



LAUSD ITD Service Desk


How to setup OS X Mail ver. 2.1 with LAUSD.net Account Running on OS X ver.10.4.11

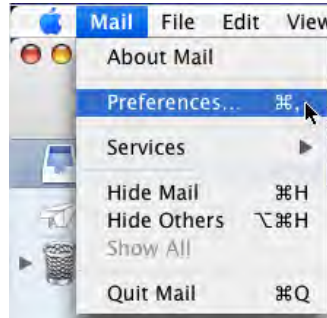
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How to create account if Mail client is already configured

If you are already using your OS X Mail client with lauds.net or any other E-mail service please do the following.

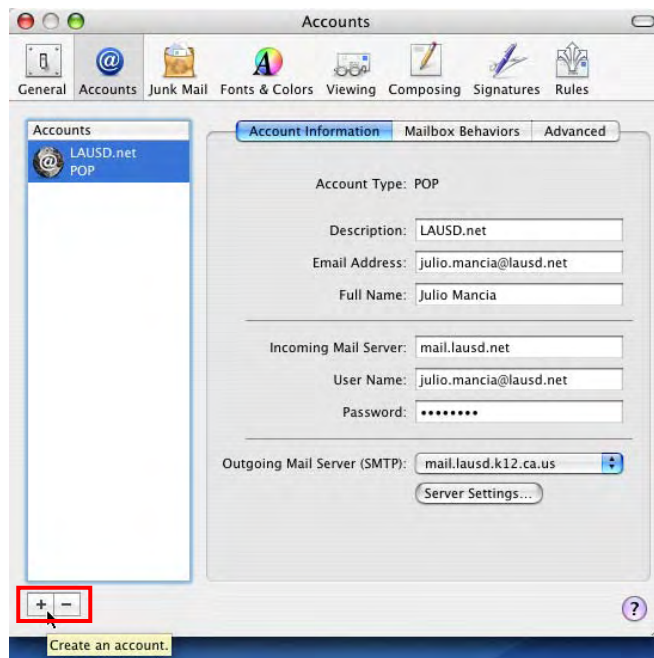
1. Once Mac Mail application is opened go to Mail option located on the top left hand corner next to the  **Mail** icon.



2. Select **Preferences**

3. In the **Accounts** preferences Click on the **+** icon located on the bottom left corner.

4. Proceed to page five Creating a new account



5. In the **Accounts** preferences Click on the **+** icon located on the bottom left corner.
6. Proceed to page five Creating a new account

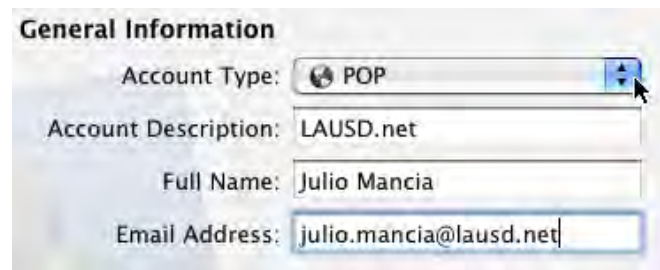
Creating a new account

1. Welcome to the Mail application click **Continue**



General Information Window

2. Be sure to enter the following
Account type – Select POP
Account Description – LAUSD.net
Full Name – Enter your first and Last name.
Email Address – Enter entire email address with domain name as shown.



3. Click **Continue**

Keep in mind that not all lausd.net accounts use first and last name format your username may be different

Incoming Mail Server settings


4. Enter the following information for each section
Incoming Mail Server – Enter "mail.lausd.net"
Username – Enter complete username with domain name as shown
Password – Enter your current password for SSO /lausd.net mail account.



