



How to enable Outlook Web App (OWA) Light Mode in Office 365

Objective

This document provide instructions on how to access your Office 365 mailbox using Outlook Web App (OWA) Light mode. OWA Light mode provides a “light” experience that works much better in older web browsers such as Internet Explorer 8.

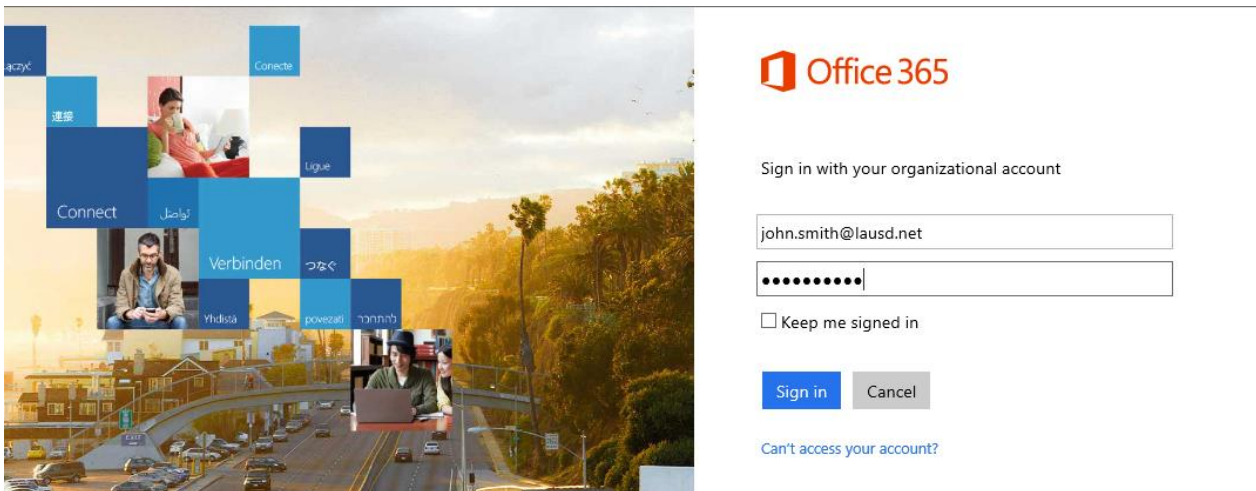
Step 1 - Open your web browser

Open your chosen web browser on your computer and navigate to <http://mailbox.lausd.net>.



Step 2 - Enter your LAUSD user credentials

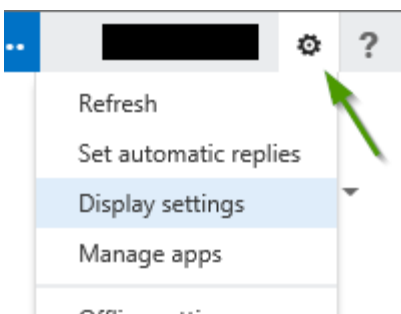
Enter your LAUSD email address and password.



Please contact the LAUSD IT Helpdesk on (213) 241-5200 or submit an online service ticket at <https://itdscweb.lausd.net/sc/ess.do> for technical assistance if you are unsure what your email address or password is.

Step 4 – Enable OWA Light mode

Select the “Cogwheel” icon in the upper right corner and **Display Settings → Outlook Web App version**.



Select the option **Use the light version of Outlook Web App** and click **OK**.

✓ OK ✕ CANCEL

display settings

message list conversations reading pane [Outlook Web App version](#)

Select the check box below if you want to use the light version of Outlook Web App. The light version of Outlook Web App provides a simplified experience for users who have:
Older web browsers

Low-bandwidth connections

Accessibility needs

Use the light version of Outlook Web App

Changes to this setting will take effect the next time you sign in.

Step 5 – Sign out of Office 365

Sign out of Office 365 and sign back in. Upon doing so, you will be presented with your mailbox in OWA Light mode.

The screenshot shows the Outlook Web App interface in light mode. The top navigation bar includes a search bar, a dropdown menu for 'Entire Mailbox', and links for 'Privacy', 'Options', and 'Sign out'. The left sidebar contains navigation options: Mail, Calendar, Contacts, Deleted Items (3), Drafts, Inbox, Junk Email (5), and Sent Items. The main content area displays a list of emails with columns for From, Subject, Received, and Size.

From	Subject	Received	Size
sender@testdomai...	Apply Now	3/27/2014 4:42 PM	11 KB
quarantine@messa...	Spam Notification: 2 New Message...	3/26/2014 6:21 PM	14 KB