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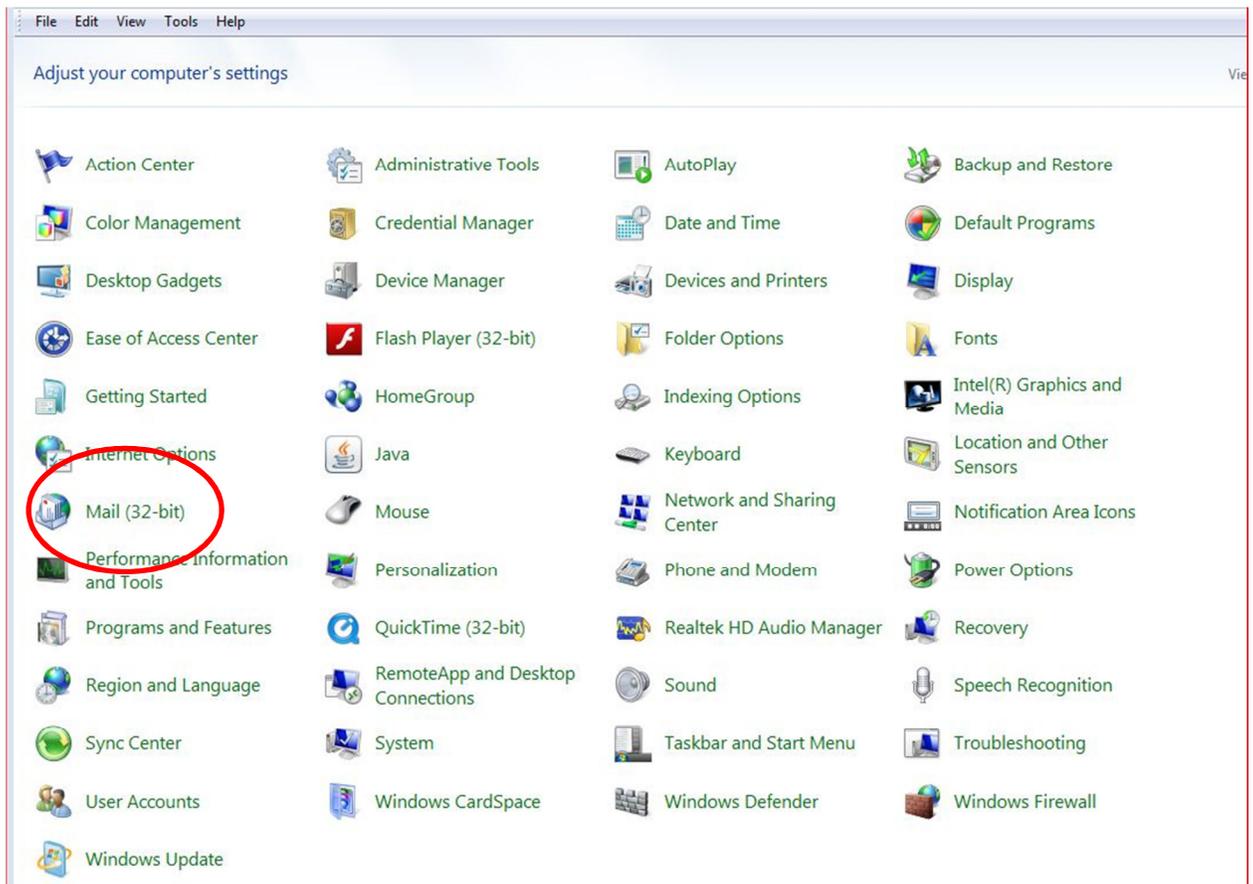
# LAUSD IT Help Desk

