ACCESSING YOUR E-MAIL USING OUTLOOK WEB APPLICATION (OWA)

If you are away from the computer on which you normally access Outlook, or you want to utilize the Internet-based option exclusively, the Outlook Web Application (OWA) is a fast and easy way to access your e-mail via a web browser.

| NOTE: | To ensure that the browser through which you are accessing OWA is supported by the application, visit the [Outlook Web Application support page](http://dornsife.usc.edu/365) for a listing of compatible browsers. |

To begin using OWA, navigate to [http://dornsife.usc.edu/365](http://dornsife.usc.edu/365) in a supported web browser. A username and password prompt box displays.

![Authentication Required dialog box](image1.png)

Enter your USC email address in the *User Name:* field and the corresponding password in the *Password:* field. An example is shown below, though the box may be different in appearance depending upon which web browser you utilize.

![Authentication Required dialog box](image2.png)
Select the **OK** button. The *Outlook Web Application* displays similarly to the following example.

![Outlook Web Application Screenshot](image)

You can access your e-mails, personal folders, and calendar from the Outlook Web Application. OWA and your desktop Outlook are identical, kept that way through cloud-based syncing.

If you experience any difficulties with OWA, contact support.
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