Show  to expand a list, or choose Hide  to collapse a list.
  
3. New Message Create a new message by choosing **New mail**.
  
4. Message list Messages in the current folder are listed.
  
5. Reading pane The conversation or message that you chose appears in the reading pane.
  
6. Response You can respond to any message in the conversation by using  Reply,  Reply all, or  Forward at the top of the message.
  
7. Other Modules Select **Mail**, **Calendar**, **People**, or **Tasks** to switch to other modules in Outlook Web App.