**Log Into Computer**

You must be logged into the computer as yourself.  
- Enter your **user name** (without @lcisd.org)
- Enter your **case sensitive** password
- Press **Enter** on your keyboard or click the arrow button on the screen.

**Open Outlook**

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

**Email Setup**

A series of pop-up windows will follow guiding you through setup. Follow along and select the appropriate option.

For **step 3 above**, make sure your credentials are listed correctly before clicking **Next**.

**Email Credentials**

A new window will pop up asking for your password. You must **first change** your email address from “lcisd.local” to “lcisd.org”. Then enter your **password** and click **OK**.

**Finalize**

Once everything is setup, select **Finish** to complete.

**Easy Access**

To easily access your email each day, **right-click** on the **Outlook icon** and choose **Pin the program to taskbar**. The icon will be there even when your email is not open.

**Security**

Be sure to lock your workstation when you’re not using it to keep your email and data secure. Press **Control+Alt+Delete** and choose **Lock this computer**.

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