Configuring Outlook 2011 and Creating Personal Folders For Apple Computers

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How to Setup MS Outlook 2011 & Creating Personal Folders for Apple Computers

1) Open MS Outlook 2011 and navigate to Tools - Accounts

2) In the Accounts window, click the plus sign (+) in the lower left-hand corner and choose Exchange Account.
3) Enter your LAUSD e-mail address, Single Sign-On username and password.

4) Make sure **Configure automatically** is selected, and then click **Add Account**. MS Outlook 2011 will attempt to determine the settings for the new Exchange account automatically. If Outlook is able to set up your account, uncheck **Configure automatically** and type the server name **email.lausd.net** in the box and click on **Add Account**.

5) Your outlook inbox should automatically appear which will complete the setup process.

**Creating Personal Folders for Apple Computers**

1) To save copies of email from your Inbox, you need to first create a personal, or local, folder on your computer into which you will move them. From Outlook, highlight **On My Computer** in the Mail window. If **On My Computer** does not appear click on top left corner and go to **Outlook - Preferences - General** uncheck both boxes under the folders list.
2) Right-click **On My Computer** and choose **New Folder** from the menu options. A new folder will appear under **On My Computer**. Type a name for the personal folder you wish to create (for example, Saved Messages).

3) To move a message from an Inbox folder into a personal folder, select the message from your **Inbox** folder drag and drop to the **Saved Messages** folder or right-click the message and select Move. Select the folder to which you would like to move the message to.

Reference:

[How to Import PST files from Outlook for Windows](#)

[Guidance on using other versions of Microsoft Outlook](#)