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address: <https://outlookweb.icbc.com>. 1.

Enter your ICBC ID in
the Username field 2.
Enter your password
in the Password field

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3. Click Logon
 4. Enter your token number into the
Enter a response from your token....
 5. Click Logon
- Navigate using the tabs along the top tool bar

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allows users to share
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inside the organization. You can now view multiple calendars side by side in Outlook Web App. Conversation View Message thread with common subject is grouped together as a single conversation to quickly identify the most recent messages and

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Welcome. message
tells you what is
required to use OWA.
Below it, the .

Message Center. will
tell you any current
known outages or
other important OWA

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information. Figure 2.
OWA Welcome page .
3. From the . OWA
Single Sign-On. drop-
down list, select your
home office . region.
and click . GO. 4. The

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Overview The
Outlook Web App
2013 (OWA) allows

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you to use a Web browser to access your mailbox from any computer that has an Internet connection. You can use it to read and send email messages, organize contacts, create tasks and manage your calendar. This guide provides a brief overview of the main

Download Ebook Outlook Web Access User Guide features of OWA 2013.

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If you launch a web browser such as Firefox, Chrome, or Edge to use your Outlook email, you are an OWA user. (Outlook Web Access. Some also call this

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Outlook on the web, or the web version of Outlook.) If you launch Outlook from the File Explorer, or click on the Outlook icon in your task bar, you are a Client user.

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Compose a Message

1. Microsoft Outlook Web Access should be open.
2. Click the Mail View button, if necessary.
3. Click the [New] button on the Toolbar. A new e-mail message opens in a separate window.
4. Click the To button

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to open the Address
Book. 5.

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The Outlook Web App
allows you to access
MCW email, calendar,
and contacts from
any computer or
mobile device with an
Internet connection.

1. Open your device's

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Internet browser
(Internet Explorer,
Chrome, Safari, etc.)
and navigate to [http://
/owamail.mcw.edu](http://owamail.mcw.edu). 2.
Login using your
MCW username and
password.

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Complete the
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account using a web
browser. 1. [http://dor
nsife.usc.edu/365Nav
igate](http://dor
nsife.usc.edu/365Nav
igate) to in a

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supported web browser. A dialog box displays. 2. Enter your 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 slightly different in

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Domain\user name
box, enter: domain
name\user name.

Example:

cwsdom\smithj • If
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Use the toolbar along
the top of your Inbox

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to manage your email messages. The Outlook Web Access user interface features also include improved keyboard shortcuts and reorganized toolbars to better match those in Outlook 2003.

Getting Help To get help on the window you're working in, click Help on the

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toolbar.

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Sign in to your
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Outlook Web App.
Right-click your name
in the folder list, and
select Add shared
folder. In the Add
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box, type the name

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of the mailbox that you have been provided access, and select Add. The mailbox appears in your Outlook Web App folder list.

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Outlook Web Access (OWA) is a web based Microsoft mail application that is currently available to District and authorized personnel with a lausd.net user account. OWA can be accessed from a District computer as well as from any computer outside of the District as long as

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the computer has internet connectivity.

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Introduction to OWA Outlook Web Access (OWA 2003), and Outlook Web App (OWA 2010), gives you access to your email through

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secured logon and the Internet using a supported web browser. You can work from a GIL, Non-GIL Windows based computer, or Macintosh computer.

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(OWA) 1. In the Address field, type: mail.lausd.net. Press Enter 2. The Connect to mail.lausd.net dialog box appears, prompting users for their User name and Password. Do not enter the domain part of your email address (@lausd.net). Click Log In. The Outlook Web Access

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The delegated user should be able to access and interact with the primary user's mailbox. The delegated user cannot track contacts on the delegated

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mailbox. The delegated user cannot set Regarding to a new contact. Emails and appointments can only be tracked for existing contacts.

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calendar from
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OWA Web Access
(OWA) 2003 is a

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desktop information management program designed for individuals who require more than basic e-mail. It includes workgroup tools that help you manage messages, contacts, appointments, tasks, track activities, open and view documents, and share

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address: <https://outlookweb.icbc.com>. 1.

Enter your ICBC ID in
the Username field 2.

Enter your password
in the Password field

3. Click Logon 4.

Enter your token

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number into the
Enter a response
from your token.... 5.
Click Logon Navigate
using the tabs along
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allows users to share
calendars with people
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now view multiple calendars side by side in Outlook Web App. Conversation View Message thread with common subject is grouped together as a single conversation to quickly identify the most recent messages and related responses.

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OWA (Outlook Web Access) User Guide (Revised: August 29, 2007) 4 . The .

Welcome. message tells you what is required to use OWA. Below it, the .

Message Center. will tell you any current known outages or other important OWA information. Figure 2. OWA Welcome page .

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3. From the . OWA Single Sign-On. drop-down list, select your home office . region. and click . GO. 4. The

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your mailbox from any computer that has an Internet connection. You can use it to read and send email messages, organize contacts, create tasks and manage your calendar. This guide provides a brief overview of the main features of OWA 2013.

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4. Click the To button to open the Address Book.
- 5.

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The Outlook Web App allows you to access MCW email, calendar, and contacts from any computer or mobile device with an Internet connection.

1. Open your device's Internet browser (Internet Explorer,

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Chrome, Safari, etc.)
and navigate to [http://
owamail.mcw.edu](http://owamail.mcw.edu). 2.
Login using your
MCW username and
password.

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Complete the
following steps to
access your email
account using a web
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nsife.usc.edu/365Nav
igate](http://dor
nsife.usc.edu/365Nav
igate) to in a
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browser. A dialog box

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displays. 2. Enter your 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 slightly different in

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Example:

cwsdom\smithj • If
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Outlook Web Access user interface features also include improved keyboard shortcuts and reorganized toolbars to better match those in Outlook 2003.

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Sign in to your mailbox using Outlook Web App. Right-click your name in the folder list, and select Add shared folder. In the Add shared folder dialog box, type the name of the mailbox that you have been

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provided access, and
select Add. The
mailbox appears in
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(OWA 2003), and
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you access to your
email through
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mail.lausd.net. Press
Enter 2. The Connect
to mail.lausd.net
dialog box appears,
prompting users for
their User name and
Password. Do not
enter the domain
part of your email
address (@lausd.net).
Click Log In. The
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