



LAUSD IT Help Desk

How to Configure Outlook 2010 E-mail Client for Exchange

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© LAUSD IT Help Desk
333 S. Beaudry Ave. 9th Floor
Phone 213.241.5200

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Configuring Outlook 2010 for Exchange

How to create a new email profile

Email accounts are contained in profiles. An email profile is made up of email accounts, data files, and information about where your email messages are stored. A new profile is created automatically when you run Outlook for the first time. After that, the profile runs every time that you start Outlook.

Most people need only one profile. However, you might find it useful to have more than one profile. For example, you might use one profile for work-related email messages and another profile for messages in your personal email account. Also, if other people use your computer, their accounts and settings can be kept in separate profiles that have different names.

To create a new email profile in Outlook 2010 follow these 6 steps:

1. Click **Start**, and then click **Run**.
2. Copy and paste, or type the following command in the **Open** box, and then press ENTER:
control panel

Note: If you are using a 64-bit version of Windows, double-click **View 32-bit Control Panel** in Control Panel to display the **Mail** icon.

3. Open the **Mail Setup** dialog box:

For Windows 7:

- a. If Control Panel is in either Large icons or Small icons view, click **Mail**. The **Mail Setup** dialog box appears.
- b. If Control Panel is in Category view, under **View by**, click to select either **Large icons** or **Small icons**, and then click **Mail**. The **Mail Setup** dialog box appears.

For Windows Vista or Windows XP:

- c. If Control Panel is in Classic View, double-click **Mail**. The **Mail Setup** dialog box appears.
- d. If Control Panel is in Category View, under **Control Panel**, click **Switch to Classic View** for Windows XP, or click **Classic View** for Windows Vista, and then double-click **Mail**. The **Mail Setup** dialog box appears.

4. In the **Mail Setup** dialog box, click **Show Profiles**.
5. On the **General** tab, under **When starting Microsoft Office Outlook, use this profile**, click **Prompt for a profile to be used**, and then click **Add**.
6. In the **Profile Name** box, type the name that you want to use for the new email profile, and then click **OK**.

7. Select **Manually configure server settings...** and click **Next**

Add New Account [X]

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Add New Account [X]

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

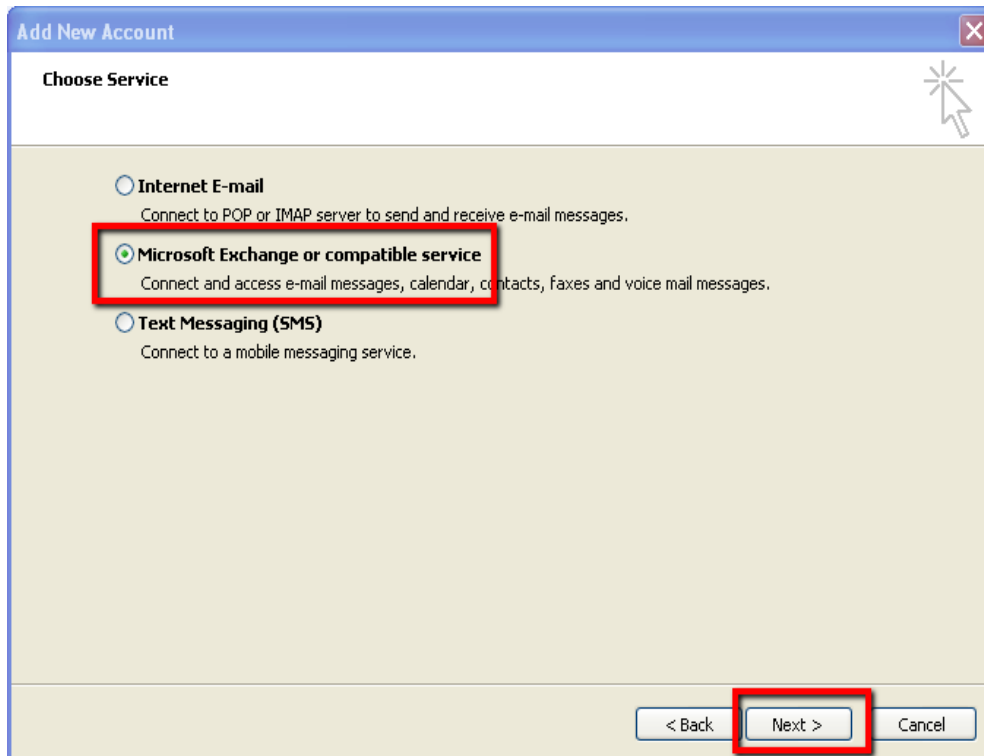
Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

