

USC Viterbi School of Engineering

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 <u>https://mail.vsoe.usc.edu/</u> 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.





USCV	iterbi	
Sch	ool of Engineering	
	Π	Navigate to older
🔂 Robert River - Outlook Web Ann 🗙 土		- ñ X
← → C ① Not secure mail.vso	e.usc.edu/owa/#path=/mail	📩 🛄 🕅 式 🖬 👹 🗄
or Outlook Web App		Mail Calendar People Tasks Robert Rivas - 🧔 ?
⊕ New mail	₽ Search mail and people	ANNOUNCEMENT: 2021 USNWR Top 10 Graduate Engineering Program Rankings
	INBOX CONVERSATIONS BY DATE 🔻	← REPLY
«	All Unread To me Flagged	USC Viterbi Dean of Engineering <viterbi.dean@vsoe.usc.edu></viterbi.dean@vsoe.usc.edu>
▲ Favorites	✓ ANNOUN⊄EMENT: 2021 USNWR Top 10 Graduate E 🛛 🗎 🗶 🗎	Tue 3/17/2020 1048 AM
Indox Sent Items	USC Viterbi Dean of Engineering M E M O R A III D U M To: Viterbi Faculty and Staff From: Yannis C. Yortsos, Dean Date: Mar	
Deleted Items	Letter to bur outemore	To: Viterbi Staff UPC List;
	Wepa, Inc. 10:45a	() 1 attachment
Robert Rivas	Response to COVID-19 To our valued customers, Our thoughts are with you, as many of y	
INBOX with your list	t and the stage from VP Research 🛛 🔒 stbi Vice Dean for Research 1023a	Net Constant and C
of emails similar to	erbi research staff, Please see below an important message from the Vice Presiden	The second s
Outlook. Click on tr	1e w	M
From Received	Alert	IVI E M O R A N D U M
rioni, keceiveu	trication Mon 930/p ne Clery Act, which requires the University to share certain information with the co	
	FLED: Remarkable Trajectory Seminar and Retirement	To: Víterbi Faculty and Staff
	erbi School of Engineering Information Mon 7,09p	From: Yannis C. Yortsos, Dean
		Deter March 17 2010
Spring 2018	USC Credit Union USC Credit Union's Regarding CUVI USC Credit Union Mon 3:06p	Date. Nach 17, 2017
Spring 2019 Schedules	Important information from USC Credit Union regarding Branch Hours Bank Borrow Invest	Subject: 2021 U.S. News & World Report Graduate Engineering Program Rankings
Student Worker Checkin	COVID-19 New Actions (March 16, 2020)	
Student Worker Checkout	To view this email as a web page, go here. March 16, 2020 Dear Trojan Community, We kn	Dear Colleagues:
Student Worker Emails	Your Solution to Immediate Needs - Robust Network or Dat	
Student Worker Schedules (Complete)	Rob Bone Mon 12:52p Many IT professionals in education are facing a soike in demand for network availability to	
Summer 2018	ANN/OLINGEMENT: Annother and of Others to the Children in	COVID-19 developments notwithstanding, I am pleased to share the news that the U.S. News & World Report (USNWR) recent list of the best graduate engineering programs has USC features again the USC Viterbi School of Engineering in the ton 10. Please see the link:
To Train	USC Viterbi Dean of Engineering Mon 10:27a	
Training Email Template	M E M O R A N D U M To: Viterbi School Faculty and Staff From: Yannis C. Yortsos, Dean D	nttps://www.usitews.com/det-graduate-schools.top-engineering-schools.eng-tankings
Unresolved student schedules	Gateway Connect - March 16, 2020	Technical in the top 10 list on the following:
Vent New Hires	View this email in your browser Gateway Connect Monday, March 16, 2020 Employees to	included in the top to his at the following.
Winter 2018	Events This Week at Viterbi (03/16/2020 to 03/23/2020)	Cal Tech, CMU, Georgia Tech, MIT, Purdue University, Stanford, University of California Berkeley, University of California San Diego, University of Illinois Urbana- Champaign, University of Michigan, University of Lande at Awatin and USC (threas echoole including USC are tied for 10 th).
Worksheet	viterbi.communications@vsoe.usc.edu Mon 608a To view full event descriptions please click on the link. Remember, you may find new additi	Champaign, Christiny of Michigan, Christiny of reason Austin and Coc (hite schools, hicholang Coc, ale field to 10).
Drafts [44]	Sindav	Noteworthy is that USC Viterbi is in the top 5 list of private engineering schools, along with MIT, Stanford, Caltech and CMU - clearly an elfe company.
Sent Items		Equally importantly, USC Viterbi is the only ingineering school in the US on three USNWR top-10 engineering program lists: Best Grahuate Schools, Best Online
		Products Environment and Ded Pulled Internation Technology Demonstrat
		When you are
		done, be sure to
		LOG OFF by
	Preview Pane	of clicking here.
	your email.	

