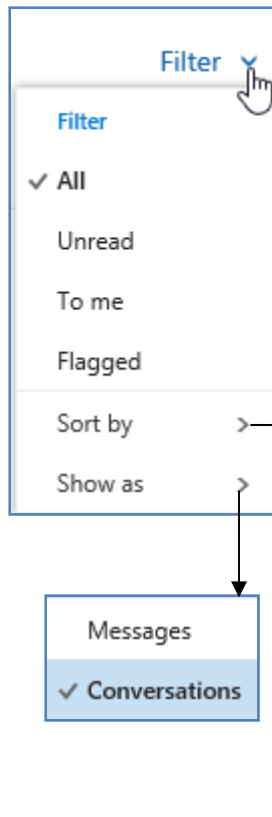


Outlook Web Access – Filter



If you turn the reading pane off, (see the cheatsheet titled– Display Settings) you will see Filter options on the far right of the screen.

The default setting for **Sort by** is Date. The default setting for **Show as** is Conversations. These are often called threads. In Groupwise they were shown as Messages.

1. To archive a single email message, select the message you wish to archive in the inbox or other folder. Click the "Mark/Archive" button on the toolbar directly above the folder headings.
2. To archive several contiguous email messages, press and hold the "Shift" key. Click on the first and last message in the group you wish to archive. Outlook Web Access will select all of the email messages including and between those you selected. Release the "Shift" key and click the "Mark/Archive" button on the toolbar directly above the folder headings.
3. To archive several separate email messages, press and hold the "Ctrl" key. Click each email message you want to archive. Release the "Ctrl" key and click the "Mark/Archive" button on the toolbar directly above the folder headings.