

Introduction to FSW Webmail App

This video is a brief introduction to the Florida SouthWestern State College Outlook Web App. Faculty and Staff can access their email anytime by going to <http://owa.fsw.edu>. Sign in using your FSW username and password, and click log-in.

The Outlook Web App gives you access to your mail, contacts, tasks, and calendars.

You'll notice right after you login, you'll be on the mail page. This is where you can read new messages, see sent and deleted items, and view any folders you have set up. To view a message, you can simply click on the item in the middle column and view it in the area to the right.

This page is also where you can compose a new message. To send a new message, I'll click on "new mail". A blank message will appear where I can begin to compose it. In the "to" field I can start typing in the recipient's name. If the person is in the directory, their address will automatically be found.

At the top of the page, you will notice the calendar, people and task tools. Simply click on them to utilize the different areas. For example, I'll click on the Calendar link. When the page loads, I have access to my full outlook calendar. I can add an event by double clicking on the day and filling out the information. If someone has shared their calendar with me, I can click on their name under "people calendars" to view it in conjunction with mine.