



How to access complete training for Outlook 2013 and OWA 2013 (Web)

- 1) Log in to <http://my.csudh.edu>
- 2) Click on [Login to: lynda.com](http://lynda.com)

The screenshot shows the MyCSUDH website interface. On the left sidebar, under 'Information tech services', the link 'Login to: lynda.com' is highlighted with a red box and a red arrow. The main content area features a 'Welcome to Faculty Home Page' section with a photo of two people at a computer and a list of helpful links including Blackboard access, Outlook Web Mail, CSUDH Home Page, Phone Directory, and PTE Result Login.

- 3) Enter your CSUDH credentials one more time to log in.

The screenshot shows the CSUDH Authentication Service login page. At the top left is the California State University Dominguez Hills logo. To the right are navigation buttons for MyCSUDH, Faculty/Staff, Alumni, Parents, Administration, and Directory. Below these are navigation tabs for ADMISSIONS, ACADEMICS, CAMPUS LIFE, STUDENT SERVICES, and ABOUT, along with a search bar and a 'Go' button. The main heading is 'CSUDH AUTHENTICATION SERVICE'. Below this is a login form with fields for 'Username:' (containing 'bguerrero') and 'Password:' (masked with dots), and a 'Login' button. To the right of the form is a dark red box with the text 'INFORMATION TECHNOLOGY' and links for 'About I.T.', 'Announcements', and 'FAQ & Help'.

If you forgot your password, please go to the DHNET password change page [opens in new browser window]: [DHNET password change](#)

If you are having trouble with your username or password, you can also submit an online request for help [opens in new browser window]: [IT HelpWeb request](#)

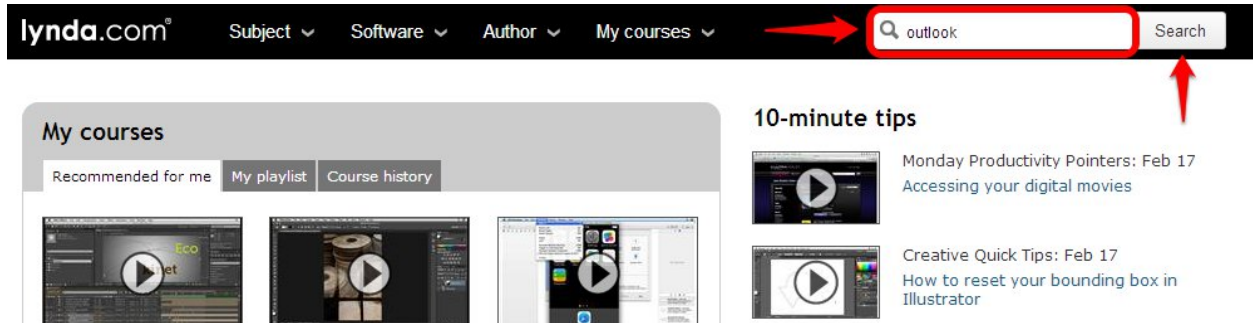


4) At the lynda.com home page, type **Outlook** in the search box and click search.

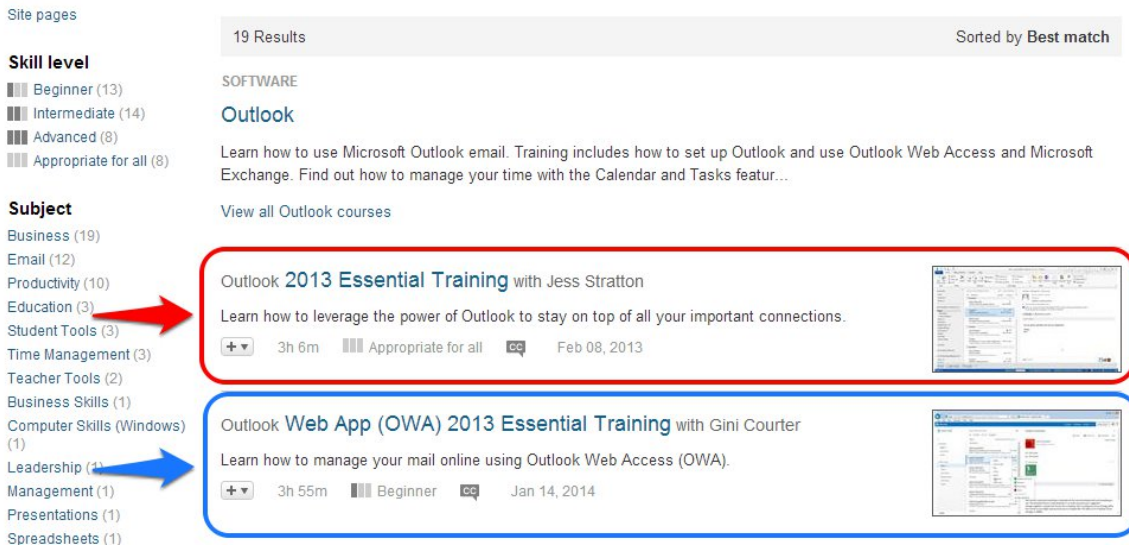
*Alternatively, you can click the links below for direct access once you're logged in to Lynda.com and skip to Step #6:

