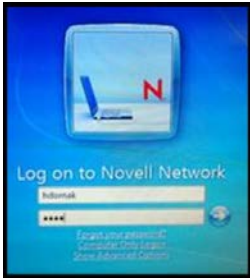


## Before you Begin

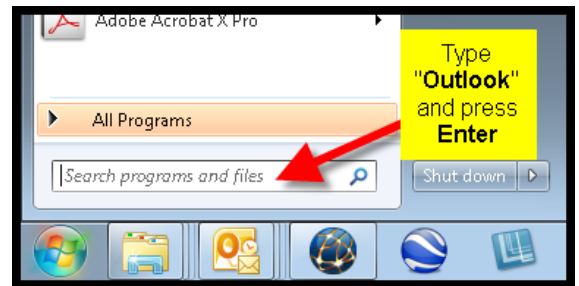


Before setting up the Outlook desktop client, you **MUST** log in to your LCISD computer with your district credentials. Setting up Outlook while logged in as another user, will cause a breach in your email security.

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. Enter **Outlook** in the *Search Programs and Files* box
3. Hit **Enter** on your keyboard

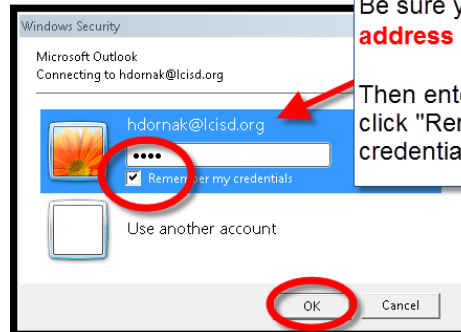


Outlook will initialize and begin to walk you through the set-up process. Once this process begins:

- Click **Next**
- Click **Next** again
- **Important!!** Check to be sure Outlook has automatically detected your name and **entire email address**
- **Next**

Outlook will begin to configure your settings. This will take a few minutes, so be patient!

- **Allow** the website to configure server settings for your email address (and check "Don't ask me about this website again.")
- **Double Check** once again, to be sure that your entire email address appears before entering your password and clicking "OK"
- **Finish**

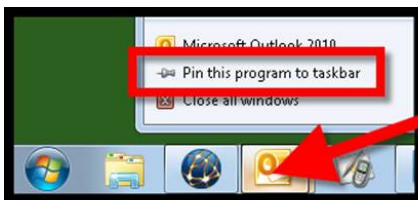


Be sure your **entire email address** appears.

Then enter your password, click "Remember my credentials" and "OK."

## Simple Access

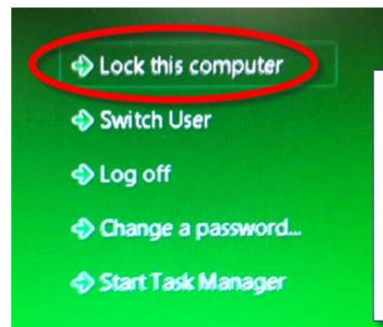
Once you've set up Outlook on your desktop, you'll want to **pin** the program to your **taskbar** for easy access when you're **logged in** to your computer.



**Right Click on the Outlook icon to pin it to your taskbar.**

## Security

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



**Control + Alt +Delete** will allow you to **lock** your computer securely.