



LAUSD ITD Service Desk

How to Setup Outlook Express to POP Exchange Mail

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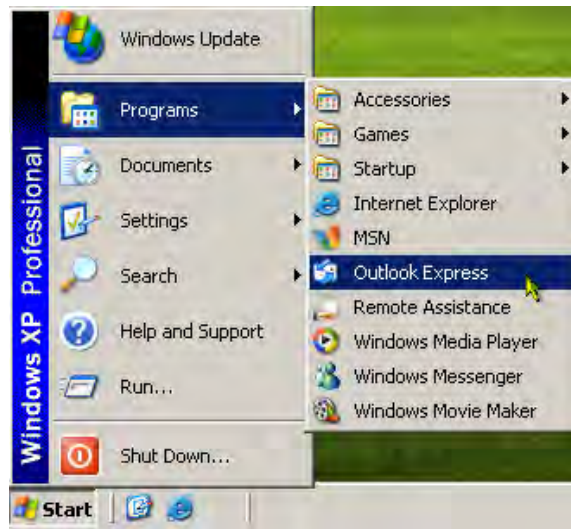
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Opening Outlook Express

The following instructions are written for Outlook Express version 6.0 for Windows XP SP2. If you are using another E-mail client, you would have to review the instructions for that software to determine how to perform these same steps in that application. These steps are designed to provide you will an overview on what should be performed.

NOTE: The instructions provided assume that you are on the LAUSD Network, either through a school or office location or using Dial-up Networking. If you are on a connection using another Internet Service Provider, you need to check with them for the Outgoing Mail (SMTP) settings to use on their network. The SMTP servers listed below can not be accessed from outside the LAUSDnet. These restrictions DO NOT apply to the POP3 settings.

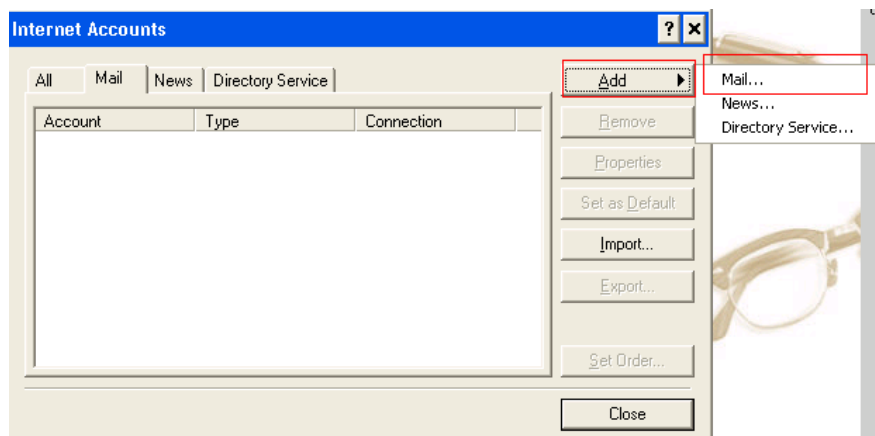
1. Open Outlook express by going to **Start** selects **Programs** and click on **Outlook Express**



