



Outlook Web App (a.k.a. OWA) is a full-featured, web-based email client with the look and feel of the Outlook client.

- With OWA, users can access their mailboxes from any Internet connection regardless of whether the PC is equipped with Outlook.
- OWA provides most of the same functionality found in Outlook, including the familiar, easy-to-use interface.
- OWA allows users to access their calendars, contacts, tasks and folders through a secure connection, just like they would in the office.

The following guide details how to log-in, access e-mail, and check your calendar using the Outlook Web App located at <https://mail.rsccd.edu>.

Please also refer to the following resources:

- **Microsoft Office 365 – Home Use for Faculty and Staff**
 - Guide for accessing other Office365 online products, and how to install Office365 software on your computer & mobile devices.
- **Sync Mobile Devices with Email**
 - Guide for how to sync your mobile devices with District email.

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 | Ext 44357 | helpdesk@rsccd.edu | webhelpdesk.rsccd.edu | Office Hours: Mon-Fri, 7:30am-4:30pm

Step 1

Open a web browser and go to <https://mail.rsccd.edu>

<https://mail.rsccd.edu>

Step 2

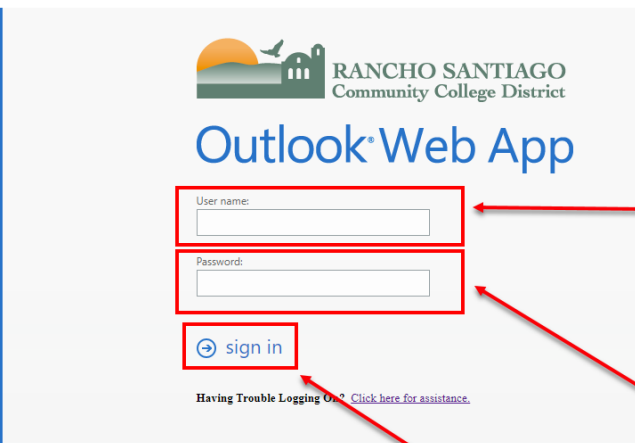
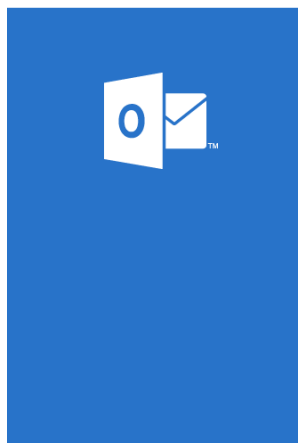
For Username, login with either your WebAdvisor ID **OR** your .edu email account.

Examples: ab12345, OR LastName_FirstName@sccollege.edu; LastName_FirstName@sac.edu; LastName_FirstName@rsccd.edu

For Password, enter your single-sign on password.

NOTE: This is the same password used for WebAdvisor.

When Complete, click “Sign In”.



For Username, login with either your WebAdvisor ID **OR** your .edu email account.

Examples:
ab12345
LastName_FirstName @sccollege.edu
LastName_FirstName@sac.edu
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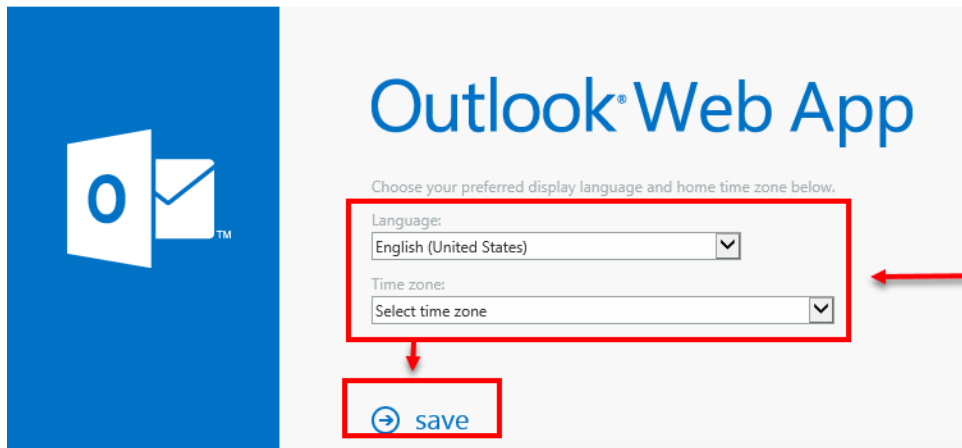
When complete, click "Sign In".

Step 3

If it is your first time using the Outlook Web App, you will be prompted for Language and Time zone settings.

When done, click "save".

NOTE: For California, select (UTC - 8:00) Pacific Time (YS & Canada) as the Time zone.



If it is your first time using the Outlook Web App, you will be prompted for Language and Time zone settings.

When done, click "save".

NOTE: For California, select (UTC - 8:00) Pacific Time (YS & Canada) as the Time zone.

Step 4

Once you are logged in, you will automatically be taken to your Mail.

Mail Usage Tips:

- Use the Search bar to look up emails.
- Use the sorting options to group emails (e.g., Conversations by Date).
- Click on an email once to bring up the contents in the preview pane. Double-click an email to view it in a new window.
- Click “New mail” to start a new email.

