



## Quick Reference Card

### General

#### Changing Layout

1. On the Web Access toolbar, click **View**, then select **Reading Pane**.
2. Select **Right**, **Bottom**, or **None**.

#### Switching between the Mail and Contacts views


Click the Mail  and Contacts  icons on the left side of the Web Access main window.

#### Opening other Oracle Collaboration Suite components


1. On the Web Access toolbar, click **Go**.
2. Select the component you want to open.

### Mail


#### Checking for mail

In the Mail view, click the Refresh data icon  at the top right of the Web Access main window.

#### Attaching files


1. On the message composition window toolbar, click the Attach file  icon.
2. In the Attach File window, click **Browse**, then find and select the file you want to attach.
3. If you want to attach additional files, click **Attach Another**, then repeat step 2.
4. Click **OK**.

#### Inserting inline images

1. In the composition window, to make sure your message is in HTML format, click **Format**, then select **HTML**.
2. In the message body, place the cursor where you want the image to appear. Click the Insert Image button  on the composition window toolbar.
3. In the Insert Image window, click **Browse**, then find and select the image you want to upload.
4. Click **OK**.


### Mail

#### Creating rules (filters)

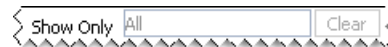
1. At the top right of the Web Access main window, click **Preferences**.
2. Click the Mail icon  on the left side of the Preferences window.
3. Click **Rules**.
4. On the Rules page of the Preferences window, click **New** to open the Edit Rule window.
5. Enter a name for the rule in the Name field.
6. Make sure that **Yes** is selected beside **Active**.
7. Select the event to trigger the rule, the conditions to be used, and the action to take. For details, see the Web Access online help.
8. Click **OK**.

#### Creating automatic replies

This feature is useful when you are going to be unable to check your e-mail for a prolonged period of time.

1. At the top right of the Web Access main window, click **Preferences**.
2. Click the Mail icon  on the left side of the Preferences window.
3. Click **Auto Reply**.
4. Select **Automatically reply to incoming messages**.
5. Use the controls on the Auto Reply page to customize your automatic reply. See the online help for more information.

#### Finding messages



In the Mail view, the easiest way to find a message is to type the characters you're looking for into the Show Only box at the top right of the Web Access main window. As you type, Web Access compares the characters with the fields of all messages in the currently viewed mail folder, and displays only matching messages.

### Contacts

#### Finding a person




The easiest way to find a person is to type their name into the Find People box at the top of the Web Access main window, and click **Find People**.

# Oracle Web Access Client




## Quick Reference Card

### Contacts

#### Viewing distribution lists you are subscribed to

1. In the Contacts view of Web Access, click the plus sign  beside Corporate Directory to expand it. (If this has already been done, the plus sign is a minus sign.)
2. In the list that expands beneath Corporate Directory, select **Subscribed Lists**.

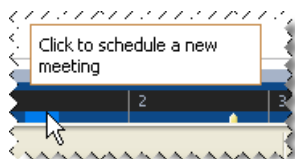
#### Sharing your address book

1. In the Contacts view of Web Access, right-click  **My Address Book**.
2. Select **Sharing** to open the sharing window for the Address Book. This window contains controls for searching for users, and panes that list users currently given shared access to the Address Book.
3. Search the Corporate Directory for users, as described in the online help.
4. Use the left and right arrow buttons   to move selected users to and from the panes listing users with shared access. Viewers can only read and copy Address Book entries, while Participants can also remove and move entries.
5. Click **OK**.


### Calendar

#### Creating a meeting

1. Click an available time slot on the TimeBar at the bottom of the Web Access main window. Available time slots are blue.



The Oracle Calendar Web client New Meeting page opens in a new window, with pre-populated date and time fields.

2. Create the meeting using the Oracle Calendar Web client. For information on how to do this, see the Oracle Calendar Web client online help.
3. Close the Oracle Calendar Web client window.
4. Click the Refresh data icon  at the top right of the Web Access window to refresh the TimeBar. The time slot displays as busy.

### Keyboard shortcuts

#### General

Function	Shortcut
Switch to Mail	Ctrl + 1
Switch to Contacts	Ctrl + 2
Open selection	Ctrl + O
Delete selection	Ctrl + D

#### Mail

Function	Shortcut
New Message	Ctrl + N
New Folder	Ctrl + Shift + E
Reply	Ctrl + R
Reply to All	Ctrl + Shift + R
Forward	Ctrl + F
Mark As Read	Ctrl + Q
Mark As Unread	Ctrl + U
Permanently delete selected messages	Ctrl + Delete

#### Contacts

Function	Shortcut
New Contact	Ctrl + Shift + C
New Distribution List	Ctrl + Shift + L