

ACCESSING YOUR IVC EMAIL USING OUTLOOK WEB ACCESS (OWA)

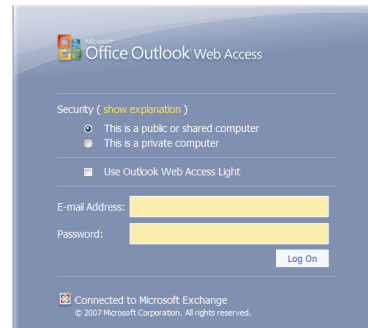
1. Go to this website (you may find it helpful to create a shortcut/favorite to this website):

Note: The initial letters are **https:** and there is no “www”

<https://exchange.socccd.edu>



2. The following window will be displayed:



3. To login, complete this window as follows:

Select this option if you use Outlook Web Access on a public computer. Be sure to log off when you have finished using Outlook Web Access and close all windows to end your session.

Select this option if you are the only person who uses this computer. Your server will allow a longer period of inactivity before logging you off.

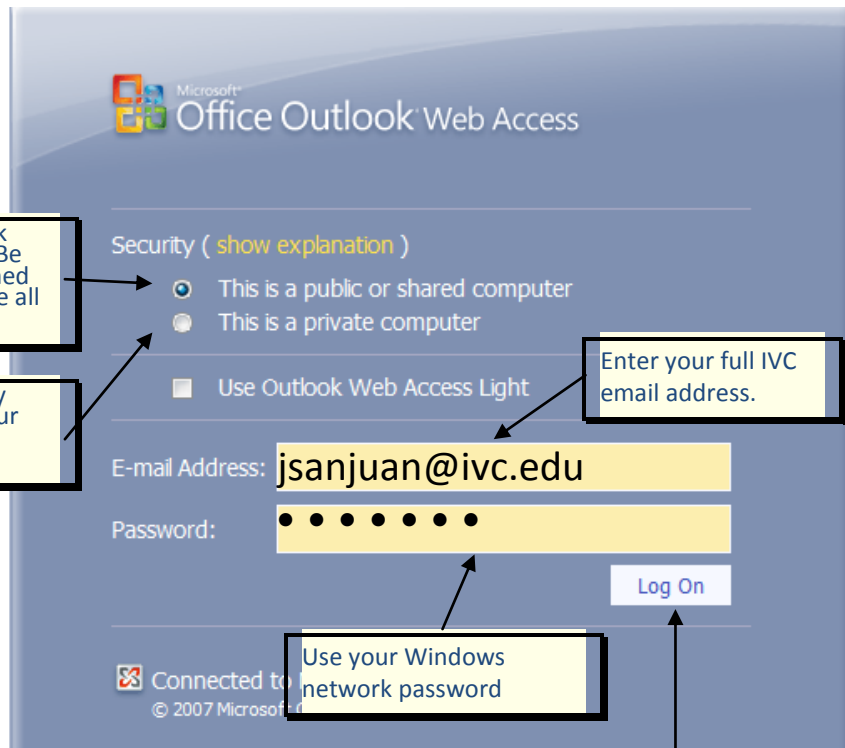
Enter your full IVC email address.

E-mail Address:

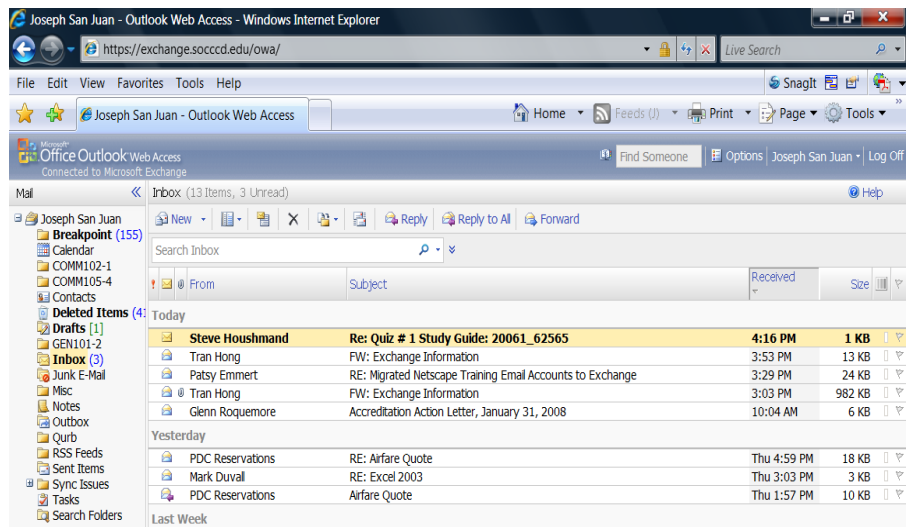
Password:

Use your Windows network password

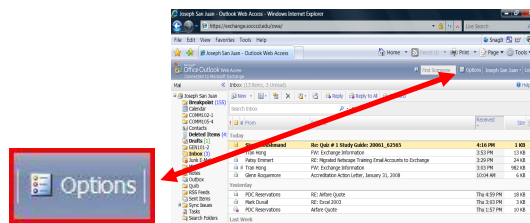
4. Click on the Log On button



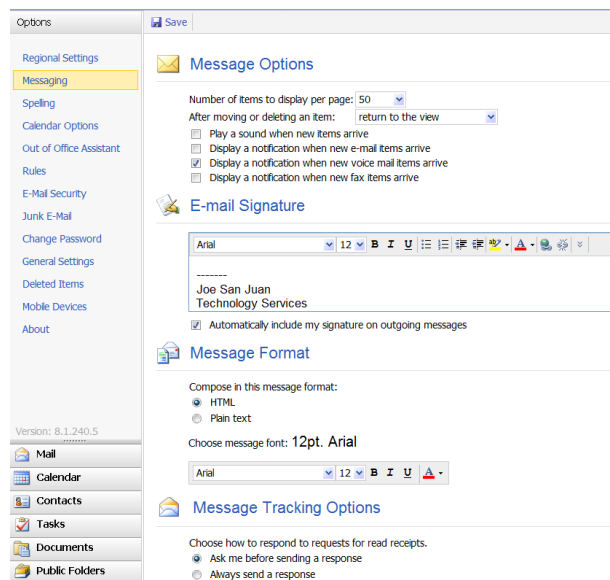
5. When Outlook Web Access (OWA) initiates, your Inbox will appear for you to manage your email (create, send, read, delete messages, etc.)



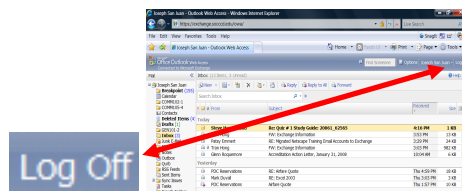
6. To customize your settings, click on the Options button:



7. From Options you will then have access to a menu where you can make modifications to your Signature, Out of Office Assistant, rules, Security and more. See Options menu:



8. When you are done, click the Log Off Button at the upper-right corner of your OWA window:



Notes:

- Your email is now server-based (Exchange) and no longer resides on your hard drive. Therefore, your email and folders in your Outlook client will be the same as in Outlook Web Access.
- Each user is allotted a maximum storage space of approximately 750 megabytes. Therefore, it is a requirement for you to efficiently manage your mailbox by regularly deleting unnecessary messages in all your folders – Inbox, Sent, Deleted, and custom folders.

**FOR ANY FURTHER ASSISTANCE OR TO REQUEST TRAINING, CONTACT:
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