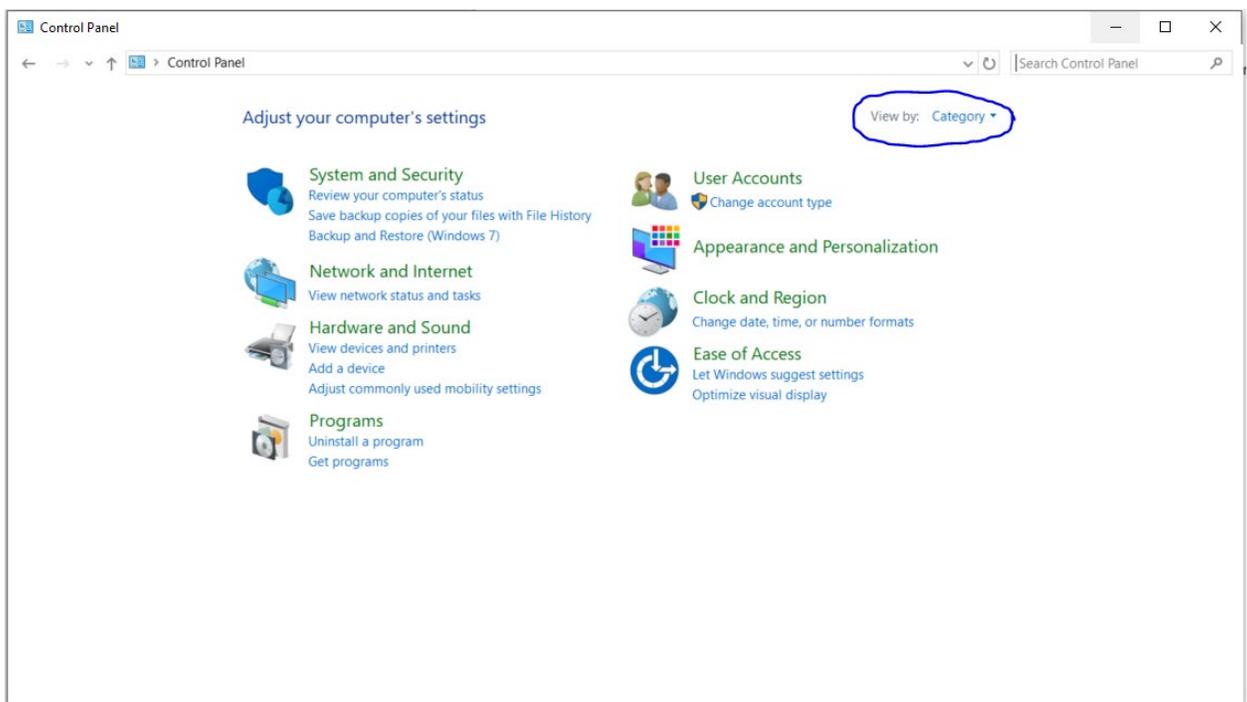Add an email account to Outlook

These steps are the same whether you're adding your first email account or additional email accounts to Outlook.

1. Click on the Start Button in the bottom Left corner of Windows ⊞ and type Control Pane and press enter
2. If you see the following screen click on the Category dropdown and select large icons.
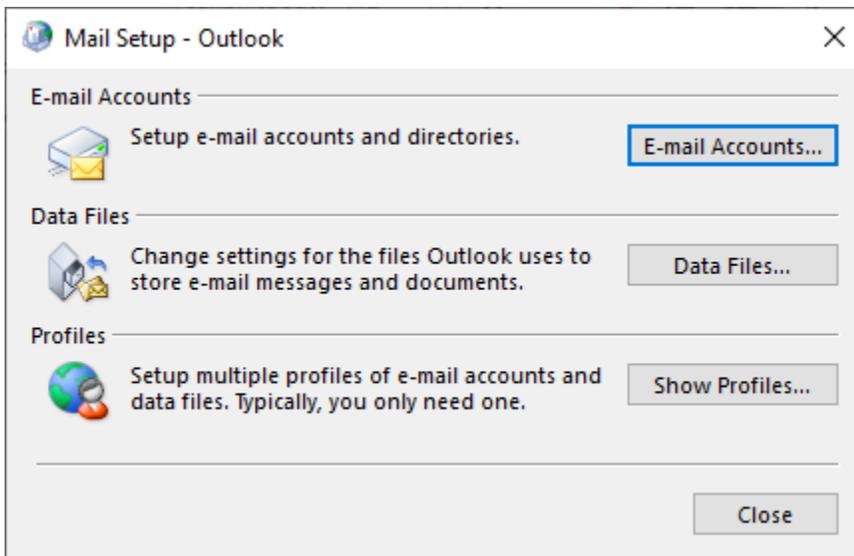