## How To Setup MS Outlook 2013 Exchange For Windows 7

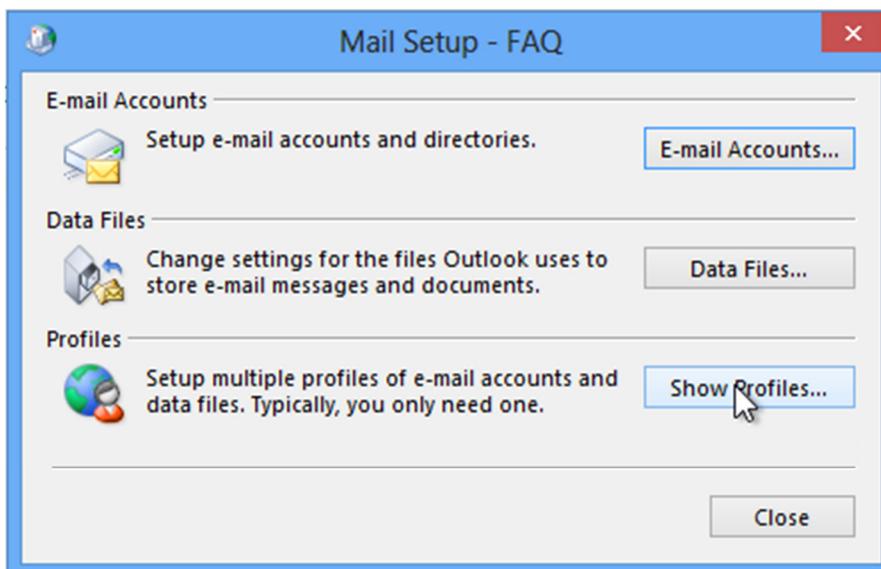
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(Revised: 10/01/14)  
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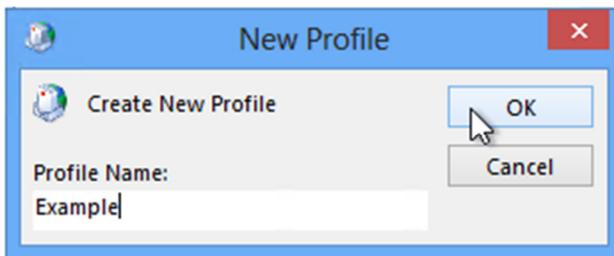
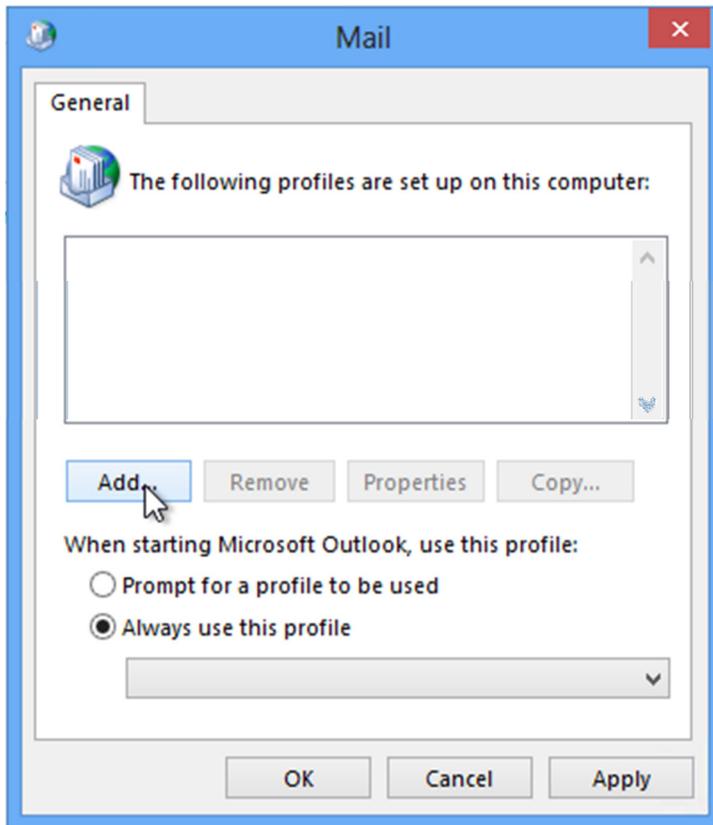
1) In **Control Panel** click on **Mail(32-bit)** icon.



2) Click on **Show Profiles**.



3) On the **General** tab, click on **Add**. Then enter the profile name and click **OK**.



- 4) \* Go to step 16 or Click on **Manual setup or additional server types** and then click **Next**.

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back    **Next >**    Cancel

- 5) Click on **Microsoft Exchange Server or compatible service** and then click **Next**.

**Add Account**

**Choose Service**

**Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

**Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

6) In the **Server** field type **mail.lausd.net** and your **LAUSD Email account address**.

