### Outlook

#### 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**

#### 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.

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