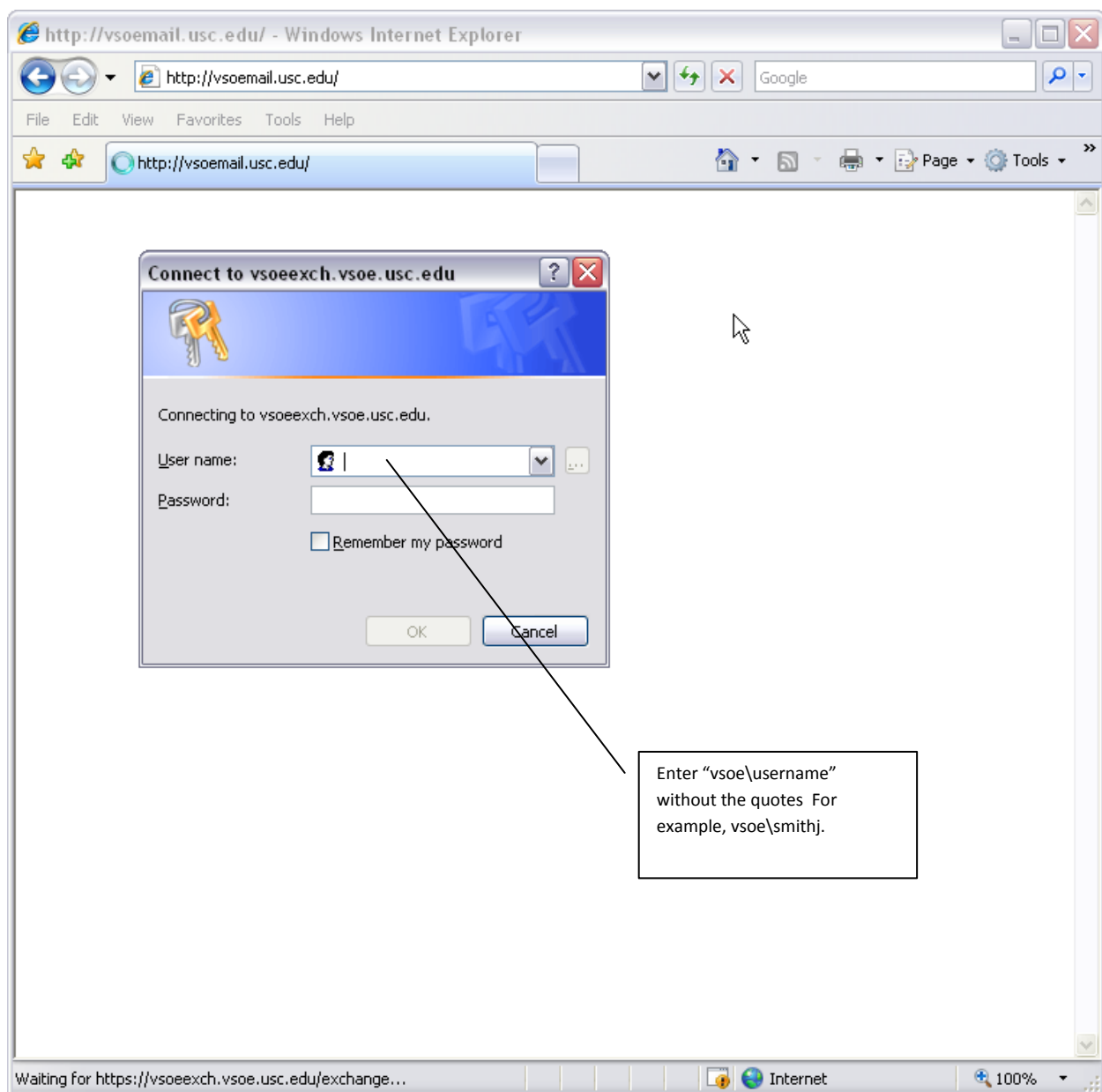


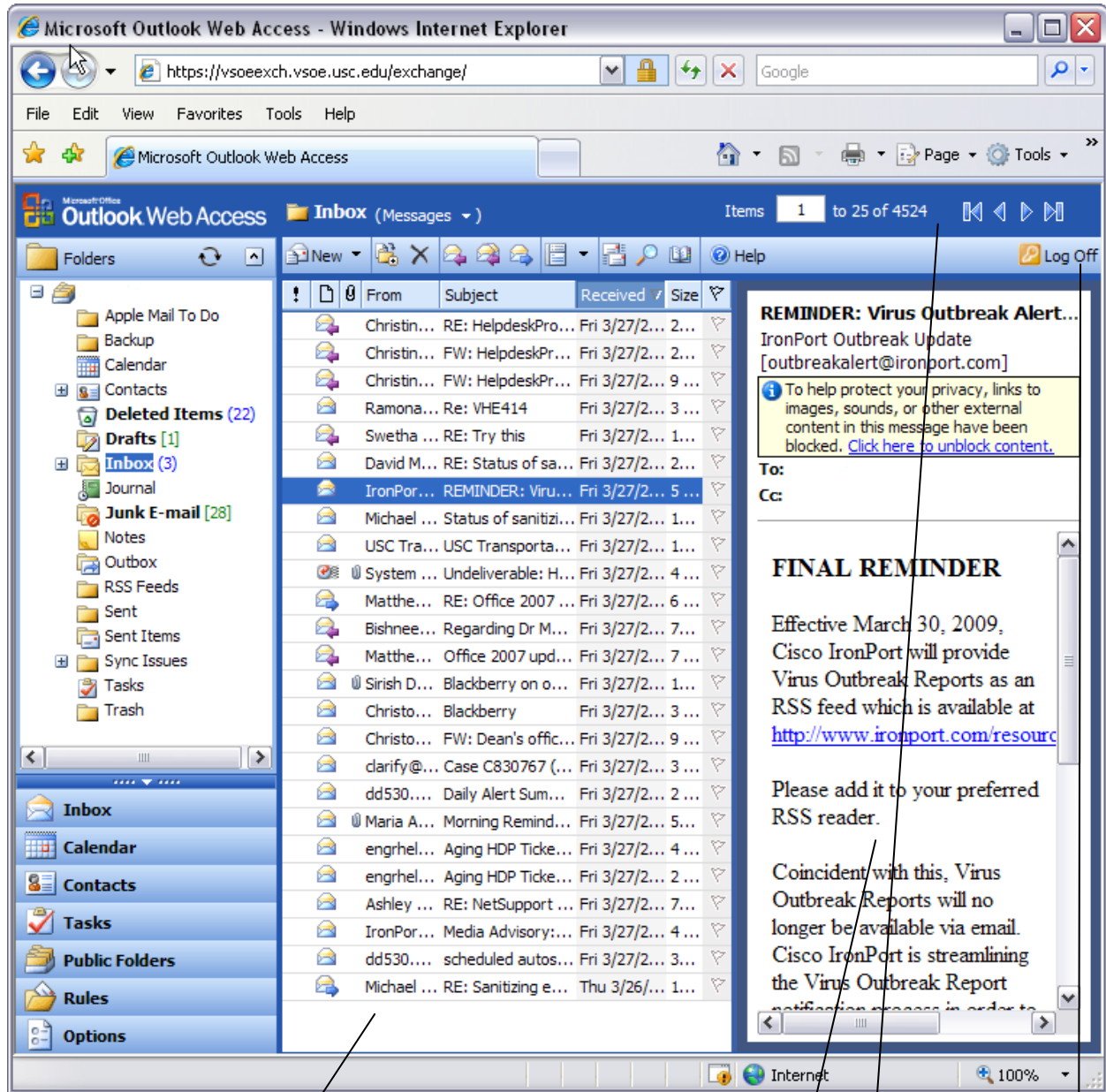


Outlook Web Access is another method for the user to get access to one's email, calendar and contacts without the need to install additional software. Most of what could be accessed from an installation of Microsoft Outlook could be accessed via a web browser. Internet Explorer 6.0 and above works best.

From a web browser, point to <http://vsoemail.usc.edu> Enter your email address as the username.



