

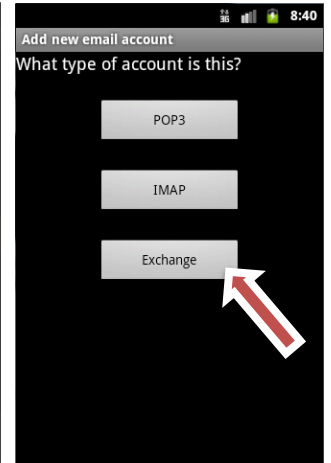
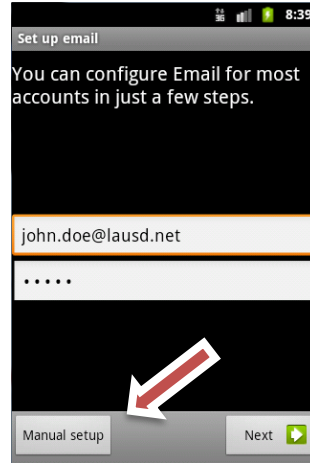
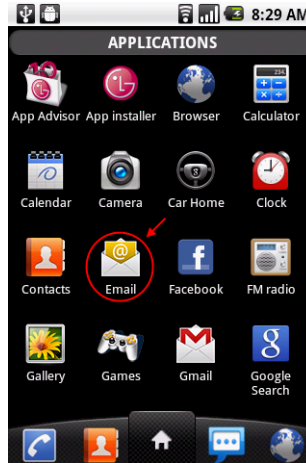
# ELASA Service Desk – Division of Adult and Career Education - LAUSD

The screenshot shows the homepage of the East Los Angeles Service Area website. The browser address bar displays "http://www.eastlaseservicearea.org/index.html". The page features a green header with the site title "East Los Angeles Service Area" and the subtitle "Los Angeles Unified School District - Division of Adult and Career Education". Navigation buttons include "LAUSD", "LAUSD eMail", "Contact Us", and "External Links". A secondary navigation bar contains "Home", "Waiting List", "ELASC", "ELAOC", "Eastside", "Roosevelt", "Branches", and a search box. The main content area is divided into several sections: a "Welcome" section with a calendar icon for the 31st, a "We offer classes in the following programs:" section listing Academic, Adult with Disabilities, AEWG, CTE, ESL, and Programs for Older Adults; an "ENROLLMENT REQUIREMENTS" section; a "MISSION STATEMENT" section; a "SCHOOL-WIDE LEARNING OUTCOMES" section; and a "CLOSING OF CLASSES" section. A "FEE INFORMATION" section lists registration fees, and a "REFUND POLICY" section details refund conditions. The page footer includes "Compatibility &" and a "100%" zoom level.

**How to setup the LAUSD eMail to work with your Android phone.**

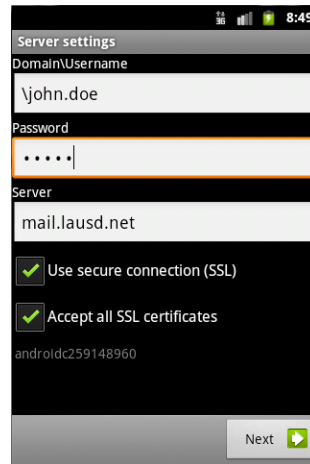
# ELASA Service Desk – Division of Adult and Career Education - LAUSD

1. Open the Email App in your Android phone (not the Gmail app icon).
2. Press or tap the Settings button and select "Add account".
3. Enter your eMail address and password, but do not tap "Next".
4. After the information is entered, tap on "Manual setup" at the bottom of the screen. DO NOT Tap "Next".
5. On the next screen, tap on "Exchange", or "Microsoft Exchange ActiveSync".



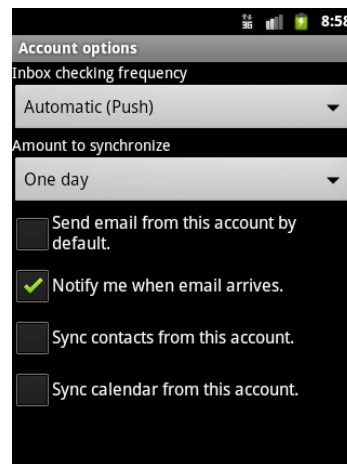
## Exchange Server Settings:

1. Domain\User name: john.doe
2. Password: (enter your LAUSD eMail Password again).
3. Exchange server: mail.lausd.net
4. Select or enable: "Use secure connection (SSL)", and "Accept all SSL certificates".
5. Tap "Next".
6. On the Activation pop-up message, tap "Yes".



On the next screen, the "Account options" window, select (varies by phone):

1. Peak schedule: Automatic (Push) (how often to check for new emails).
2. Off-peak schedule: 1 hour (tap for more options).
3. Amount to synchronize: "1 month" (or 1 day, up to you).
4. Emails retrieval size: "All".
5. Period to sync Calendar: "All calendar".
6. Finally, make sure to enable/check the following option at the bottom of the screen: "Notify me when email arrives".

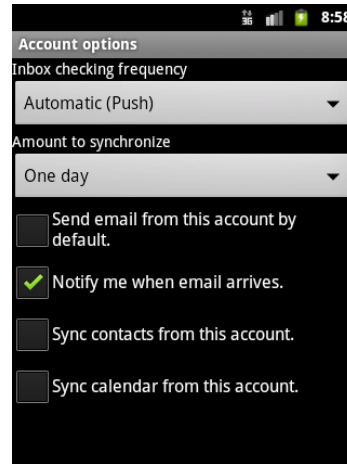


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The following settings at the bottom of the screen are up to you:

1. Send email from this account by default
2. Sync Contacts
3. Sync Calendar

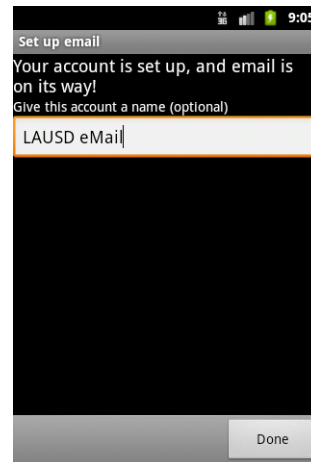
Click "Next" when done.



On the next screen, simply give a name to this account such as "LAUSD eMail".

Tap "Done" when finished.

You are ready to go.



**REMINDER:** The LAUSD eMail password expires every six months. You will have to go to your Android eMail App settings and manually update/change the password for the "LAUSD eMail" account. If you do not manually update the password (after setting a new password at the LAUSD website), the Android eMail app will not be able to retrieve or send emails.