Changes to Expect in OWA

Migration to Exchange 2013
Main Page

Old Look:

New Look:
Left Most Column

Old Look: 

New Look: 

The left most column of the page will retain most of the functions when going from the old version to the new version. Just some of the functions are in different positions.
New Locations

Certain items have been relocated on the page. To create new mail click the new mail link now located at the top left hand corner of the page, as shown above.

Calendar Tab is now located at top of page.

The new version search toolbar is located at top of page.
Deleting a Message

Old method:

New method:
Middle Column of the new OWA View

**Old Look**

Conversations (reply emails) are displayed as separate emails in the old system.

**New Look**

In the new version conversions, (reply emails) are grouped as one message with an arrow pull down system to view the previous messages.
Grouped Message Threads

To view previous messages, click the arrow. The message will then look as displayed below:

To go back to the previous view of the most recent email in the conversation click back on the arrow. If the box/checkmark is clicked you are given the option to mass delete. This will let you edit any of the messages that are checked (delete, move to new folder, etc.)
Third Column View Changes

The third column (preview pane) is pretty similar between the two Outlook Web App (OWA) systems.

Old Look:

RE:
Bodine, JoAnne
Sent: Thursday, February 06, 2014 3:18 PM
To: Clemente

Wow! And a profound vocabulary too!

New Look:

From: Clemente
Sent: Thursday, February 06, 2014 3:17 PM
To: Bodine, JoAnne
Subject: RE:

Haha,

From: Bodine, JoAnne
Sent: Thursday, February 06, 2014 3:16 PM
To: Clemente
Subject: RE:

This is just wonderful. Your words are brief and to the point.

From: Clemente
Sent: Thursday, February 06, 2014 3:16 PM
To: Bodine, JoAnne
Subject:

New Look for OWA

Bodine, JoAnne <bodine@hood.edu>
Thu 2/6/2014 4:48 PM

To: BodineJoAnne Marjorie;

Same great function, new look!
Isn't change great?

IT
Options Menu

In the **old** system, the options button would pull up a new menu page with options available.

In the **new** system, options menu can be found by clicking the on gear icon:

If Options is clicked, the page will then display different options on the left that you can adjust.
Returning to your Email screen

To return to inbox click the button found at top left corner.

Logging Off

In the new system logging off is part of the pull down menu that can be found by clicking on the name tab.

To Sign off in the old system the Log Off button would be clicked.