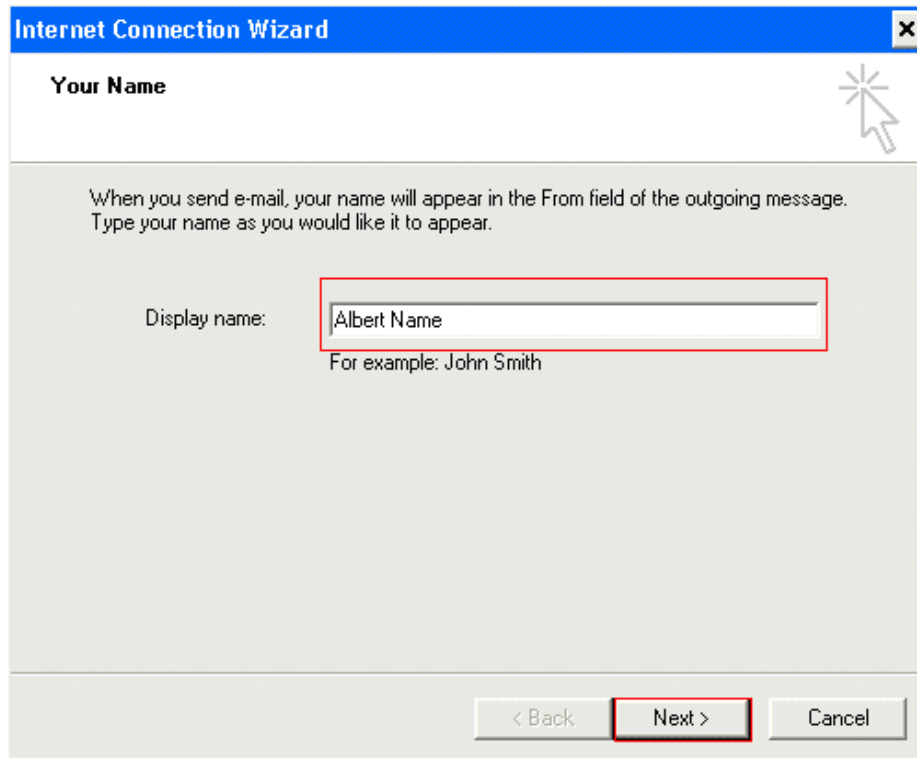
Creating a New Account

If you are using Outlook Express for the first time as a mail client, you should use the account creation wizard that comes with Outlook to create a new account profile.

1. Once the application is open select **Tools** and click on **Accounts**. In the Internet Accounts window select **Add** then **Mail**

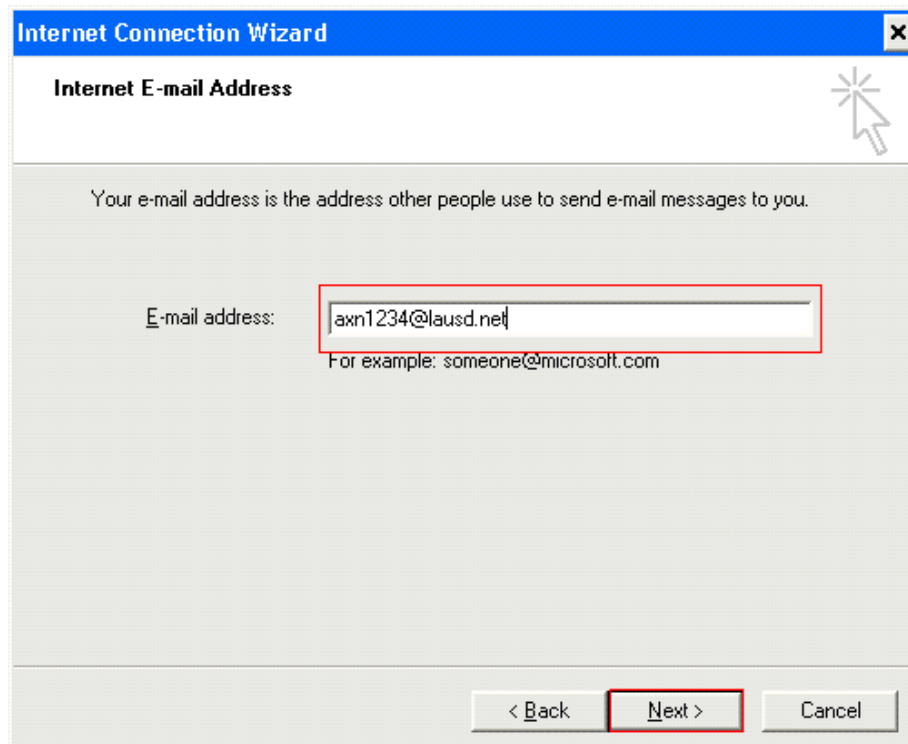


2. Once the account creation wizard begins, enter your name in the **Display Name** field. Press **Next** to continue



The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "Albert Name". Below the input field is the example text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >" (which is highlighted with a red border), and "Cancel".

3. Enter your LAUSD.net e-mail address. Press **Next** to continue



The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "axn1234@lausd.net". Below the input field is the example text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >" (which is highlighted with a red border), and "Cancel".

