

Outlook Web Access (OWA)

SBCUSD OUTLOOK

Outlook Web Access (OWA) is the email system used for all SBCUSD employees. Because OWA is web based, you can access it from anywhere there is an Internet connection. This guide will help you learn to login to the Outlook website and show you some navigation skills.

Outlook is also a program that can be installed on your District Computer so that you do not have to use OWA. This is the best way to use Outlook because you have more options.

If you need assistance with installing Outlook on your computer, call the HelpDesk at (909) 888-4357.

There are two ways to access Outlook from the Internet: using the District's website link or going directly to the Outlook website address.

Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App
The light version of Outlook Web App includes fewer features. Use it if you're on a slow connection or using a computer with unusually strict browser security settings. We also support the full Outlook Web App experience on some browsers on Windows, Mac, and Linux computers. To check out all the supported browsers and operating systems, [click here](#).

Domain\user name:

Password:

[Sign in](#)

DISTRICT'S WEBSITE

1. Open any **browser** you choose to use.
2. In the address bar type, **sbcusd.com**.
3. With your mouse, hover over **Staff Resources** and then click on **Employee Outlook**.
4. Click the checkbox **USE THE LIGHT VERSION OF OUTLOOK WEB APP**.
5. Domain\use name: type your **firstname.lastname@sbcusd.k12.ca.us**.
6. Password: type your **District Password**.
7. Click on **Sign in**.

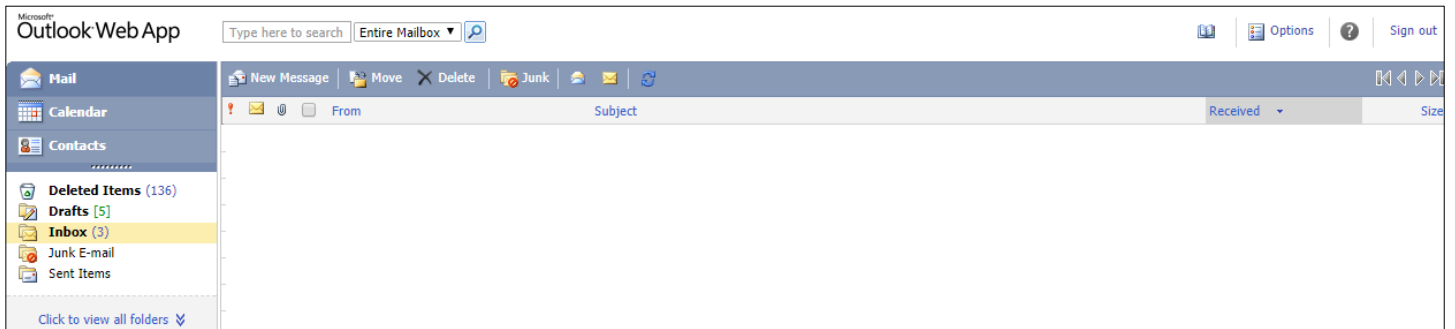
USING THE URL (ADDRESS)

1. Open any **browser** you choose to use.
2. In the address bar type, <https://owa.sbcusd.k12.ca.us/owa/>
3. Follow the steps above starting with #4.

Note: It is very important that you Sign out. Click on Sign out in the upper right corner.

SEE NEXT PAGE FOR SOME HELPFUL USER TIPS

ONCE INSIDE OWA



OWA opens in the Mail view by default.

Click on Calendar, Contacts, Deleted Items, New Message, etc. in order to open and use these screens.

Options, in the upper right corner, have settings for Messaging, Calendar, Automatic Replies and Change Password.

For assistance using Outlook, email: techtraining@sbcusd.com.