[Outlook \(desktop version tutorial\)](#)


[Outlook \(web interface tutorial\)](#)

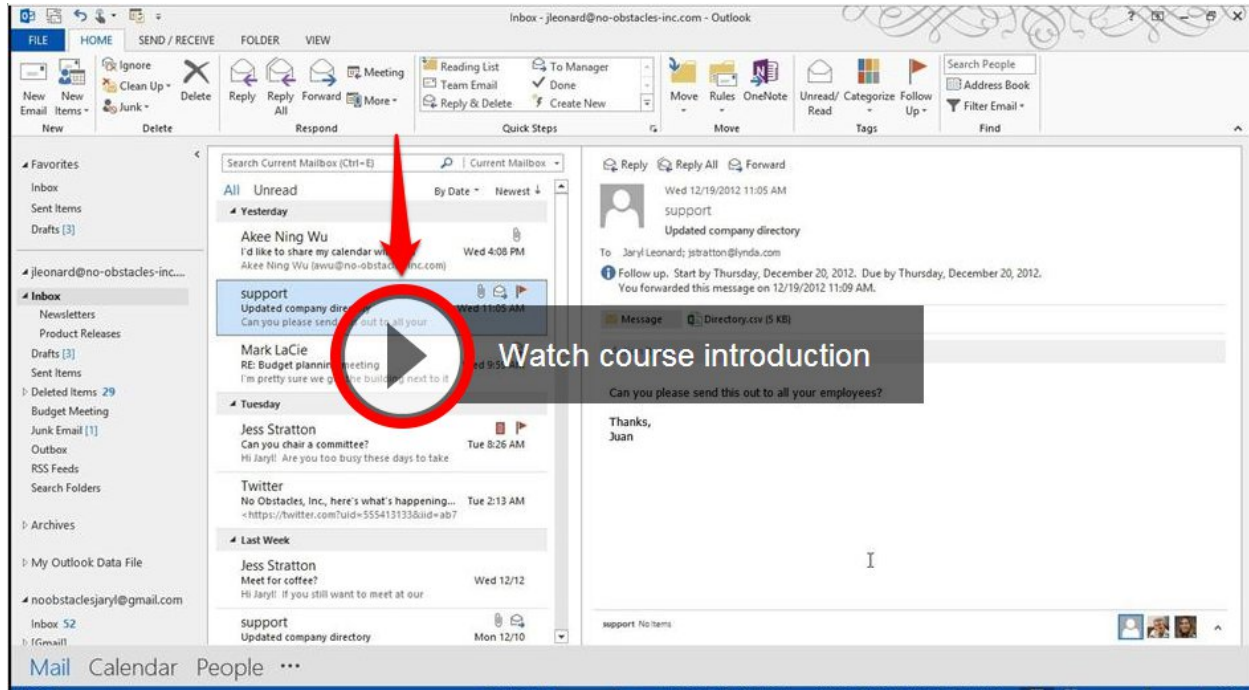


5) Click on either **Outlook 2013 Essential training** for the desktop version or **Outlook Web App (OWA) 2013 Essential Training** for the web site version.





6) Begin to watch the series of training videos by clicking the  icon. You can also choose from the list of videos in the series on the **bottom left side**.



The screenshot shows the Outlook 2013 interface. A red arrow points to a play button icon on an email from 'support' with the subject 'Updated company directory'. A semi-transparent video player overlay is positioned over the email, displaying the text 'Watch course introduction' and a play button icon. Below the Outlook interface, a video player interface is shown with a search bar and a list of video titles. A blue arrow points from the video player to the course description.

Video Title	Duration
Introduction	43s
Welcome	43s
1. Getting Started	14m 45s
Getting started	2m 16s
Touring the Outlook interface	3m 54s
Exploring the Ribbon	4m 50s
Exploring the Navigation and Status bars	3m 45s
2. Adding and Connecting Accounts	19m 40s
An overview of adding accounts	55s

Course details | Transcript | FAQs

Outlook 2013 Essential Training

3h 6m | Appropriate for all | Feb 08, 2013

Learn how to leverage the power of Microsoft Outlook to stay on top of all your important connections. In this course, author Jess Stratton introduces you to email messages, calendar, and contacts in Outlook 2013. The course begins with a tour of the interface and shows how to connect to a wide variety of mail, social media, and cloud computing accounts, including IMAP and POP accounts, Facebook, LinkedIn, and even RSS feeds. Jess also shows how to quickly create, send, and read email and reduce your inbox clutter; organize, group, and share contacts; and stay on schedule with calendars and tasks.