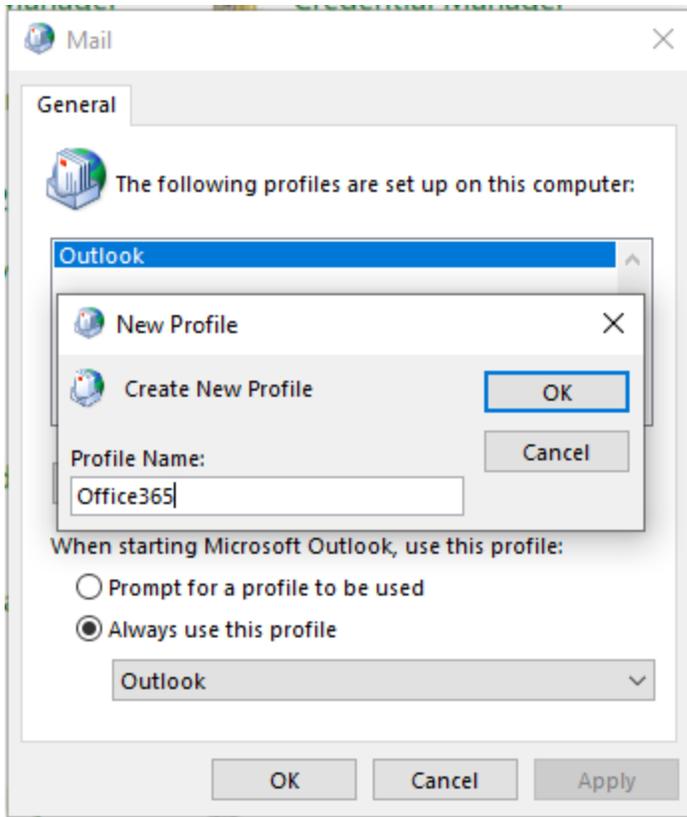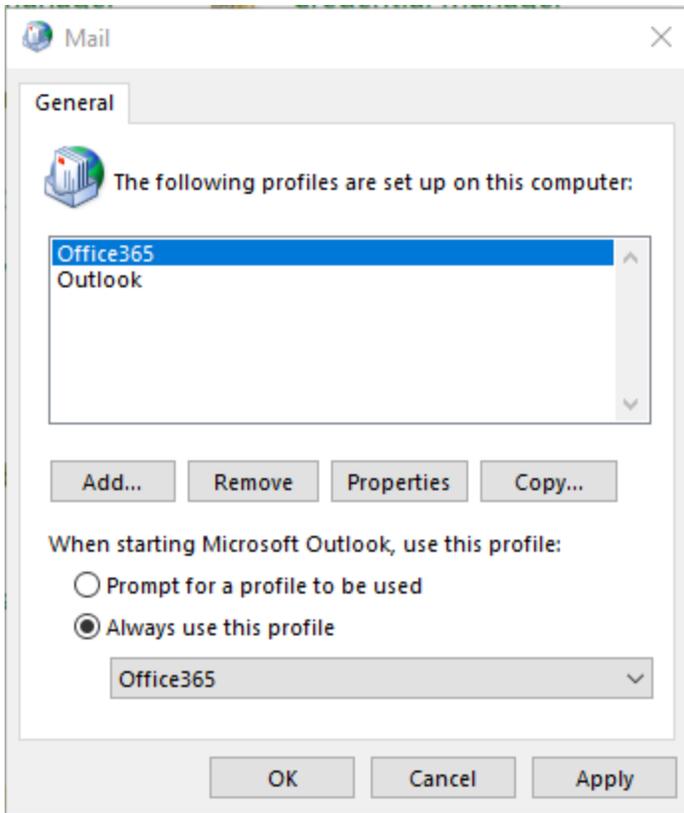3. You should