What’s New in OWA 2003?

Outlook Web Access 2003 contains many new features that will make using the web email program easier to use and more like your desktop Outlook application. Below is a list of just some of the improvements and enhanced features.

**New Appearance**

- Looks more like Outlook
- Folders and Shortcuts menus have been combined
- Log-off button has been moved to right side of toolbar
- Choice of locations for reading pane
- Multi-colored message flagging available
- Two-line view available

**New Features**

- Ability to create Rules for message handling
- Ability to create a signature
- Drag and Drop messages to folders
- Spell-check feature and options
- Change number of items displayed per page
- Set default font for emails
- Junk email prevention
- Calendar and Task improvements
- Add addresses in your received mail to contacts list
- Ability to recover Deleted Items

**Keyboard Shortcuts for Common Tasks**

- Ctrl + N: New Mail
- Ctrl + R: Reply to selected message
- Ctrl + Shift + R: Reply All to selected message
- Ctrl + Shift + F: Forward selected message
- Del: Delete selected message
- Shift + Del: Permanently Delete selected message
- F7: Check Spelling in a message
- Enter: Opens selected message, contact, appointment, etc.
- Alt + K: Resolve names in address fields