Before you Begin

Before setting up the Outlook desktop client, you MUST log in to your LCISD computer with your district credentials. Setting up Outlook while logged in as another user, will cause a breach in your e-mail security.

1. Enter your **user name** (without @lcisd.org)
2. Enter your **case sensitive password**
3. Press “Enter” on your keyboard or click the arrow button on the screen.

Outlook Setup

1. Click the **Start** button
2. Type **Outlook** in the **Search Programs and Files** box
3. Click on **Outlook 2013** on the list that appears
4. Click **Next** on the wizard that appears
5. Select **Yes**, if necessary
6. Click **Next**
7. Your name and e-mail address should appear on the “Auto Account Setup”, if not type it

8. Click **Next**
9. Let Outlook configure (may take several minutes)
10. When prompted, type your e-mail address and password into the Windows Security box
   a. **Note:** If the e-mail address shows the domain “lcisd.local”, you must change it to “lcisd.org”
11. Click **OK**
12. Click **Finish** (Outlook may take several minutes to open while it finishes configuring)

Simple Access

Once you’ve set up Outlook on your desktop, you’ll want to pin the program to your **taskbar** for easy access when you’re logged in to your computer.

Security

Be sure to lock your workstation when you’re not using it to keep your email secure.