see an icon for Mail (32 bit)
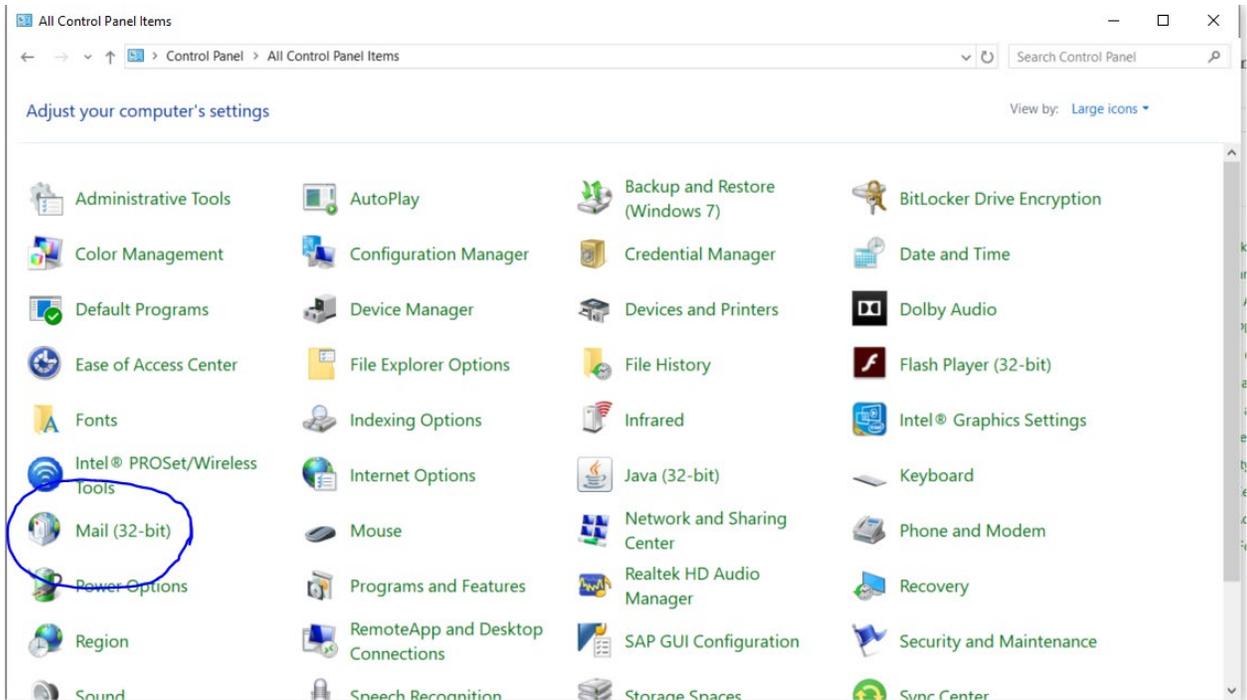
Double click on this.

