



## LOS ANGELES UNIFIED SCHOOL DISTRICT

Office 365 Email Migration Project

# Has your email account been moved to Office 365?

Here's what you need to know:

# 1

## If You Use Microsoft Outlook on Your Computer

- Outlook will give you a warning message that it has been directed to access a new server. Indicate that this is OK.
- Log in with your full email address (e.g., jane.smith@lausd.net).

# 2

## If You Access Your Email on the Web

- Go to <http://mailbox.lausd.net> using your favorite browser (e.g., Firefox, Chrome, Internet Explorer, Safari) to check your email.
- Log in with your full email address (e.g., jane.smith@lausd.net).

# 3

## If You Access Your Email on a Phone or Mobile Device

- Delete your existing LAUSD account and add it again. Most smartphones and tablets will take care of the rest for you. For step by step instructions for specific devices go to <http://achieve.lausd.net/365mobile#config>

Please note that all official communications regarding the Email Migration project will come from [LAUSD-EmailMigration@LAUSD.NET](mailto:LAUSD-EmailMigration@LAUSD.NET). Do not take any action on emails coming from other email addresses, as they are not part of this migration and could affect your security as well as that of other employees and our students.