Outlook Web Access is another method for the user to get access to one’s email, calendar and contacts without the need to install additional software. Most of what could be accessed from an installation of Microsoft Outlook could be accessed via the web browser. The latest version of Internet Explorer works best.

From a web browser, point to [http://vsoemail.usc.edu](http://vsoemail.usc.edu) to get to the following screen:

Selecting *This is a public or shared computer* will log your session off if there is a short period of inactivity. Selecting *This is a private computer* will lengthen the period of activity before the session is logged off. Selecting *Outlook Web Access Light* if you have a slow internet connection. Outlook Web Access Light disables certain bandwidth intensive functions so it could be viewed as a more slimmed
down version of Outlook Web Access. Note that if you are not using the latest version of Internet Explorer or use another web browser such as Firefox, this option will automatically be checked off and you will be presented with the Light version. Enter your username and password. The domain is VSOE but entering it before your username is not required.

Once you are signed in, you will see a screen similar to the following. You may resize your browser to show more information as you see fit.

Folders with your list of emails similar to Outlook. Click on the heading to sort by From, Received...

Use the arrows to navigate to older (or newer) emails.

Preview Pane of your email similar to Outlook.

When you are done, be sure to LOG OFF by clicking here.
Calendar View

Click on CALENDAR to bring up this view.

Click Work Week, Week, Month to change the calendar view. Click Today to jump back to today's date.

Click here to start a new calendar appointment.

You may have multiple calendars. Select the one you want to view here.
Click on Options on the upper right (near the Log Off button) to bring up the Options View. Useful options are:

1. Messaging – Set your Email Signature. The signature that you use in Microsoft Outlook on your desktop / laptop is not accessible in Outlook Web Access.
2. Calendar Options – Modify the appearance and reminders for your Calendar.
3. Out of Office Assistant – With the new version of Exchange server, you may now specify the beginning and end time for your Out of Office auto-replies.
4. Change Password