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



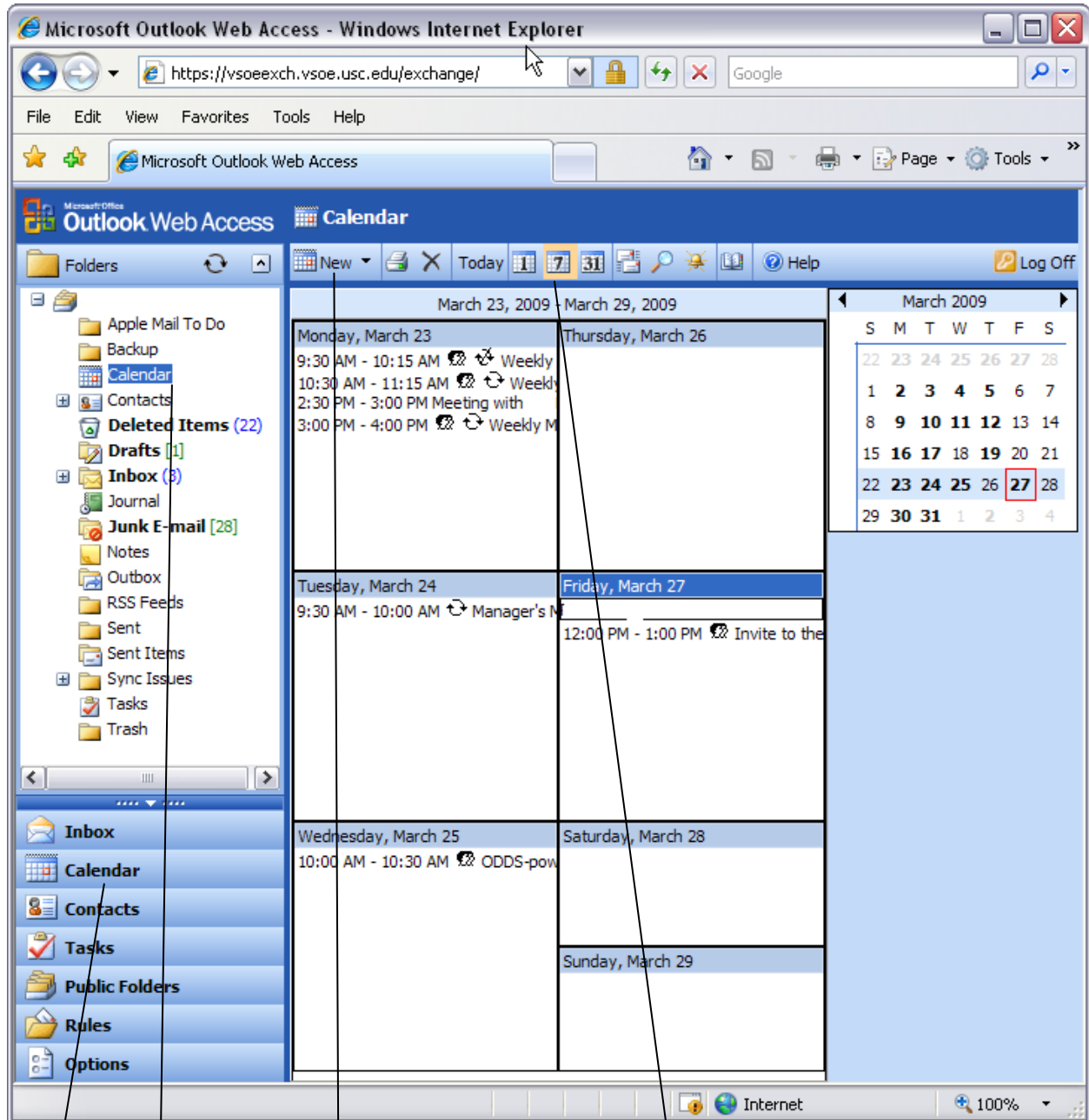
INBOX with your list of emails similar to Outlook. Click on the heading to sort by From, Received...

Preview Pane of your email.

Navigate to older or newer emails.