8. Select **Microsoft Exchange...**, Click **Next**



9. In the **Server Settings** enter the following:
 - a. Server: **mailbe-la11 or mail.lausd.net**
 - b. Leave the checkmark on **Use Cached Exchange Mode**
 - c. User Name: **Enter your Single Sign-On username (e.g. john.doe or abc1234)**

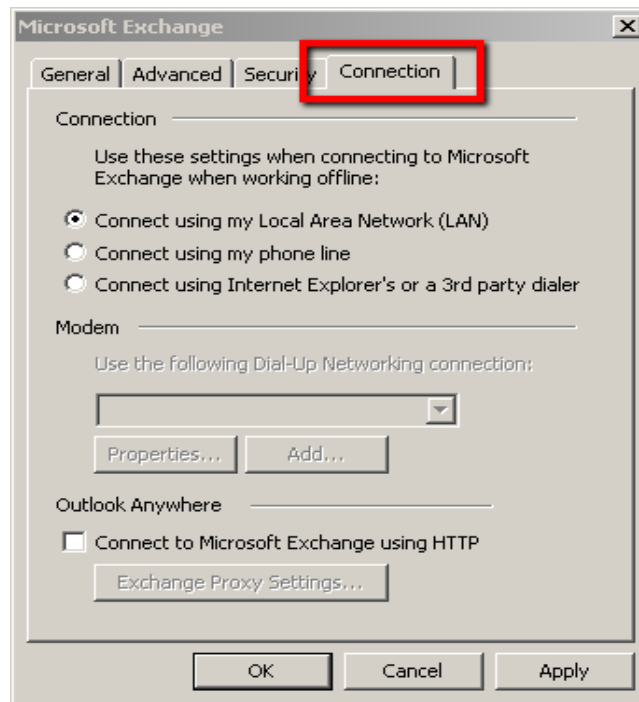
The screenshot shows the 'Add New Account' dialog box with the 'Server Settings' tab selected. The title bar reads 'Add New Account' and the tab is 'Server Settings'. Below the tab, it says 'Enter the information required to connect to Microsoft Exchange or a compatible service.' There are three main sections: 1. 'Type the server name for your account. If you don't know the server name, ask your account provider.' with a 'Server:' field containing 'mailbe-la' and a checked 'Use Cached Exchange Mode' checkbox. 2. 'Type the user name for your account.' with a 'User Name:' field containing 'john.doe' and a 'Check Name' button. 3. A 'More Settings ...' button. At the bottom are '< Back', 'Next >', and 'Cancel' buttons. A red box highlights the 'More Settings ...' button, with a red arrow pointing to it from a text box that says 'Click More Settings. Do NOT click Check Name, Next or press Enter key.'

10. Click on **More Settings**.

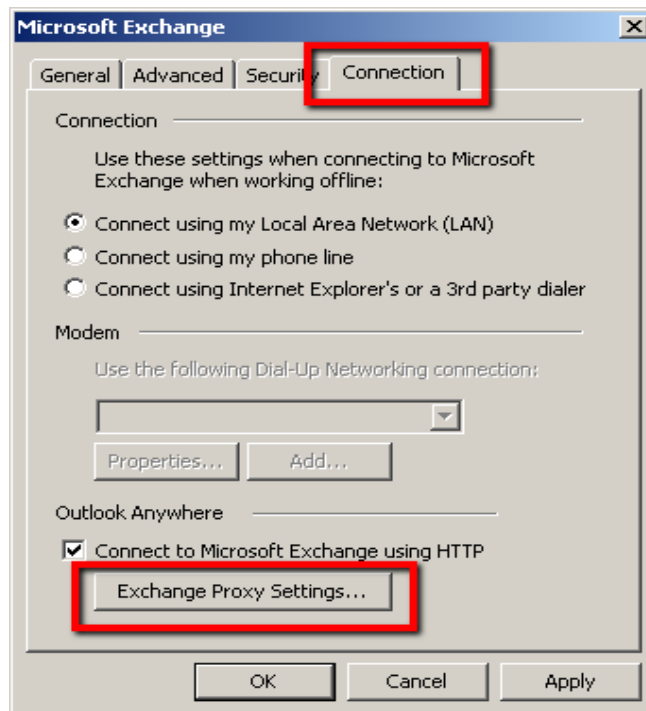
Note 1: If you have clicked “Check Name” or “Next” or have pressed the Enter key after typing your username, you will have to cancel all the way out and start over again. You will have to remove the profile and create a new profile. Please go back to step 1 again.