USCViterbi

School of Engineering

Calendar View

👩 Robert Rivas - Outlook Web App	x +							- 0 X
\leftrightarrow \rightarrow C (i) Not secure	mail.vsoe.usc.edu/owa/#pat	h=/calendar						😒 💹 🖌 😋 K 👹 🗄
Outlook Web App							Mai	il Calendar People Tasks Robert Rivas 🗸 🕸 ?
New event	March 2020 Jan Feb Mar Apr	May Jun Jul Aug Sep	Oct Nov Dec + Go to too	lay				Day Work week Week Month 🗃 share 😝 PRINT
March 2020	CONF-SAL109 CONF	-SAL126 CONF-SAL127	Calendar					
S M I W I F. S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4	sunday Mar 1	Monday 2 12p CSCI 201-L : 30039 2p CE 458-L : 29656 3:30p ITP 190 : 31834 4p CE 107-L : 29602	Tuesday 3 9a CE 108-L : 29606 9:30a ISE232L - Yong Chen 12p ASTE 499-L : 28497 12p CE 108-L : 29604	Wednesday 4 7:30a 28754R 001 Quiz - Babak I 7:30a 28754R 001 Quiz - Babak I 10a CSCI 201-L : 29930 12p CSCI 104-L : 29915	Thursday 5 10a CSCI 201-L : 30110 10:30a Viterbi IT Meeting 1p CSCI 455-L : 30029 2p CSCI 104-L : 30379	Friday 6 8a CSCI 103-L : 30296 9a CE 586 : 29815 10a CSCI 103-L : 30055 12p CSCI 103-L : 29904	Saturday 7 8a MESA Day Preliminaries 8a MESA Day Preliminaries 8a MESA Day Preliminaries	MONDAY, MARCH 05, 2020 12:000 CSCI 201-L: 30009 1 hour 50 minutes 2:000 CE 438-L: 2055 1 hour 20 minutes 3:300 ITP 190: 31834 1 hour 20 minutes C
		4p ISE 335-L : 31734 +4	1p CSCI 104-L : 30294 +6	12p CSCI 104-L : 30286 +8	3p CSCI 201-L : 30040 +5	12p CSCI 103-L : 30374	7	4:00p CE 107-L : 29602
MY CALENDARS Calendar OTHER CALENDARS Viterbill T Shared Calender	8	9 12p CSCI 201-L: 30039 2p CE 458-L: 29656 3:30p ITP 190 : 31834 4p CE 107-L: 29602 4p ISE 335-L: 31734	10 9a CE 108-L : 29606 12p ASTE 499-L : 28497 12p CE 108-L : 29604 1p CSC1 104-L : 30294 2p AME 308-C : 26736	11 10a CSCI 201-L: 29930 12p CSCI 104-L: 29915 12p CSCI 104-L: 30286 12p CSCI 201-L: 30380 2p AME 308-C: 28735	12 10a CSCI 201-L : 30110 1p CSCI 455-L : 30029 2p CSCI 104-L : 30379 3p CSCI 201-L : 30040 3p CSCI 455-L : 30329	13 &a CSCI 103-L : 30296 9a CE 586 : 29815 10a CSCI 103-L : 30055 12p CSCI 103-L : 29904 12p CSCI 103-L : 30374	14	50 minutes 30 400p (52 335-1; 317)4 30 50 minutes 30 500p (179 190; 3180) 1 1 hour 20 minutes 30 5000 [179 190; 3180) 1 1 hour 20 minutes 30 1 hour 20 minutes 30
A PEOPLE'S CALENDARS	15	+4	+5	+6	+4	+ 20	21	5:00p ISE 335-L : 31635 50 minutes
CONF-SAL109		Spring Recess Spring Recess Spring Recess						6:30p 17P 190-L: 3 801 1 hour 20 m hutes 2