4. Click on Show Profiles

5. Click on Add
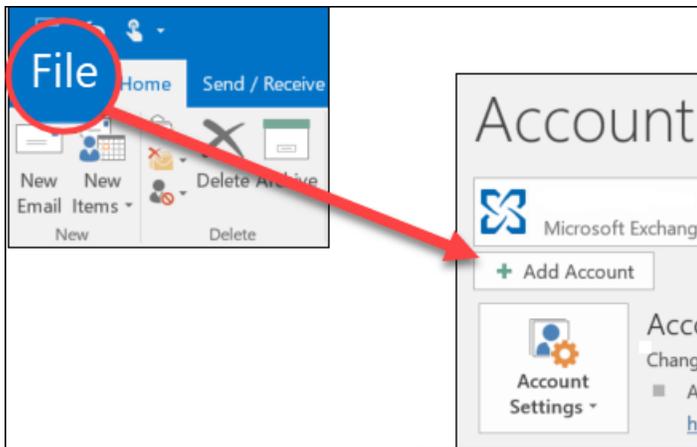6. Then type in a new profile name such as Office365 and click OK

7. In the dropdown, select the new profile name you entered and select "Always use this profile".
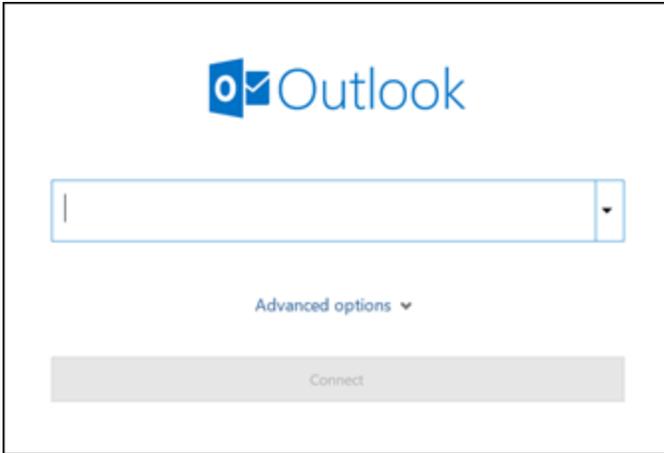
Click Apply and OK

8. Next Open Outlook
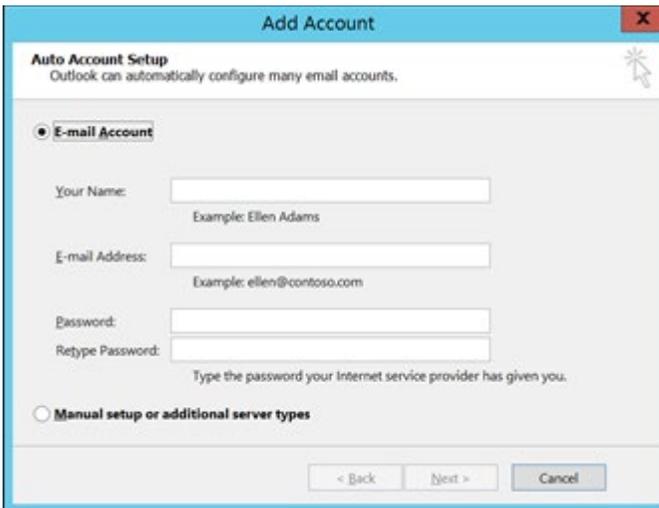9. Select **File** > **Add Account**.

10. What you see next depends on your version of Outlook.

   For Outlook for Office 365

Enter your email address and click **Connect**.

For Outlook 2016, 2013, and 2010

Enter your name as you wish it to appear on outgoing messages

Enter your full email address with the @laccd.edu domain (i.e. smithj@laccd.edu) , and password, and click **Next**.