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

Calendar View

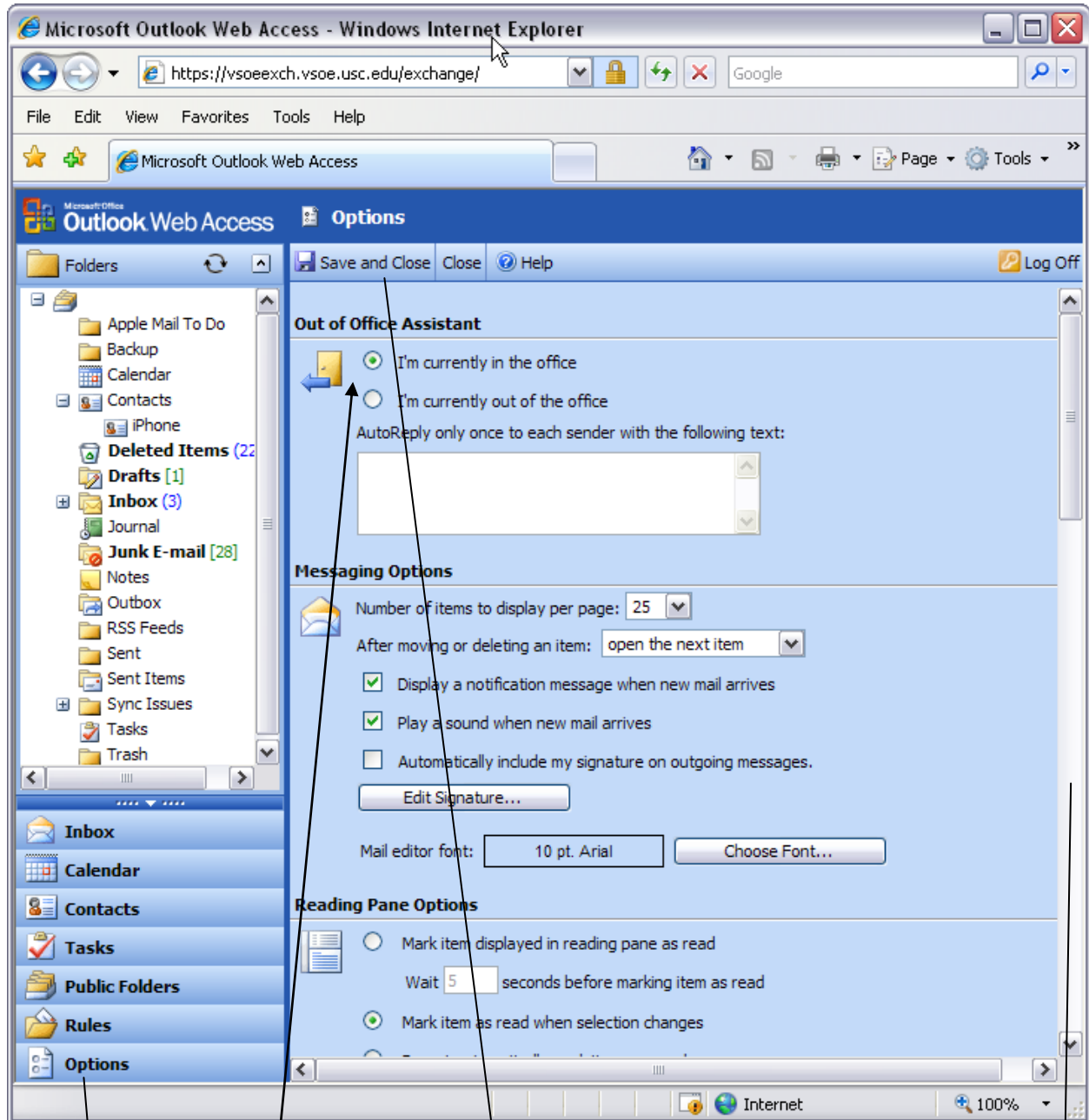


Click on CALENDAR to bring up this view.

Click here to start a new calendar appointment.

Click the 1 for a single day view, the 7 for a weekly view or 31 for the entire month.