Note 2: For users that are logged in to the LAUSD domain, you can just press the Next button and skip the rest of the steps and proceed to step 16. Please note that Outlook 2010 will only work when you are logged into the LAUSD domain.

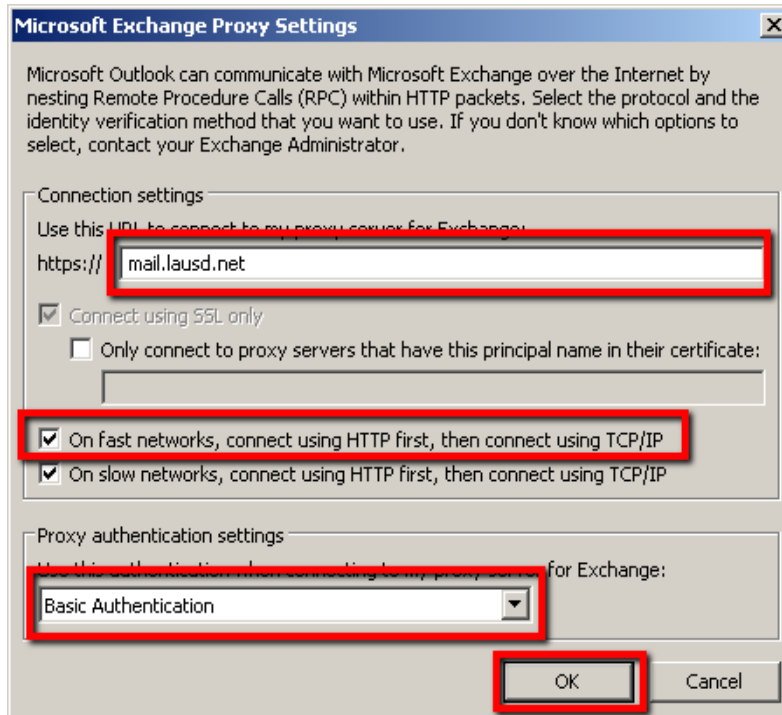
11. Click on the **Connection** tab



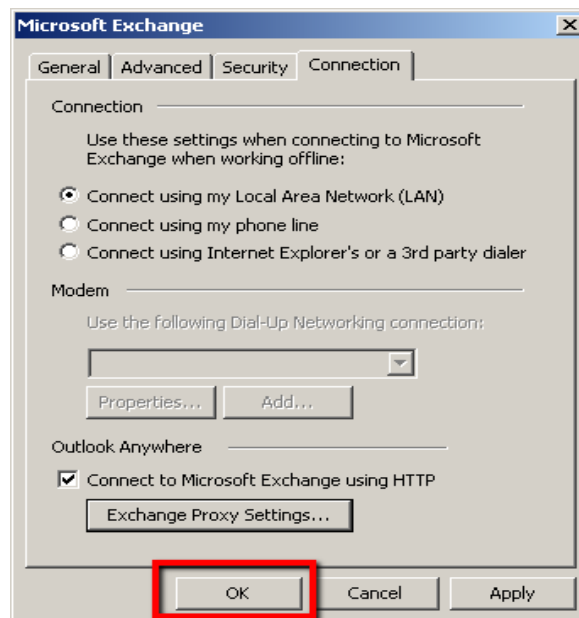
12. Place a checkmark on **Connect to Microsoft Exchange using HTTP** and click **Exchange Proxy Settings**



13. Enter/select the following information:
 - a. Use this URL to connect to my proxy: **mail.lausd.net**
 - b. Place a check mark **On fast networks, ...**
 - c. Leave the check mark **On slow networks, ...**
 - d. Use this authentication when connecting: **Basic Authentication**