11. You will then see Outlook searching for your account settings:
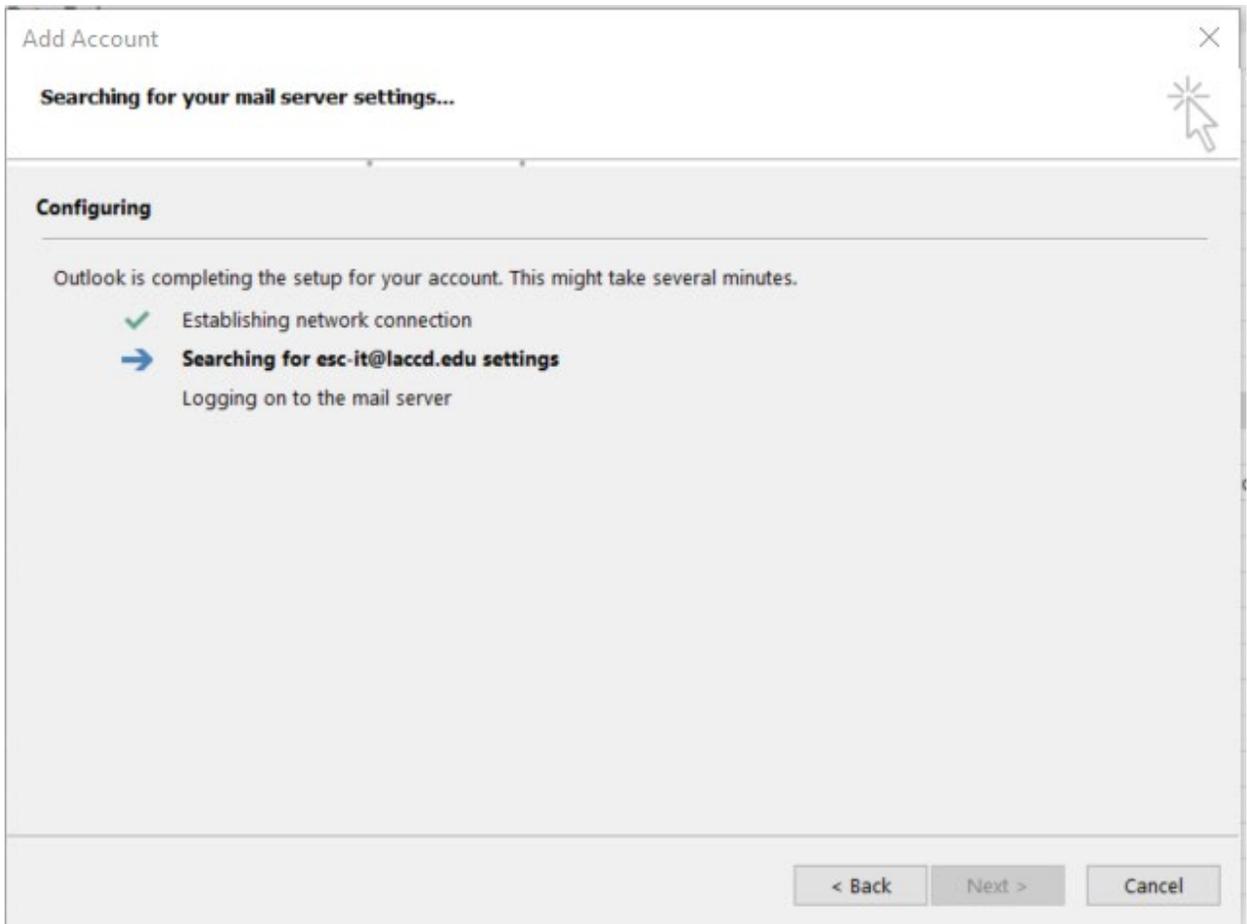
12. When prompted, enter your password again. Make sure to check the box "Remember my credentials". Then select **OK.**

Searching for your mail server settings...