5. Click **Continue**

Outgoing Mail Server settings

6. Outgoing mail server setting is "mail.lausd.k12.ca.us"
7. Click **Continue**



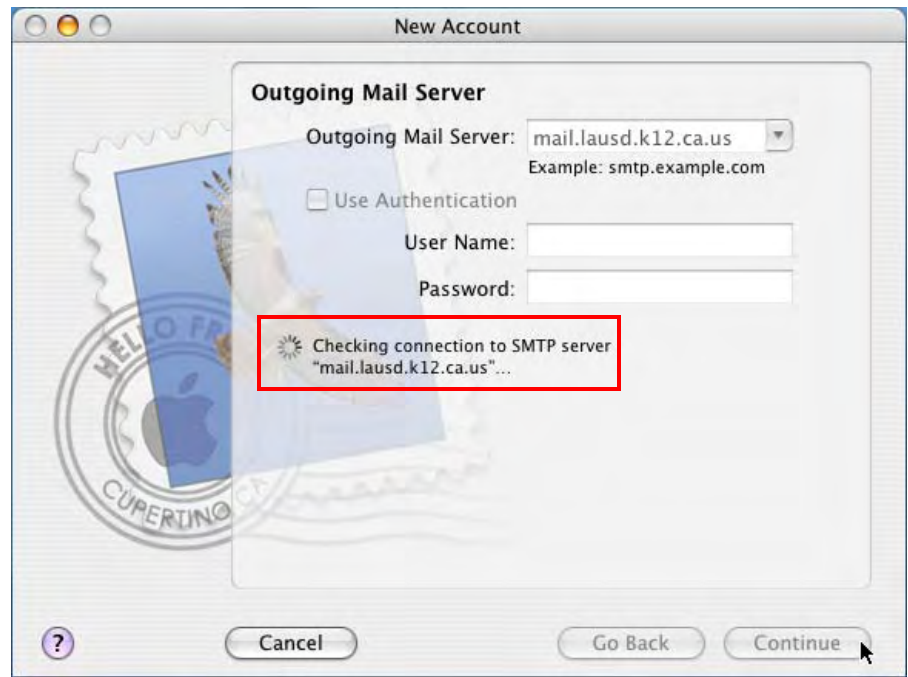
Incoming Mail Server

Incoming Mail Server: mail.lausd.net
Example: mail.example.com

User Name: julio.mancia@lausd.net

Password: [REDACTED]

You will notice that after clicking continue the Mail application will attempt to establish connection to lausd.net mail server.



New Account

Outgoing Mail Server

Outgoing Mail Server: mail.lausd.k12.ca.us
Example: smtp.example.com

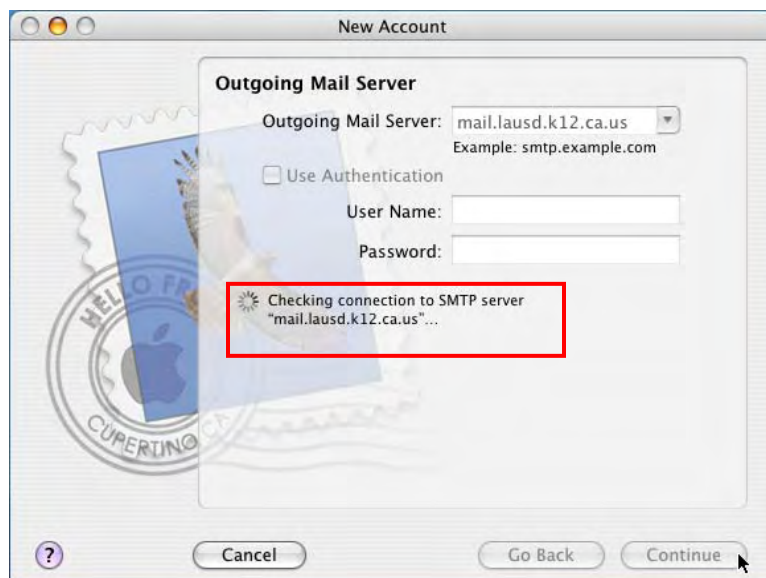
Use Authentication

User Name: [REDACTED]

Password: [REDACTED]

☀ Checking connection to SMTP server "mail.lausd.k12.ca.us"...

Cancel Go Back Continue



New Account

Outgoing Mail Server

Outgoing Mail Server: mail.lausd.k12.ca.us
Example: smtp.example.com

Use Authentication

User Name: [REDACTED]

Password: [REDACTED]

☀ Checking connection to SMTP server "mail.lausd.k12.ca.us"...