**Add Account**

**Server Settings**  
Enter the Microsoft Exchange Server settings for your account.

Server Settings

Server: **mail.lausd.net**

User Name: **john.doe@lausd.net** Check Name

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: 12 months

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8) Make sure your **Email address** is in the **User Name** field and then click **Check Name**. Enter your **password** in the **Password** field and then click on **OK**.

**Windows Security**

**Microsoft Outlook**  
Connecting to faq@example.com

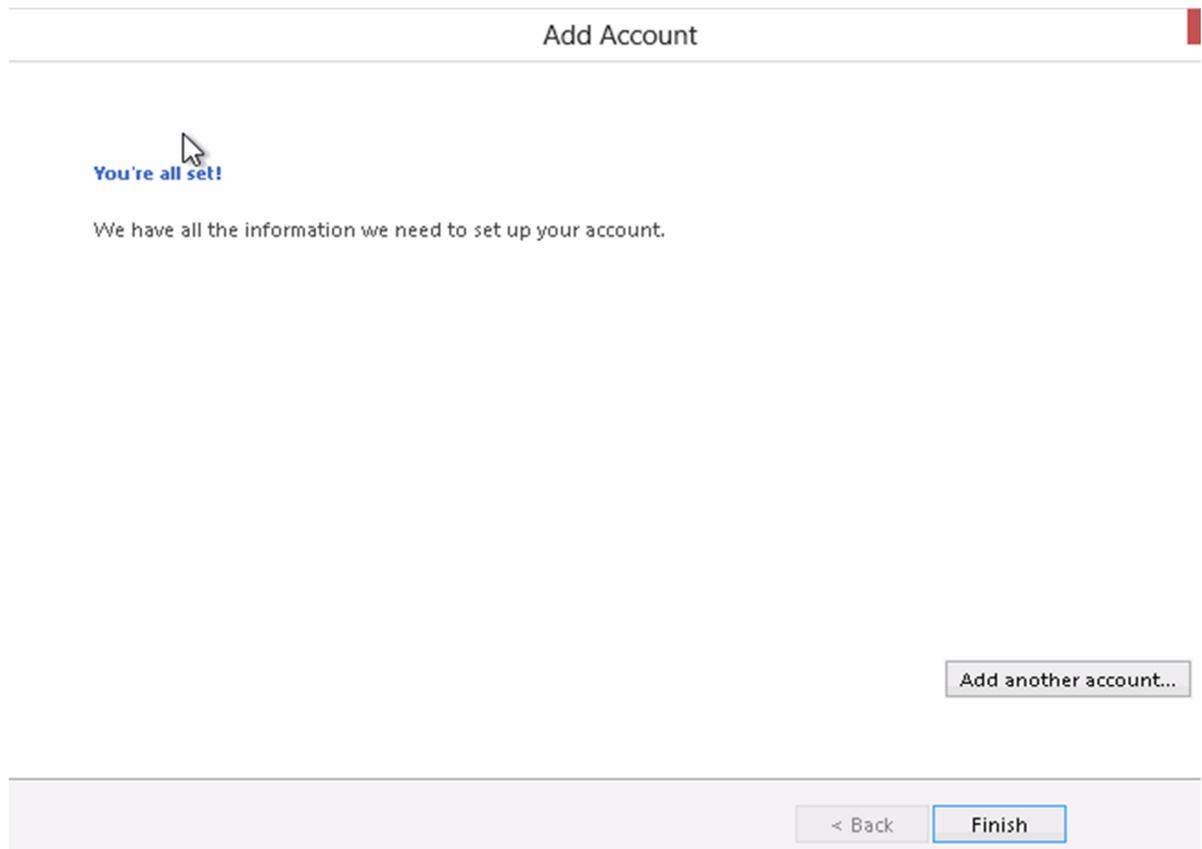
**john.doe@lausd.net**

.....

