

## 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.**

**ANNOUNCEMENT: 2021 USNWR Top 10 Graduate Engineering Program Rankings**

USC Viterbi Dean of Engineering <viterbi.dean@vsoe.usc.edu>  
Tue 3/17/2020 10:48 AM

To: Viterbi Staff UPC List;  
1 attachment

**MEMORANDUM**

To: Viterbi Faculty and Staff  
From: Yannis C. Yortsos, Dean  
Date: March 17, 2019  
Subject: 2021 U.S. News & World Report Graduate Engineering Program Rankings

Dear Colleagues:

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 top 10. Please see the link:  
<https://www.usnews.com/best-graduate-schools/top-engineering-schools/eng-rankings>

Included in the top 10 list are the following:  
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 Texas at Austin and USC (three schools, including USC, are tied for 10<sup>th</sup>).

Noteworthy is that USC Viterbi is in the top 5 list of private engineering schools, along with MIT, Stanford, Caltech and CMU – clearly an elite company.

Equally importantly, USC Viterbi is the only engineering school in the US on three USNWR top-10 engineering program lists: Best Graduate Schools, Best Online Graduate Engineering Programs, and Best Online Information Technology Programs.

## 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

The screenshot shows the Outlook Web App interface for configuring automatic replies. The browser address bar shows the URL: mail.lysoe.usc.edu/ecp?rff=owa&owaparam=modurl%3D1&p=account. The page title is 'automatic replies - Outlook Web App'. The left sidebar contains navigation options: options, account, organize email (highlighted), groups, site mailboxes, settings, phone, block or allow, and apps. The main content area is titled 'automatic replies' and includes instructions: 'Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.' There are two radio button options: 'Don't send automatic replies' (selected) and 'Send automatic replies'. Under 'Send automatic replies', there is a checkbox for 'Send replies only during this time period' and two time range selectors: 'Start time: Tue 3/17/2020 12:00 PM' and 'End time: Wed 3/18/2020 12:00 PM'. Below these are two text boxes for composing replies, each with a 'Send a reply once to each sender inside my organization with the following message:' label and a rich text editor. A 'save' button is located at the bottom left of the settings area. Three callout boxes provide instructions: 1) 'Click Organize Email to bring up the Out of Office Assistant.' points to the 'organize email' sidebar item. 2) 'You must click SAVE and CLOSE if you make any changes.' points to the 'save' button. 3) 'Scroll down for more options.' points to the bottom of the page.

The screenshot shows the Outlook Web App settings interface. On the left is a navigation pane with options like 'options', 'account', 'organize email', 'groups', 'site mailboxes', 'settings' (highlighted), 'phone', 'block or allow', and 'apps'. The main content area is divided into sections: 'email signature', 'message format', and 'message options'. The 'email signature' section includes a text editor with a font dropdown set to 'Calibri' and size '10', and a checked option 'Automatically include my signature on messages I send'. The 'message format' section has checkboxes for 'Always show Bcc' and 'Always show From', a 'Compose messages in this format' dropdown set to 'HTML', and a 'Message font' section with 'Calibri' and size '12'. A callout box with a black border and white background points to the 'Automatically include my signature...' checkbox, containing the text: 'You may change your VSOE network password by clicking on this button.' The right side of the page shows settings for 'read receipts', 'reading pane', and 'conversations'. At the bottom left of the settings area is a blue 'save' button.

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