Cancel Go Back Continue

New Account Summary

8. After successfully establishing connection the Mail click will provide a summary Verify settings and click **Continue**

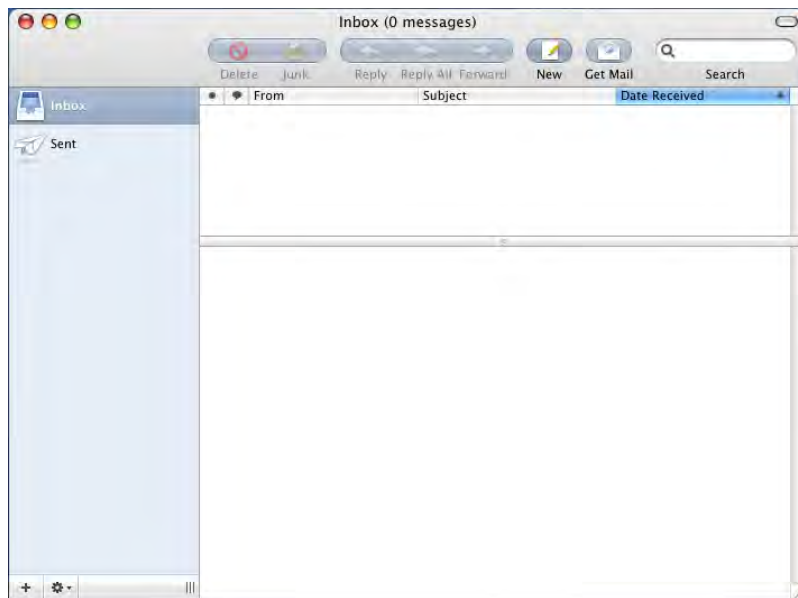



Conclusion

9. New account has been created Click **Done** to Continue



10. The Mail application will open



11. Click on  to download your mail from lausd.net servers. All new and old messages will appear in our Inbox.

This guide was created using the latest version of OS X and Mac Mail client. If you are using an older version of Mail there may be minimal differences.

Additional Information about Mac mail can be found at the following site:

<http://www.apple.com/macosx/features/mail/>

Mail Settings for Advance Users

1. Server settings:
 - Outgoing : **mail.lausd.k12.ca.us**
 - Outgoing Server Port: **25**
 - Incoming : **mail.lausd.net**
 - Incoming Server Port: **995**
Using **SSL** encrypted connection.

Outgoing Mail Server:

Check with your system administrator before changing any of the advanced options below:

Server port:

Use Secure Sockets Layer (SSL)

Authentication:

User Name:

Password:

Account Information Mailbox Behaviors Advanced

Account Type: POP

Description:

Email Address:

Full Name:

Incoming Mail Server:

User Name:

Password:

Outgoing Mail Server (SMTP):


Check with your system administrator before changing any of the advanced options below:

Port: Use SSL

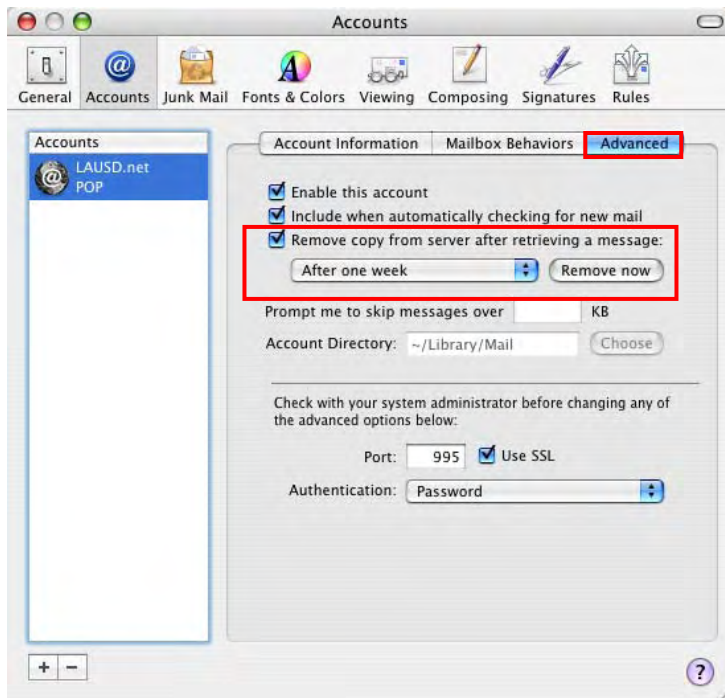
Authentication:

How Set Client Copy Email from Server

This setting will determine whether the mail client will copy or delete email from the mail server. If you used multiple E-mail clients you may want to modify this setting.

1. Open the Mail application, once application is opened go to Mail option located on the top left hand corner next to the  Mail icon.

2. Select Preferences



3. Select Preferences

4. Click on Advance option

5. Remove the check mark or configure current settings to your satisfaction from the "Remove copy from server after retrieving a message:" Setting