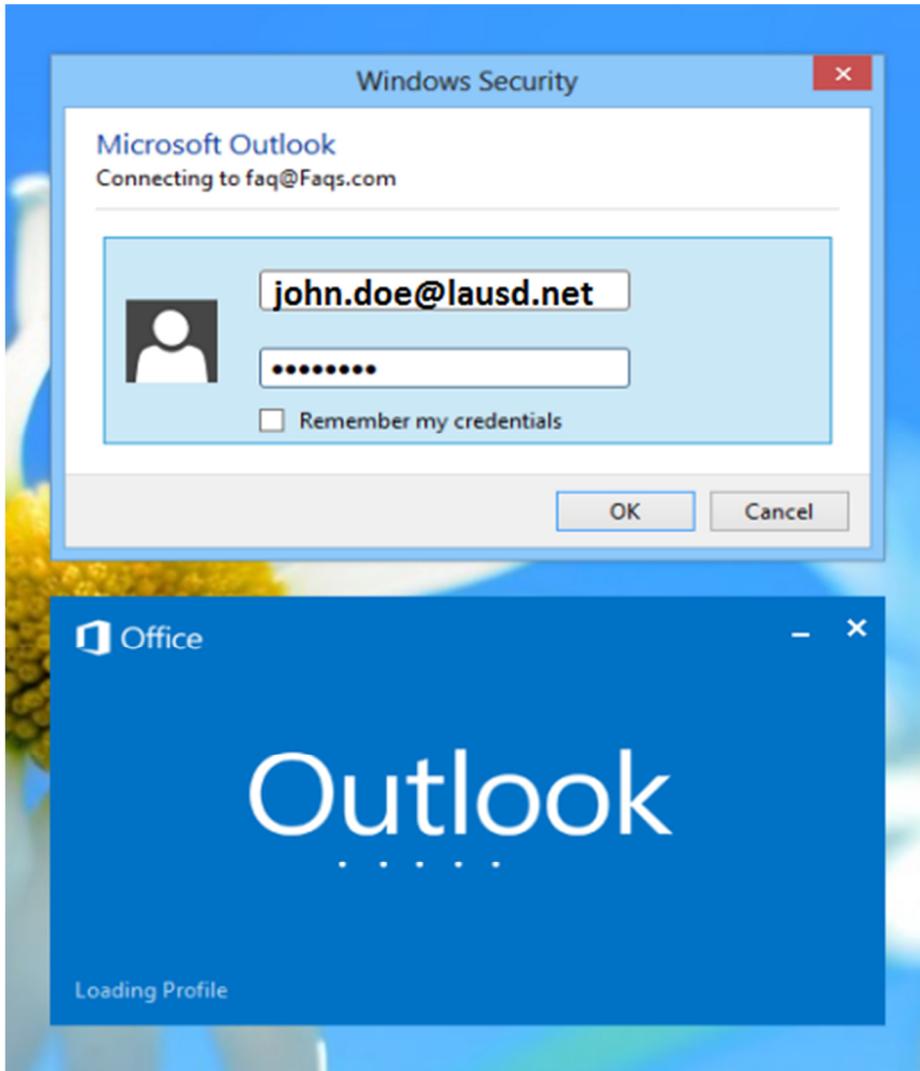
Remember my credentials

OK Cancel

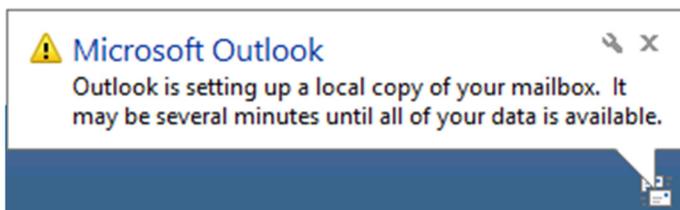
13) When Outlook stops loading, the server should have changed as well as your user name. Both should be underlined. Click on **Next** and then click on **Finish**.



14) Close the **Mail** screen and open **Outlook**. When you are asked for your **password**, enter it into the **Password** field.



15) A message box will appear in the lower right of your screen stating that Microsoft Outlook is setting up a local copy of your mailbox. It may be several minutes until all of your data is available. **All folders are up to date and Connected to Microsoft Exchange**, you can begin using your newly configured Exchange profile.



- \* 16) From step 4 you can also select **E-mail Account** fill in the fields with your full name, email address, password and retype password.

**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging**

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

- 17) Click on **Next** which should automatically establish the configuration successfully.

**Add New Account**

**Congratulations!**

**Configuring**

Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ✓ Search for thadeus.santos@lausd.net server settings
- ✓ Log on to server

Your e-mail account is successfully configured.

Manually configure server settings   Add another account...

< Back   Finish   Cancel

- 18) Click **Finish** and reopen the **Outlook** program.