I. On your Internet Browser, type [www.lasc.edu/owa](http://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:\email.lasc.edu/owa

2. Click on New to create a new message

3. Click on Inbox to see your message

4. Click on Click on Help, you can find everything in there – here is a sample screen:
Create a Message

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.