Outlook Web Access 2003

Two editions:
- Premium Edition – has many new features and looks very similar to the Outlook client you use in your office. This edition is only available with the Internet Explorer web browser, version 5.5 or newer.
- Basic Edition – has limited new features and looks similar to Outlook Web Access 2000. This edition is the default for all other web browsers (Mozilla, Firefox, Netscape, etc).

Enhancements:

1. Tool buttons – Allow you to easily switch between the various tools (Inbox, Calendar, Tasks, etc).
2. Reading Pane – Shows the selected message in an expanded preview. The Reading Pane is adjustable and you can choose to have it on the right, left or to turn it off completely.
3. Two line mail view – Orient message information vertically rather than horizontally, which allows you to see more information when using the Reading Pane.
4. Updated Mail icon - Changes to an open envelope to show when messages are read. Also adds arrows to indicate when a message was forwarded or replied to.
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5. Open attachments from Reading Pane – Simply double-click the attachment from the Reading Pane to open it.
6. Flag messages – Quickly assign flags to messages using the Quick Flag icon located to the right of the message.
7. Rules – Easily create and message e-mail handling rules.
8. Information Bar – Displays important information about messages, including reply and forward information.
9. Log Off – Button moved to new location in the upper-right corner of the screen.

Other Enhancements:
- Common keyboard shortcuts are available (Ctrl N – new message, Ctrl R – reply, Ctrl F – forward)
- Right-click options – Expanded right-click options include reply, forward, mark as read/unread, flag, delete, move to folder and more.

Additional Options:
- Set the number of items that display per page for Inbox, Contacts, and Tasks.
- Change the default color scheme of blue to other options such as burgundy, silver, or dark blue.
- More spell check options include ignoring words in uppercase and ignoring numbers.