How to Configure Outlook 2010 E-mail Client for Exchange
Configuring Outlook 2010 for Exchange

How to create a new email profile
Email accounts are contained in profiles. An email profile is made up of email accounts, data files, and information about where your email messages are stored. A new profile is created automatically when you run Outlook for the first time. After that, the profile runs every time that you start Outlook.

Most people need only one profile. However, you might find it useful to have more than one profile. For example, you might use one profile for work-related email messages and another profile for messages in your personal email account. Also, if other people use your computer, their accounts and settings can be kept in separate profiles that have different names.

To create a new email profile in Outlook 2010 follow these 6 steps:

1. Click Start, and then click Run.
2. Copy and paste, or type the following command in the Open box, and then press ENTER:
   control panel
   Note: If you are using a 64-bit version of Windows, double-click View 32-bit Control Panel in Control Panel to display the Mail icon.
3. Open the Mail Setup dialog box:
   For Windows 7:
   a. If Control Panel is in either Large icons or Small icons view, click Mail. The Mail Setup dialog box appears.
   b. If Control Panel is in Category view, under View by, click to select either Large icons or Small icons, and then click Mail. The Mail Setup dialog box appears.
   For Windows Vista or Windows XP:
   c. If Control Panel is in Classic View, double-click Mail. The Mail Setup dialog box appears.
   d. If Control Panel is in Category View, under Control Panel, click Switch to Classic View for Windows XP, or click Classic View for Windows Vista, and then double-click Mail. The Mail Setup dialog box appears.
4. In the Mail Setup dialog box, click Show Profiles.
5. On the General tab, under When starting Microsoft Office Outlook, use this profile, click Prompt for a profile to be used, and then click Add.
6. In the Profile Name box, type the name that you want to use for the new email profile, and then click OK.
7. Select **Manually configure server settings...** and click **Next**
8. Select **Microsoft Exchange**..., Click **Next**
9. In the **Server Settings** enter the following:
   a. **Server**: `mailbe-la11.lausd.net`
   b. Leave the checkmark on **Use Cached Exchange Mode**
   c. **User Name**: Enter your Single Sign-On username (e.g. john.doe or abc1234)

10. Click on **More Settings**.

**Note 1**: If you have clicked “Check Name” or “Next” or have pressed the Enter key after typing your username, you will have to cancel all the way out and start over again. You will have to remove the profile and create a new profile. Please go back to step 1 again.

**Note 2**: For users that are logged in to the LAUSD domain, you can just press the Next button and skip the rest of the steps and proceed to step 16. Please note that Outlook 2010 will only work when you are logged into the LAUSD domain.
11. Click on the **Connection** tab

12. Place a checkmark on **Connect to Microsoft Exchange using HTTP** and click **Exchange Proxy Settings**
13. Enter/select the following information:
   a. Use this URL to connect to my proxy: mail.lausd.net
   b. Place a check mark On fast networks, …
   c. Leave the check mark On slow networks, …
   d. Use this authentication when connecting: Basic Authentication

14. Click OK on the Microsoft Exchange Proxy Settings window.

15. Click OK on the Microsoft Exchange window
16. Click **Next** on the Add New E-mail Account window

17. Click **Finish** to complete setup.
18. The first time you open Microsoft Outlook you will see the following two windows

Select No, unless you wish to add the Outlook instant search feature.

19. Enter the following information:
   a. Username: Enter your full email address (e.g. john.doe@lausd.net, abc1234@lausd.net) or in the format LAUSD\username (e.g. LAUSD\john.doe, LAUSD\abc1234)

20. Click OK to login
   **Note.** If you are unable to login please call IT Helpdesk at 213-241-5200 option 1 for assistance.