Outlook is the email system used by all graduate students, faculty, and staff at Marshall. To access Outlook, you can use the client version if you have MS Office or you can use the web version – Outlook Web Access (OWA). This guide is concerned with how to access OWA. The main advantage of using the web version is that you only need a computer with internet service and a web browser to access it – no configuration is necessary.

**Accessing Outlook Web Access**

OWA is accessed through MyMarshall using either your Marshall or USC log in credentials.

1. Go to: [http://mymarshall.usc.edu](http://mymarshall.usc.edu)
2. Specify whether you wish to log in using your MyMarshall or USC password and click “Continue”.
3. Type your log in name and password for the option you selected and click “OK” or “Login”.

4. From within the “Marshall Explorer”, click “Email”.
5. Click “Outlook”.

Outlook Web Access should launch in a new window.