1) In **Control Panel** click on **Mail(32-bit)** icon.

![Control Panel Mail icon](image1)

2) Click on **Show Profiles**.

![Mail Setup - FAQ](image2)
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.**

5) Click on Microsoft Exchange Server or compatible service and then click Next.
6) In the Server field type `mail.lausd.net` and your LAUSD Email account address.

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.
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.

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

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