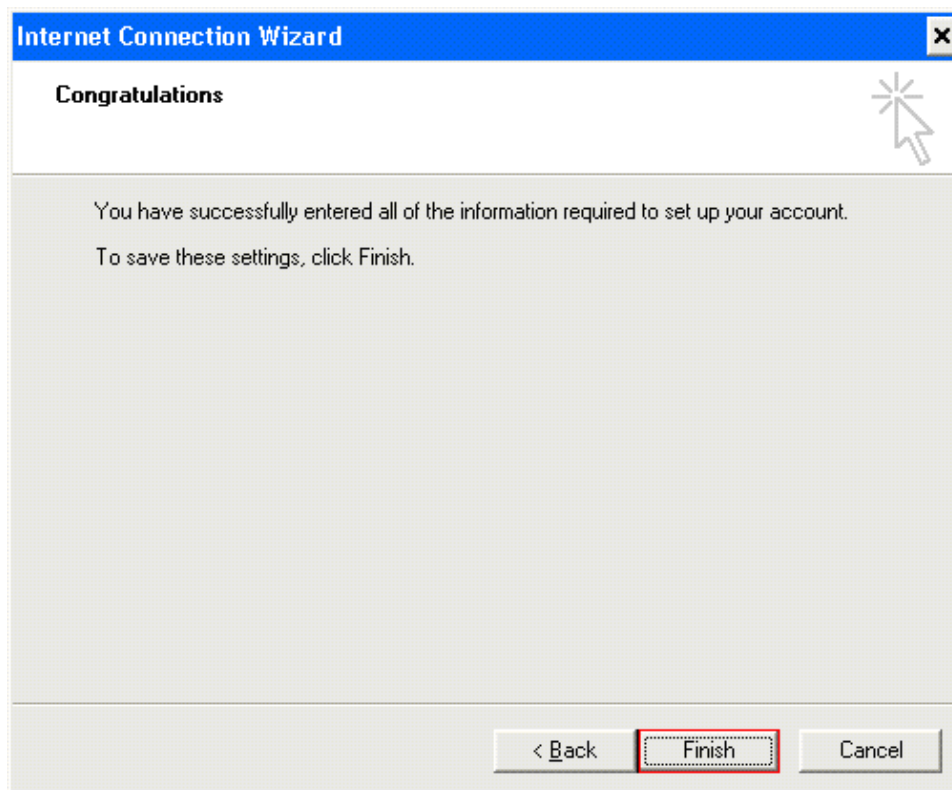
4. Input the **Incoming Mail** server and **Outgoing Mail** server names. Press Next to continue.

The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'E-mail Server Names'. It features a dropdown menu for the incoming mail server type set to 'POP3'. Below this, there are two text input fields: the first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains 'mail.lausd.net'; the second is labeled 'Outgoing mail (SMTP) server:' and contains 'mail.lausd.k12.ca.us'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red border.

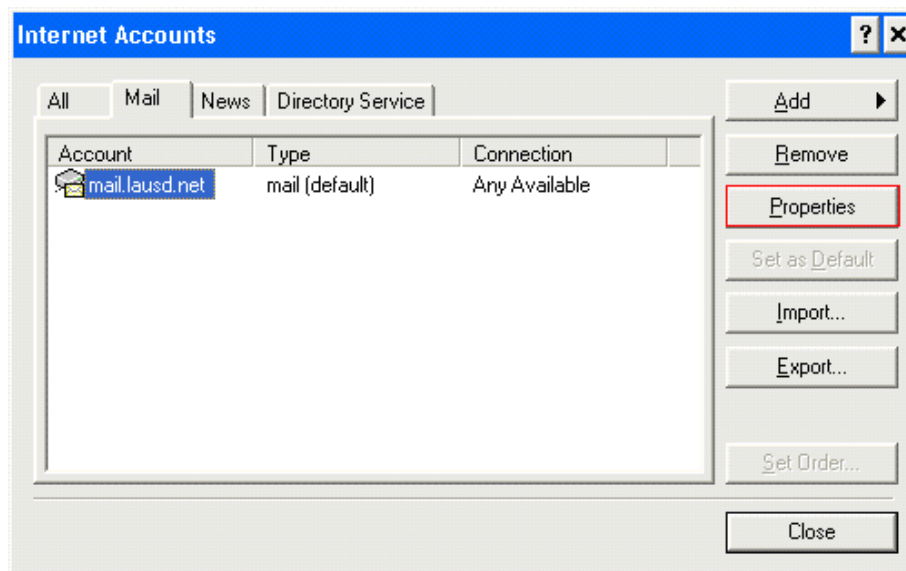
5. Enter your **Account Name** and **Password**. If this is on a machine shared by others, leave this field blank and enter each time you connect to retrieve new mail. Note: Unless your computer requires a unique password, your mail already retrieved can be viewed by others. Press **Next** to continue.

The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet Mail Logon'. It contains two text input fields: 'Account name:' with the value 'axn1234@lausd.net' and 'Password:' with a masked password of ten dots. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red border.