The screenshot shows the Outlook Web App interface. A red box highlights the 'New mail' button in the top left. Another red box highlights the search bar at the top. A third red box highlights the sorting options (All, Unread, To me, Flagged) in the left pane. A fourth red box highlights a selected email in the list. A fifth red box highlights the 'Mail' tab in the top navigation bar. A yellow callout box on the right contains the text: 'Once you are logged in, you will automatically be taken to your Mail.' A larger yellow callout box at the bottom right contains the title 'Mail Usage Tips:' followed by five bullet points: 'Use the Search bar to look up emails.', 'Use the sorting options to group emails (e.g., Conversations by Date).', 'Click on an email once to bring up the contents in the preview pane.', 'Double-click an email to view it in a new window.', and 'Click "New mail" to start a new email.'

Step 5

To view your calendars, click “Calendar”.

Calendar Usage Tips:

- Use the filtering options to view events by day, week, month, etc.
- Navigate to a particular day, month or year using the sorting options.
- Select the calendars you want to view in the left-hand panel, using the checkboxes.
- Click on an event once to preview its contents. Double click on an event to view more details and/or act on an event.

To view your calendars, click "Calendar".

The screenshot shows the Outlook Web App interface. At the top, the 'Calendar' tab is selected in the navigation bar. Below the navigation bar, there are options for 'New event', 'March 2020', and view options: 'Day', 'Work week', 'Week', and 'Month'. The main area displays a calendar grid for March 2020. On the left, there are sections for 'MY CALENDARS' and 'OTHER CALENDARS', each with checkboxes to select or deselect calendars. A callout box points to the 'Calendar' checkbox in the 'MY CALENDARS' section. Another callout box points to the 'Day' view option. A third callout box points to the 'Go to today' link. A fourth callout box points to a specific event on the calendar grid. A large orange callout box on the right contains the 'Calendar Usage Tips' listed in the text above. A fifth callout box points to a 'Mail Pickup' event on the calendar grid, which has a preview window open showing details like 'District Mailroom', 'Attendees: Nevils, Lynn', and 'Mon 3/16/2020 9:30 AM-3:00 PM'.

Calendar Usage Tips:

Use the filtering options to view events by day, week, month, etc.

Navigate to a particular day, month or year using the sorting options.

Select the calendars you want to view in the left hand panel, using the checkboxes.

Click on an event once to preview its contents.

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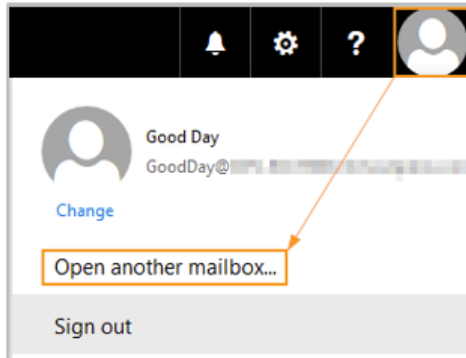
Step 6

To open a shared mailbox in Outlook Web Access

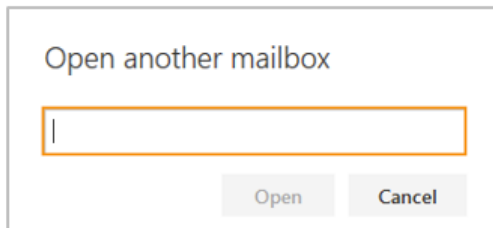
1. Login to OWA using your own mailbox email address and password.
2. Click on your name in the upper-right corner of the window and click **Open another mailbox**.
3. In the Open another mailbox box, enter the email address of the mailbox that you want to open and click Open. The mailbox will open in a new window.

To open another user's mailbox in Outlook Web Access

1. Log in to [OWA](#) using your own mailbox email address and password.
2. Click on your name in the upper-right corner of the window and click **Open another mailbox**.



3. In the **Open another mailbox** box, enter the email address of the mailbox that you want to open and click **Open**. The mailbox will open in a new window.



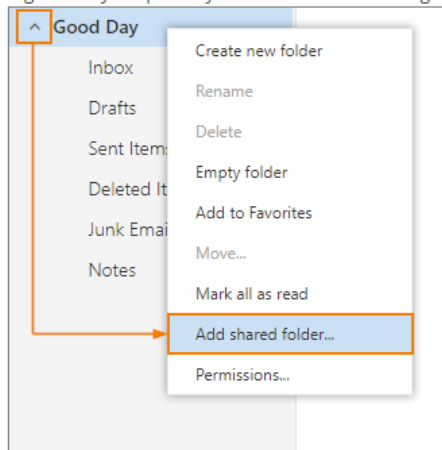
Step 7

To add a shared mailbox to the left navigation pane:

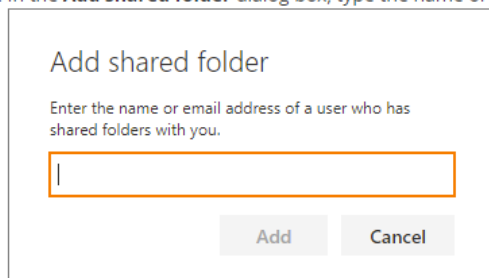
1. Sign into your account in OWA.
2. Right-click your primary mailbox in the left navigation pane, and then choose **Add shared folder**.
3. In the Add shared folder dialog box, type the name or email address of the mailbox you have full access to, and select **Add**.

To add a shared mailbox to the left navigation pane:

1. Sign in to your account in [OWA](#).
2. Right-click your primary mailbox in the left navigation pane, and then choose **Add shared folder**.



3. In the **Add shared folder** dialog box, type the name or email address of the mailbox you have full access to, and select **Add**.



Step 7

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