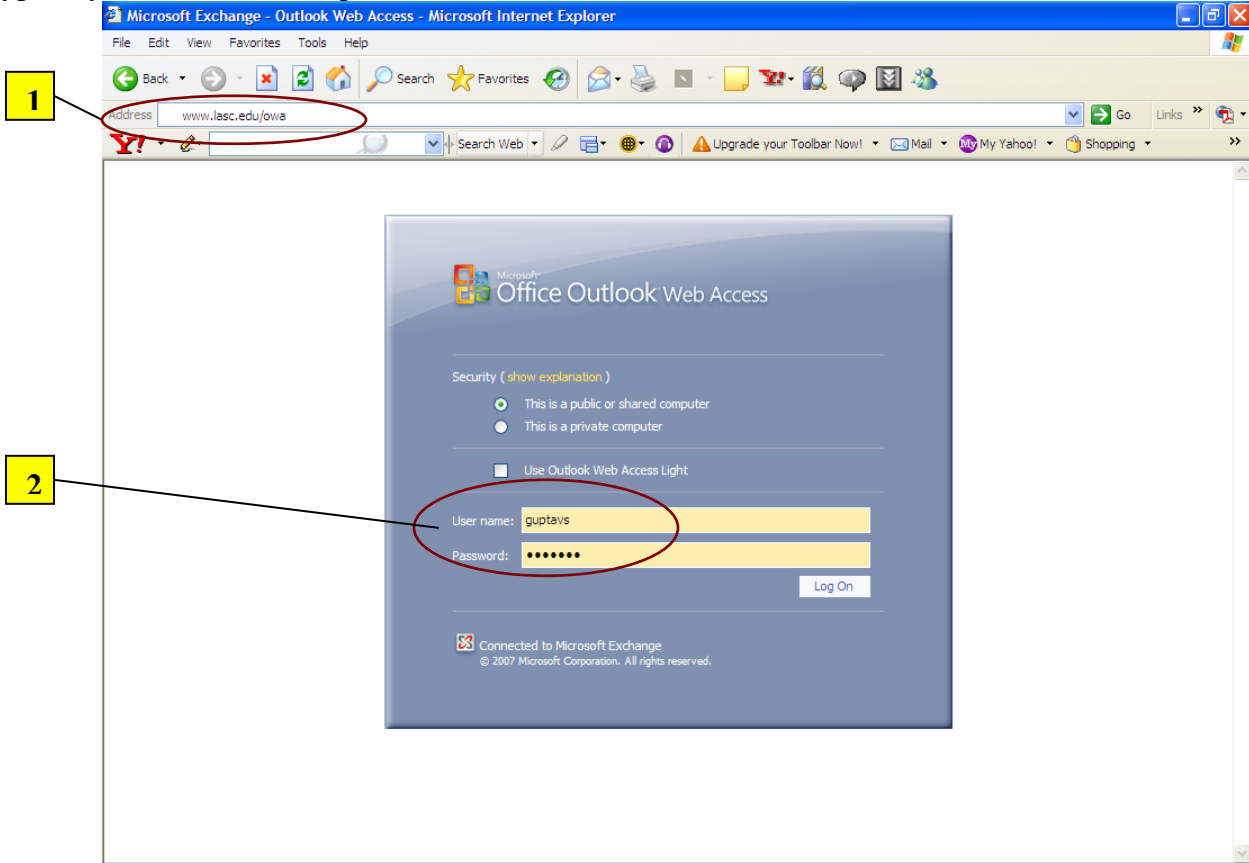


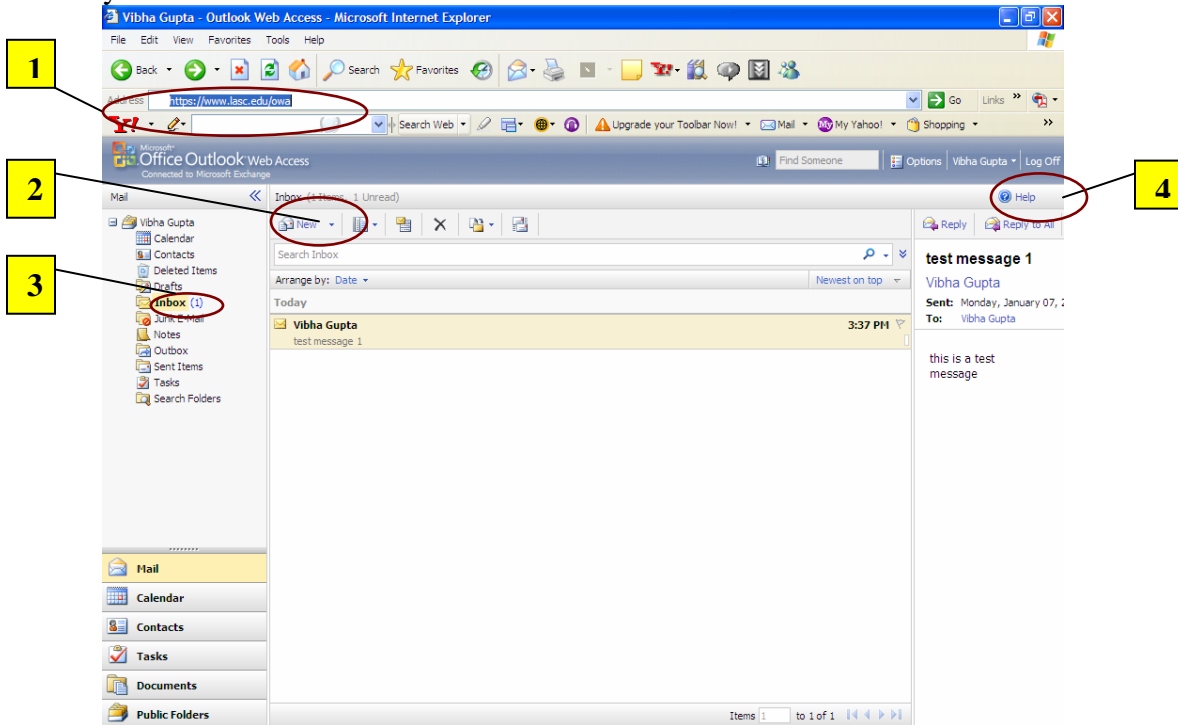
I. On your Internet Browser, type www.lasc.edu/owa

II. Type in your username and password



III. Click on 'Log On' box.

You will be in your Email Box as shown below:



1. This is the url for access your email via Internet – <https://www.lasc.edu/owa>
2. Click on **New** to create a new message
3. Click on **Inbox** to see your message
4. Click on **Help**, you can find everything in there – here is a sample screen:

The screenshot shows a web browser window displaying the help page for 'Create a Message' in Microsoft Office Outlook Web Access. The browser's address bar shows the URL 'https://blabs.mine.nu - Microsoft Office Outlook Web Access - Help - Microsoft Internet Exp...'. The page title is 'About Microsoft Exchange 2007 Outlook Web Access...'. The left sidebar contains a navigation menu with sections for 'Getting Started' and 'Mail'. The 'Mail' section is expanded, showing a list of tasks including 'Create a Message', 'Open a Message', 'Close a Message', 'Delete a Message', 'Save a Message', 'Add or Remove Recipients', 'Set Message Options', 'Set Message Importance', 'Set Message Classification', 'Format Messages and Posts', 'Check Spelling', 'Add a Signature', 'Reply To or Forward a Message', 'Send a Message', 'Message Receipts', 'Flags and Reminders', 'Apply a Category', 'Removing Unwanted Entries from the Name Cache', 'Move or Copy an Item', 'Arrange Items', 'Search for an Item', 'Sending Encrypted and Digitally Signed E-Mail', and 'Receiving Encrypted and Digitally Signed E-Mail'. The main content area is titled 'Create a Message' and contains the following text:

You create messages in the new message form. This is the same form Outlook Web Access provides for replying to and forwarding messages. When you reply to a message, the heading information (To, From, and Subject) is already filled in for you. For more information about how to reply to or forward a message, see [Reply to or Forward a Message](#).

While you are creating a message, you can set the message format to HTML or plain text by using the list at the top of the message form. If you select HTML, a text formatting toolbar appears above the message body. You can use the toolbar to change the font of the whole message or of portions that you select. In addition to the default formatting options, you can add options to the toolbar by clicking **Customize** at the end of the formatting toolbar, and then selecting the check box next to the option that you want to add. For more information about formatting messages, see [Format Messages and Posts](#).

To create a new message

1. In any mail folder, click **New**, or press CTRL+N on the keyboard.
Note You can also create a new message while you are viewing the address book. On the toolbar, click **Address Book**, and then use the search text box to find the person or distribution list to which you want to send a message. Right-click the recipient's name in the list, and then click **New Message**.
2. Enter the recipients that you want in **To** and **Cc**. For more information about recipients, see [Add or Remove Recipients](#).
3. Type a subject.
4. Type your message in the message body.
5. When you are finished typing the message, click **Send** or press ALT+S to send it.

5.