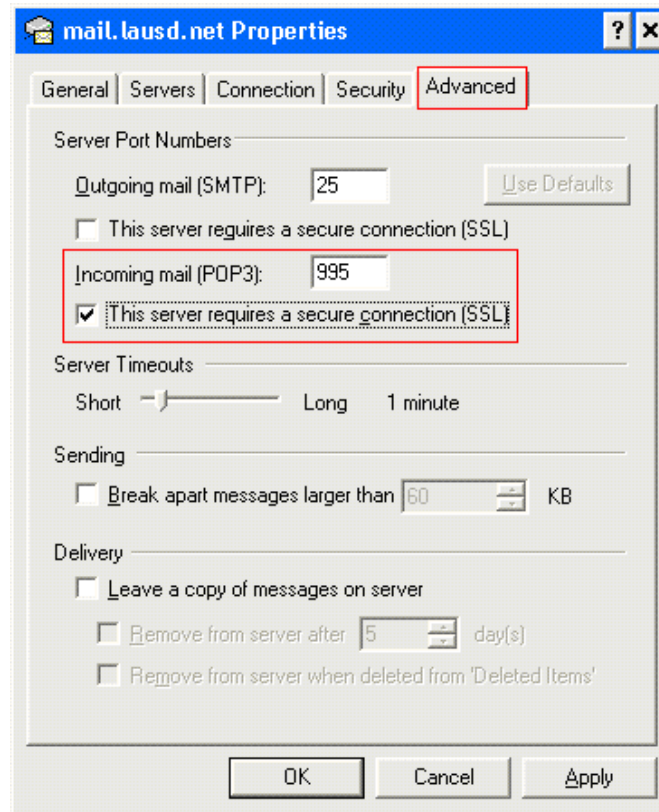
6. Congratulations! You have created your new account. Press **Finish** to return to the **Internet Accounts** screen.



7. With the account highlighted, press the **Properties** button.



8. In the Properties window, select the **Advanced** tab. Check the box next to **This server requires a secure connection (SSL)**. This should also change the **Incoming Mail** setting to **995**.



9. Finally, select the **General** tab. You can name this problem by typing a new name in the section labeled **Mail Account**. Press **Apply** to save your settings and **OK** to exit. Close the Internet Account window to return to the program.

The screenshot shows the 'LAUSD.NET E-mail Properties' dialog box with the 'General' tab selected. The 'Mail Account' section has a text box containing 'LAUSD.NET E-mail'. The 'User Information' section has fields for Name (Albert Name), Organization, E-mail address (axn1234@lausd.net), and Reply address. A checkbox 'Include this account when receiving mail or synchronizing' is checked. The 'OK', 'Cancel', and 'Apply' buttons are at the bottom.

LAUSD.NET E-mail Properties [?] [X]

General | Servers | Connection | Security | Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

LAUSD.NET E-mail

User Information

Name: Albert Name

Organization:

E-mail address: axn1234@lausd.net

Reply address:

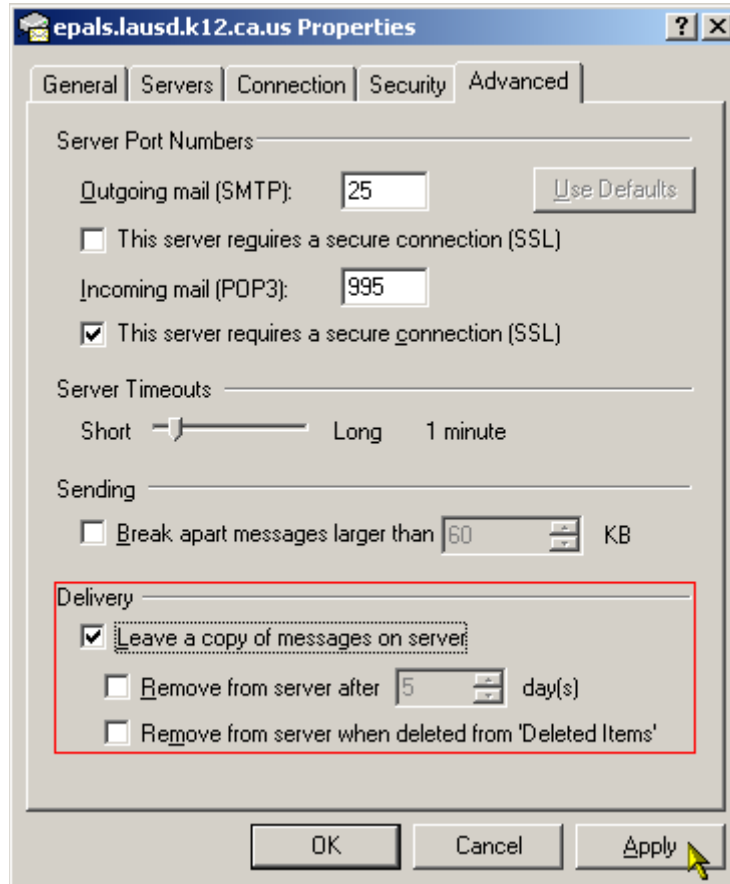
Include this account when receiving mail or synchronizing

OK Cancel Apply

Copying Mail vs. Deleting from the 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. Once Outlook Express is open go to **Tools** and selects **Accounts**
2. Select your account and click on **Properties**
3. Click on the **Advanced** tab



4. Remove the check mark or configure current settings to your satisfaction from the **"Delivery"** Setting
5. When done making changes click on **Apply** then click **OK**
6. Click on **Close** in the Internet Accounts window.