

## 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 Exch	ange 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

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 To	ols	^
E-mail New Delete Rep	y Reply All Forward & Attachment Move	Find a Contact Image: Contacts Search   Filters Image: Contacts Search
🕨 🖄 Inbox 🔹 🔳	I Prom Subject	Date Received 🛛 👻 Cat 🕐
🗊 Drafts 🛛 🕕	▼ TODAY	0
Sent Items	Volusion Volusion Voice - October 2010 Newsletter	Tue 10/12/10 11:16 AM
Fig Deleted Items	Leith And Real Tour Fitting – Improve Your Putting – Free Maggie D Action Plans in Outlook?	Tue 10/12/10 11:08 AM (* Tue 10/12/10 10:07 AM (*
i News Feed	Google Al Google Alert – Microsoft Outlook	Tue 10/12/10 8:42 AM
🚞 quarantine	TechSmith Get the latest Camtasia updates!	Tue 10/12/10 7:58 AM
RSS Feeds		
Sync Issues		
Subscribed Public Folders		
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