

How to access your Office 365 mailbox using Outlook for Mac 2011

Objective

This document provide instructions on how to access your Office 365 mailbox using Outlook for Mac 2011.

- 1. Open Outlook for Mac 2011.
- 2. On the **Tools** menu, click **Accounts**.



3. Under Add an Account, click Exchange Account.



- 4. On the **Enter your Exchange account information** page, in the **E-mail address** box, type your full LAUSD email address, for example, <u>john.doe@lausd.net</u>
- 5. In the **Method** box, make sure **User Name and Password** is selected.
- 6. In the **User name** box, type your LAUSD email address again. Also type your **Password**.

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

7. Make sure **Configure automatically** is selected, and then click **Add Account**.

Enter your Exchange account information.				
E-mail address:	john.doe@lausd.net			
Authentication	Add an Account			
Method:	User Name and Password \$ count type.			
User name:	john.doe@lausd.net			
Password:	•••••			
	Cancel Add Account			

8. After you click **Add Account**, Outlook will perform an online search to find your email server settings. In the dialog box that asks you if you want to allow the server to configure your settings, select the **Always use my response for this server** check box, and then click **Allow**.

0	Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account kevin.uy@sadasystems.com. Do you want to allow this server to configure your settings?	
	https://autodiscover-s.outlook.com/autodiscover/ autodiscover.xml	
	Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.	
	✓ Always use my response for this server	
	Deny Allow	

9. You will be prompted for your credentials. If so, check the box next to **Remember this password in my keychain** if you want to cache it and click **OK**.

0	Enter your account information for ""
User name:	macuser@c .com
Password:	
[Remember this password in my keychain
	Cancel OK

10. After the new account is created you'll see the account in the left pane of the **Accounts** dialog box. Close the **Accounts** dialog box.

0 0	Accounts		
Show All			
Default Account Test john.doe@lausd.net	Exchange Account		
	Account description: LAUSD		
	Personal information		
	Full name: John Doe		
	E-mail address: john.doe@lausd.net		
	Authentication		
	Method: User Name and Password \$		
	User name: john.doe@lausd.net		
	Password:		

11. You can then view your mail by clicking the new account name in the navigation pane.

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Home Organize Too	ols	^
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News Feed	Maggie D Action Plans in Outlook? Coople Al. Coople Alext - Missoreft Outlook	Tue 10/12/10 10:07 AM
guarantine	Google Al Google Alert – Microsoft Outlook	Tue 10/12/10 8:42 AM
E RSS Feeds	Techsmith Get the latest Camtasia updates!	Tue 10/12/10 7:58 AM
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Subscribed Public Folders		
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