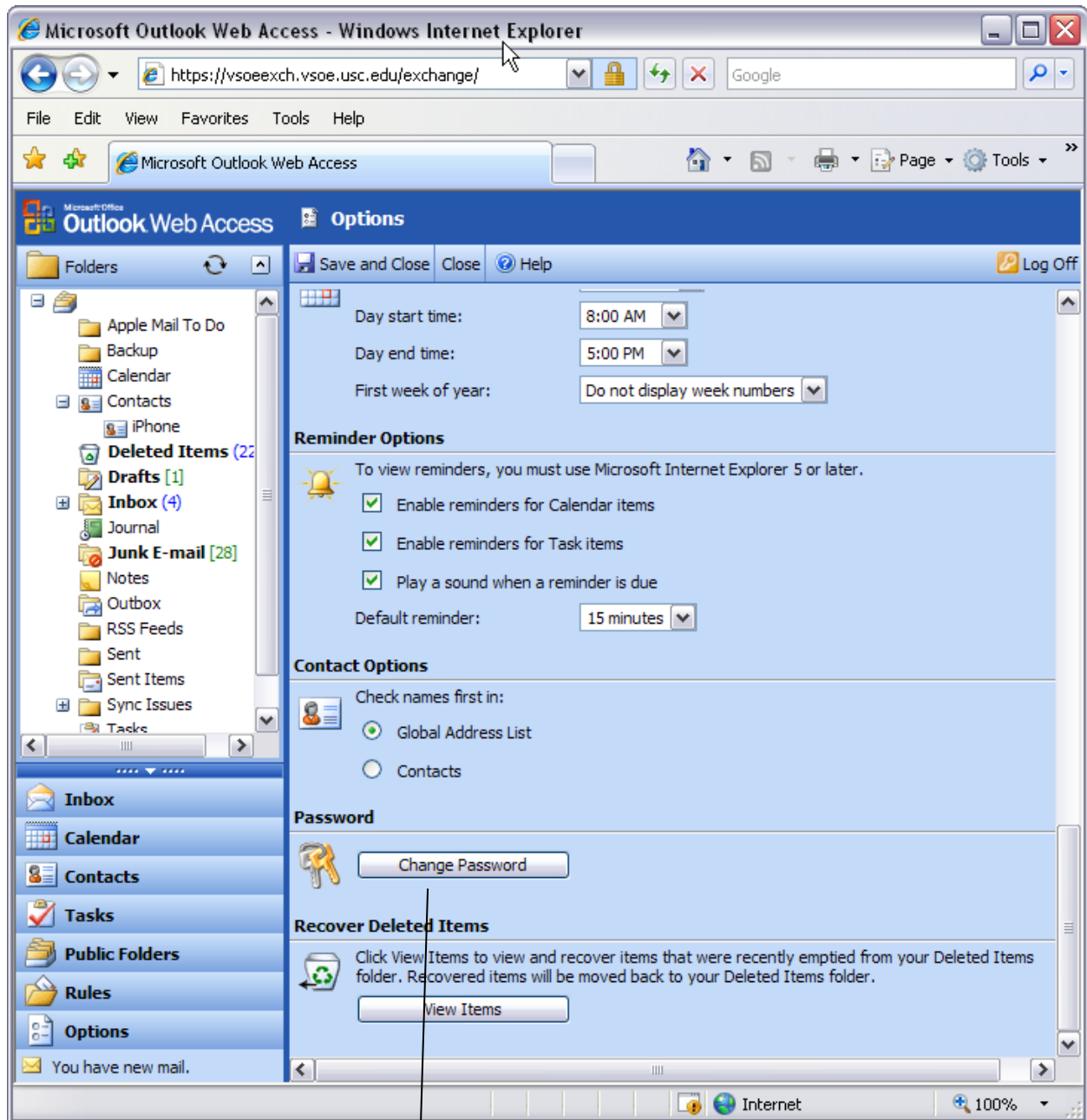
Options View



Click OPTIONS to bring up the Out of Office Assistant.

You must click SAVE and CLOSE if you make any changes.

Scroll down for more options.



You may change your VSOE network password by clicking on this button.

There are many more options than could be listed here. Hopefully, these few screenshots will get you started with Outlook Web Access.