

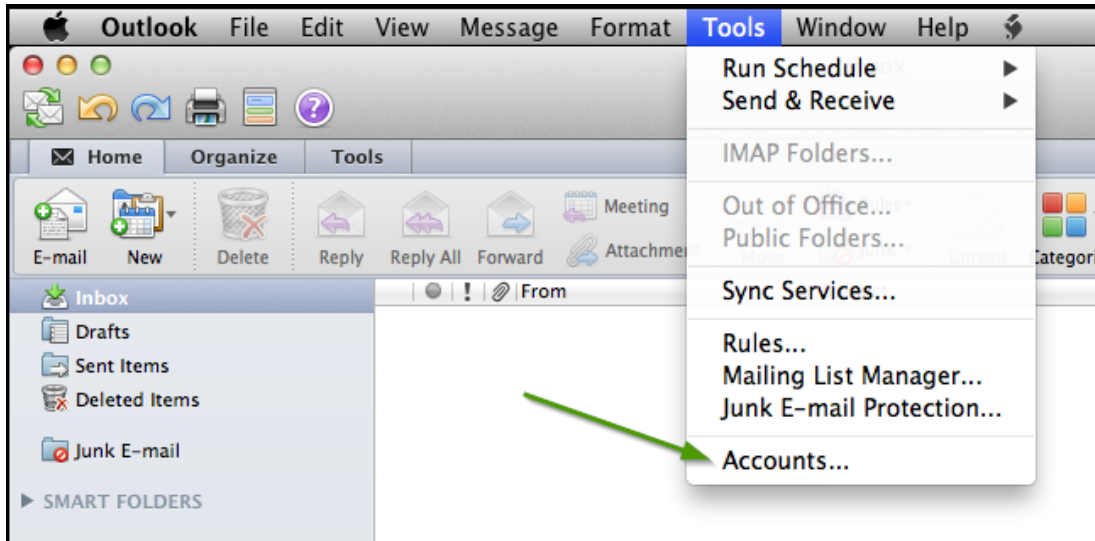


How to access your Office 365 mailbox using Outlook for Mac 2011

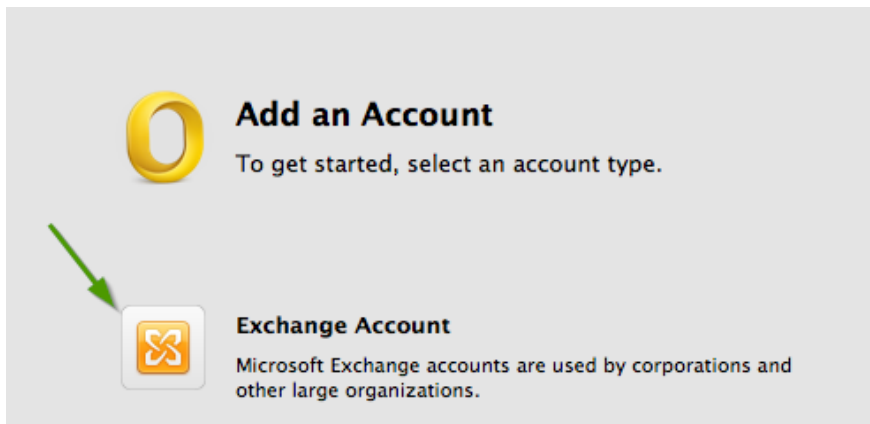
Objective

This document provide instructions on how to access your Office 365 mailbox using Outlook for Mac 2011.

1. Open Outlook for Mac 2011.
2. On the **Tools** menu, click **Accounts**.



3. Under **Add an Account**, click **Exchange Account**.



4. On the **Enter your Exchange account information** page, in the **E-mail address** box, type your full LAUSD email address, for example, john.doe@lausd.net
5. In the **Method** box, make sure **User Name and Password** is selected.
6. In the **User name** box, type your LAUSD email address again. Also type your **Password**.

Note: Please contact the LAUSD IT Helpdesk on (213) 241-5200 or submit an online service ticket at <https://itdscweb.lausd.net/sc/ess.do> for technical assistance if you are unsure what your LAUSD user email address or password is.

7. Make sure **Configure automatically** is selected, and then click **Add Account**.

Enter your Exchange account information.

E-mail address: john.doe@lausd.net

Authentication

Method: User Name and Password

User name: john.doe@lausd.net

Password:

Configure automatically

Cancel Add Account

8. After you click **Add Account**, Outlook will perform an online search to find your email server settings. In the dialog box that asks you if you want to allow the server to configure your settings, select the **Always use my response for this server** check box, and then click **Allow**.

Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account kevin.uy@sadasystems.com. Do you want to allow this server to configure your settings?

<https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml>

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server

Deny Allow

9. You will be prompted for your credentials. If so, check the box next to **Remember this password in my keychain** if you want to cache it and click **OK**.

Account Information

Enter your account information for " " " "

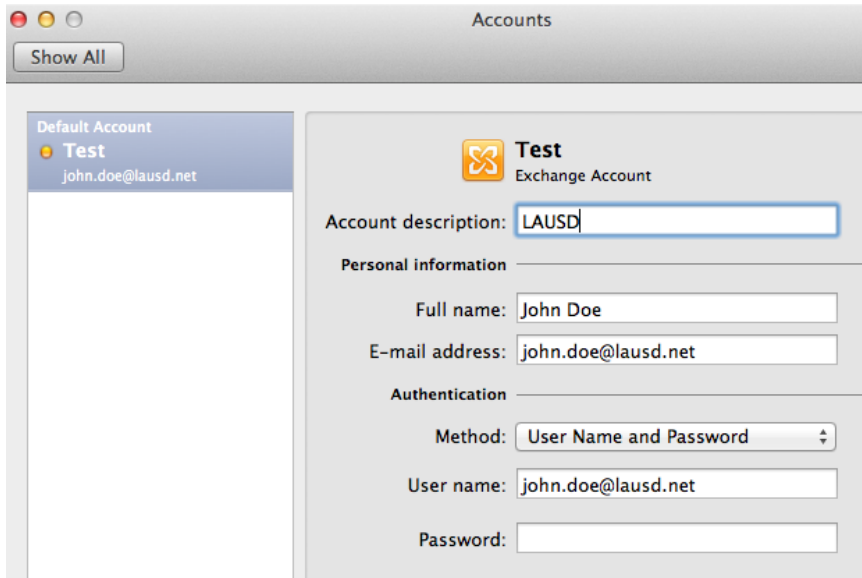
User name: macuser@.com

Password:

Remember this password in my keychain

Cancel OK

10. After the new account is created you'll see the account in the left pane of the **Accounts** dialog box. Close the **Accounts** dialog box.



11. You can then view your mail by clicking the new account name in the navigation pane.

