Accessing LCISD Email on any Internet Connected Computer

Getting Started

1. From the LCISD webpage, select the Employees tab, or visit:
   http://webmail.lcisd.org
2. If prompted, select the Access Office 365 button

Logging In

Log in using your district email credentials. Your user name will include @lcisd.org

Example: flastname@lcisd.org

Then, enter the password given to you by the district. This password can be found on your credential documents.

Your Password is Case Sensitive

After you have entered your district email credentials, click the Sign in button to access the Outlook Web app, as well as Office 365.

As soon as possible, you’ll want set up the Desktop version of Outlook on your Teacher Workstation, to gain access to additional Outlook 2013 functionalities, and quick email access from your taskbar.

To learn how to set up Desktop Outlook, visit: http://goo.gl/kGBBoN