Using Outlook Web Access

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. The latest versions of Microsoft Edge, Google Chrome or Mozilla Firefox work best.

From a web browser, point to https://mail.vsoe.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...

Navigate to older or newer emails.

Preview Pane of your email.

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

Click on a specific calendar type to hide or show the calendar’s related contents.

Double click on an empty space on any date to add a new Calendar event. Double click a registered event to see more details.

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

Click Organize Email to bring up the Out of Office Assistant.

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

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

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