Get to know email on your browser

**Use folders**
Create new folders to keep track of your messages by project, person, or task.

**Filter your messages**
Find unread messages, messages sent directly to you, or with message flags. Use the sort by option to sort by date, from, to, subject, flagged and other options.

**Go to Outlook Web App**
Go to your email by selecting Outlook.

**Switch view**
Go to your calendar, people, or sites in one click.

**Take action on a message**
Reply, forward, or IM the sender all within the Preview Pane.

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