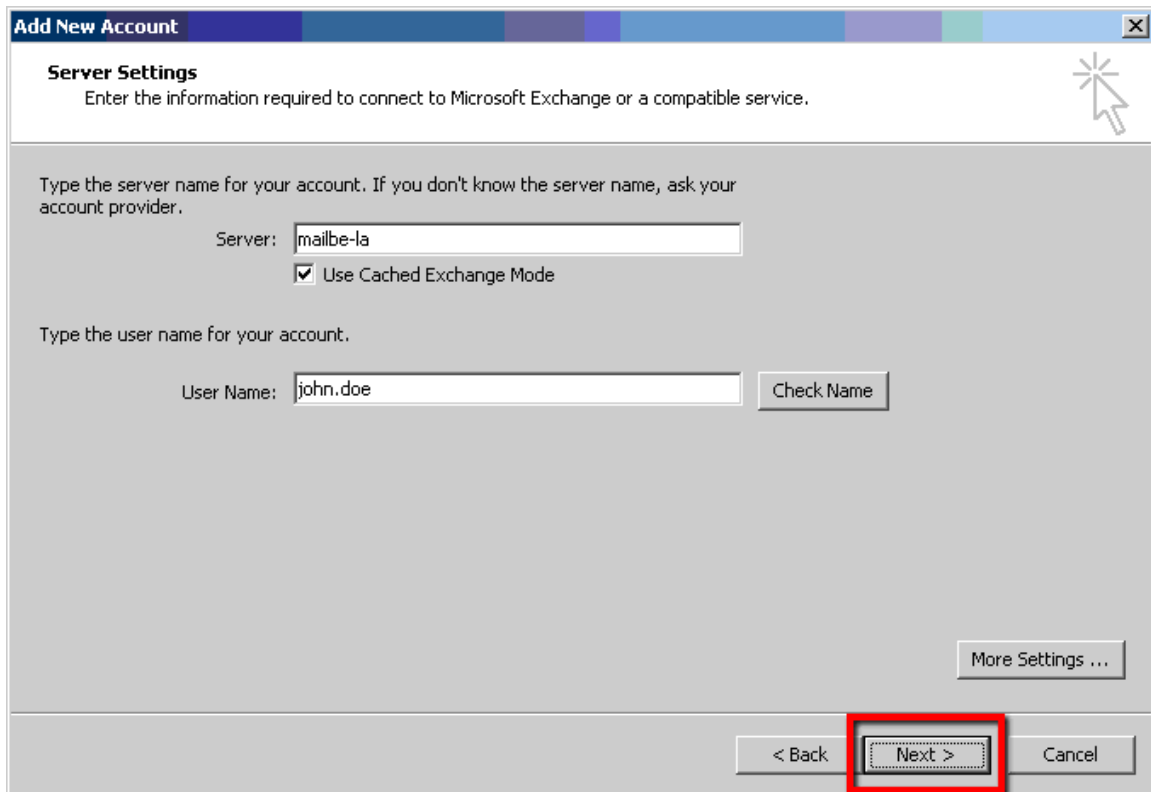


14. Click **OK** on the Microsoft Exchange Proxy Settings window.

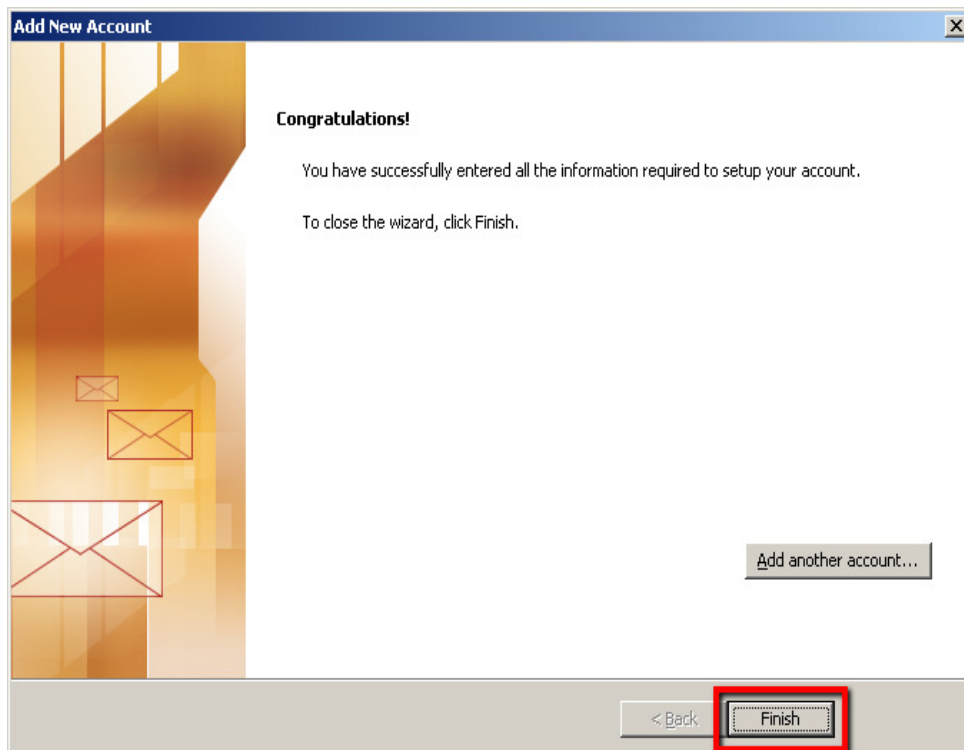


15. Click **OK** on the Microsoft Exchange window

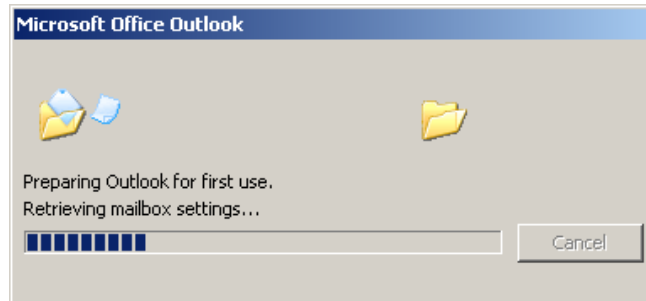
16. Click **Next** on the Add New E-mail Account window



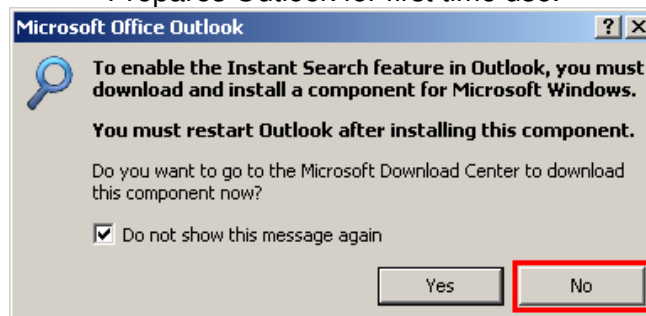
17. Click **Finish** to complete setup.



18. The first time you open Microsoft Outlook you will see the following two windows



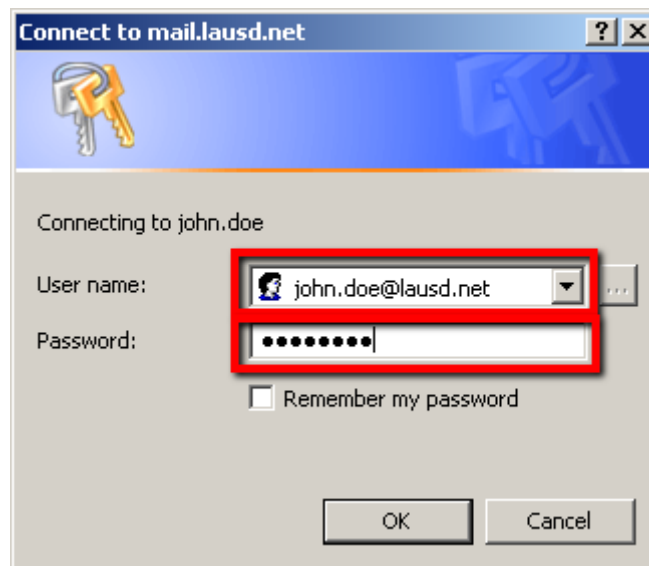
Prepares Outlook for first time use.



Select **No**, unless you wish to add the Outlook instant search feature.

19. Enter the following information:

- a. **Username:** Enter your full email address (e.g. john.doe@lausd.net, abc1234@lausd.net) or in the format LAUSD\username (e.g. LAUSD\john.doe, LAUSD\abc1234)
- b. **Password:** Your current Single Sign-On password.



20. Click **OK** to login

Note. If you are unable to login please call IT Helpdesk at 213-241-5200 option 1 for assistance.