	22	23 12p CSCI 201-L : 30039 2p CE 458-L : 29656 330p ITP 190 : 31834 4p CE 107-L : 29602 4p ISE 335-L : 31734 +4	24 9a CE 108- :: 29606 9-30a ISE22 L - Yong Chen 12p ASTE 499- :: 28497 12p CE 108- 1: 29604 1p CSCI 101- 1: 30294 +6	25 7:30a AME 408 Quiz : 28754 10a CSCI 201-L : 29930 12p CSCI 104-L : 20915 12p CSCI 104-L : 30286 12p CSCI 201-L : 30380 *7	26 10a CSCI 201-L : 30110 1p CSCI 455-L : 30029 2p CSCI 104-L : 30379 3p CSCI 201-L : 30040 3p CSCI 455-L : 30329 +4	27 8a CSC1 103-L: 30296 9a CE 586: 29815 10a CSC1 103-L: 30055 12p CSC1 103-L: 20904 12p CSC1 103-L: 30374	28 9a Women in Computing 7	
	29	30 12p CSCI 201-L : 30039 2p CE 458-L : 29656 330p ITP 190 : 31834 4p CE 107-L : 29602 4p ISE 335-L : 31734 +4	31 9a CE 108- : 29606 9:30a ISE2 ZL Vong Chen 12p ASTE 499- : 28497 12p CE 108-1 : 29604 1p CSC1 108-1 : 30294 +6	Apr 1 10a cSCI 201-L : 29930 12p CSCI 104-L : 29915 12p CSCI 104-L : 30286 12p CSCI 201-L : 30380 2p AME 308-C : 28735 +6	2 10a CSCI 201-L : 30110 1p CSCI 455-L : 30029 2p CSCI 104-L : 30379 3p CSCI 201-L : 30340 3p CSCI 455-L : 30329 +4	3 8a CSCI 103-L : 30296 9a CE 586 : 29815 10a CSCI 103-L : 30055 12p CSCI 103-L : 29904 12p CSCI 103-L : 30374	4	
Cli ca or ca co	ick on a specific lendar type to h show the lendar's related intents Doub empt date Calen Doub	hide I le click on an y space on any to add a new idar event. le click a				Click the 1 fc view, the 7 fr view or 31 fc month.	r a single day or a weekly or the entire	
	regist see m	tered event to nore details						

USCViterbi

School of Engineering

Options View



USCViterbi

School of Engineering

🔯 mail - Outlook Web App	x +	- 0 X		
← → C 🕯 mail.vsoe.u	sc.edu/ecp/?rfr=owa&owaparam=modurl%3D1&p=account	er 😒 💹 🐓 🦓 🕷 🛙 👹 🗄		
Outlook Web App		Robert Rivas 🔻 📍 🕇		
e				
options	mail calendar regional password			
account	email signature	read receipts		
organize email groups site mailboxes settings	Calbri 10 B I 및 w ≣ ≡ ≡ ⊞ ⊞ ⊞ Æ 🖄 🌢 ∰ 👸 ⊘ x' x,	Choose how to respond to requests for read receipts. (a) Aak me before sending a response (b) Always send a response (c) Never send a response		
phone block or allow apps	Automatically include my signature on messages I send	reading pane When writing email messages:		
	message format Akeys show Roc Akeys show From Compose messages in this format: HTML Message font Calleri 12 B I Vou may change your VSOE			
	message options	CONVERSATIONS Soft messages in the conversation reading pane in this order: Newest message on top Newest message on bottom Choose how to soft the messages in List View in an expanded conversation.		

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