Configuring

Outlook is completing the s

✓ Establishing r

→ **Searching fo**

Logging on t

Windows Security ✕

Microsoft Outlook

Connecting to esc-it@laccd.edu

esc-it@laccd.edu

•••••••••••••

☑ Remember my credentials

OK   Cancel

< Back   Next >   Cancel
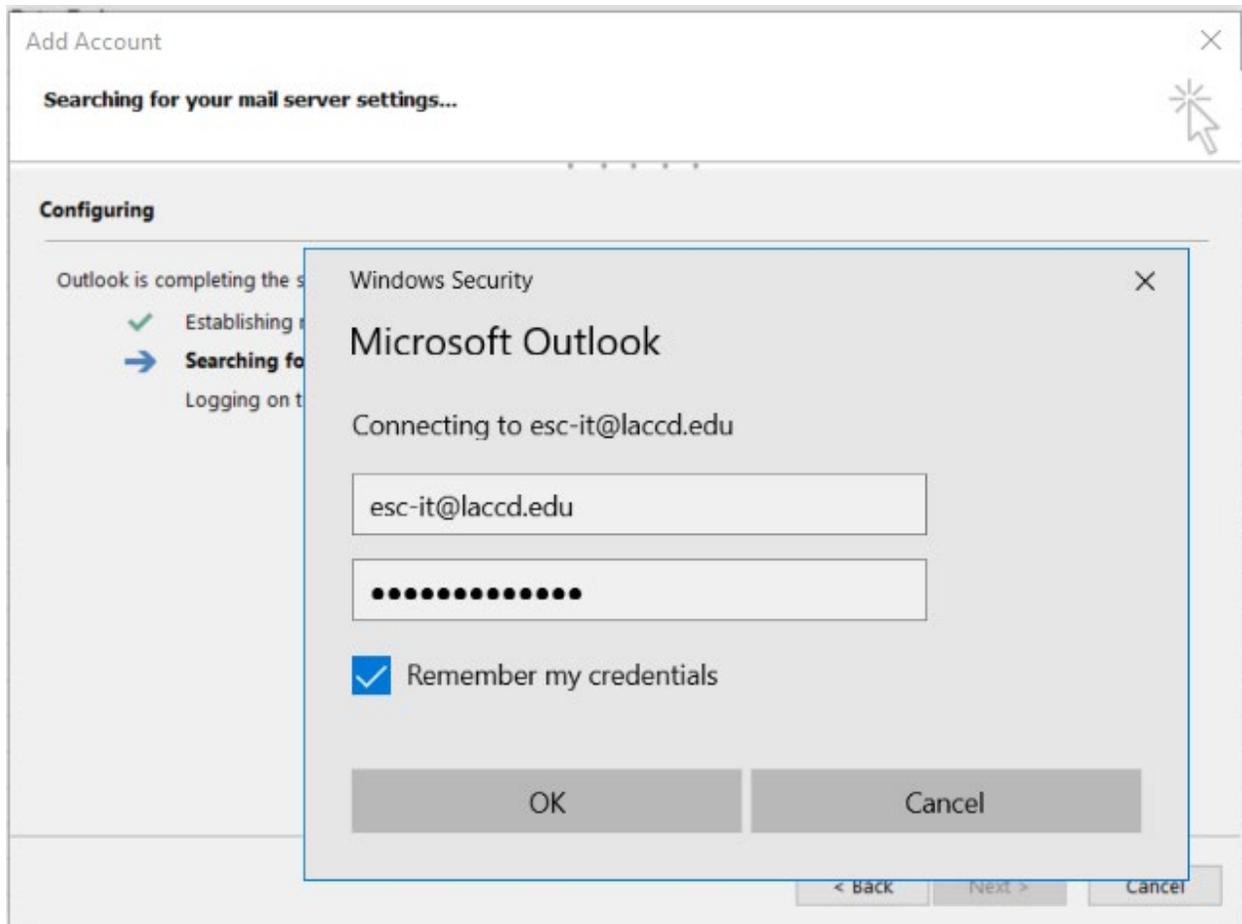
13. Click Finish
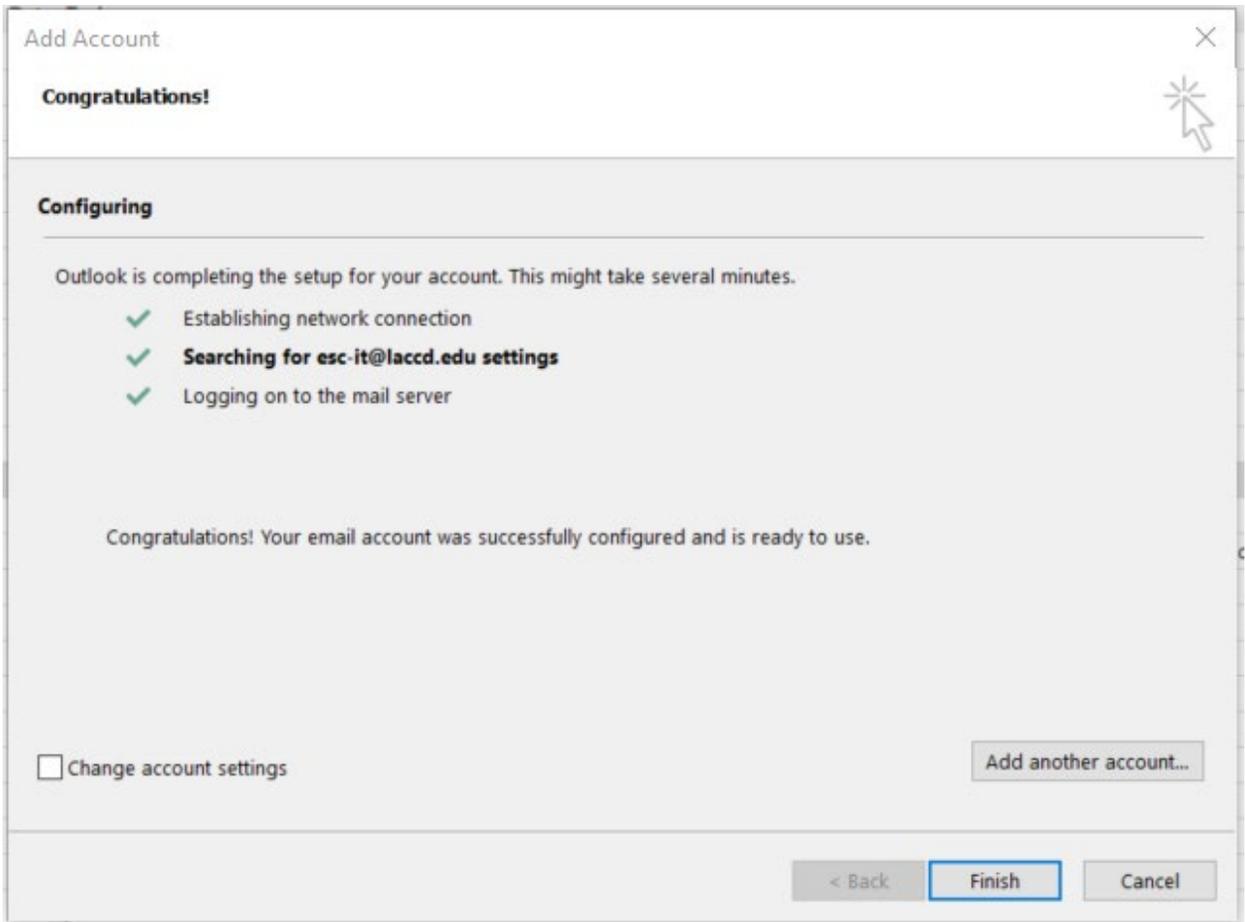
14. If prompted to restart Outlook, click OK, and hen close Outlook.
