Mail

Create a **new message** by clicking on the **new mail** icon.

**Folders**

Folders will be on the left hand side of your screen. The folder list includes the folders in your mailbox and Favorites. It may include other folders, such as archive folders.

You can hide this pane by clicking the chevron icon at the top.

You can expand and collapse folders in this view by clicking the triangle icons next to the folder names.

**Search Window**

Type what you want to search for here, such as the name of a person you want to find messages from, or text that you want to search for to find a particular message.

![search Mail and People](search-Mail-and-People.png)

**Messages**

A list of messages in your Inbox or the current folder is in the center column. Each entry in the list view has additional information, such as how many messages there are in a conversation and how many are unread, or if there is an attachment, flag, or category associated with any messages in the conversation.

When a conversation is selected, you can delete it, add a flag, or add a category by clicking the icons. At the top of the list view are filters that you can click to quickly find messages that are unread, that include your name in the To or the Cc line, or that have been flagged. In addition to the filters, you’ll see the name of the folder you’re viewing and the view that you’ve selected.

The reading pane is on the right side of the screen, where the conversation that you’ve selected is displayed. You can respond to any message in the conversation by clicking the links at the top of the message.

**Open an item in a separate window**

By default, you read and create items in Office365 either in the reading pane, or in a window that overlays the main window. For most items, to open them in a separate window, simply double-click the item in the List pane.

To open a message that you’re reading in a separate window, click the extended menu icon and select **open in separate window**.