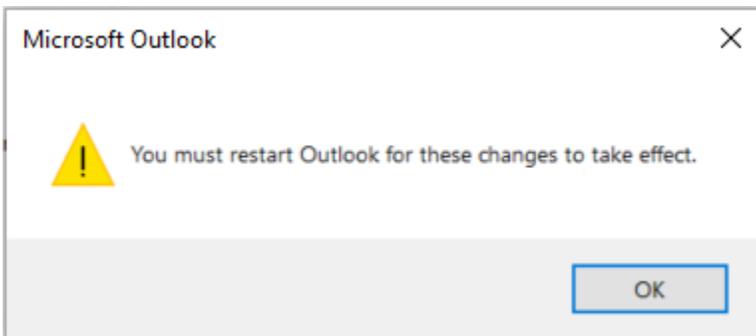
15. When you re-open Outlook you should see your new email account listed on the left navigation frame.
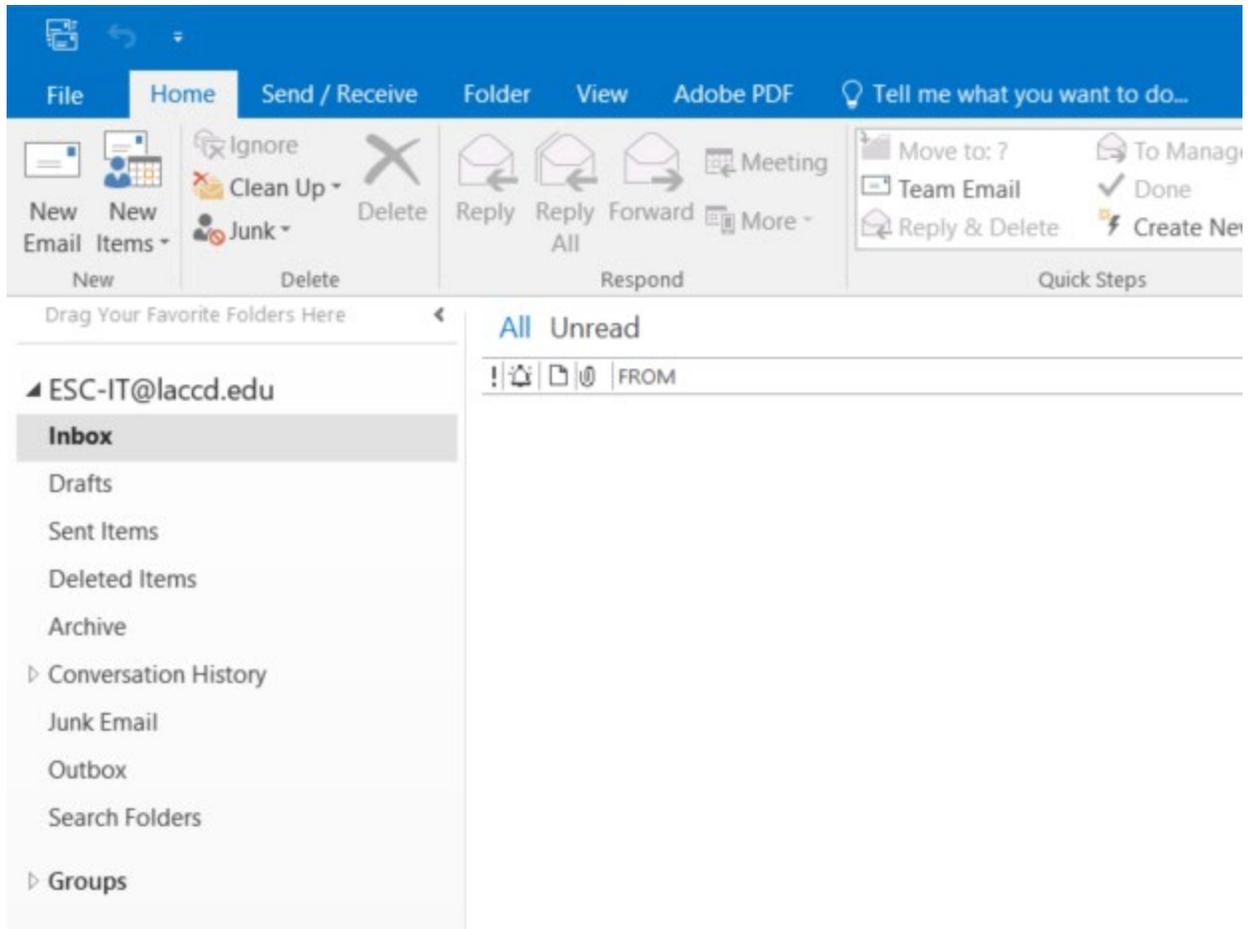
16. It may take some time to load all your emails. You will see an updating notice at the bottom right of Outlook. Once completed it should state "This folder is up to date."

Outlook won't accept my password:

If Outlook won't accept your password and you know you're using the correct password, try logging into OWA at https://mymail.laccd.edu. If it is the first time logging into the Single Sign-On system, you will need to set a new password after following the 1st time login instructions.

If you still are unable to login, please confirm the email address you are using matches your SAP login.

- i.e. smithj in SAP should use smithj@laccd.ed.