



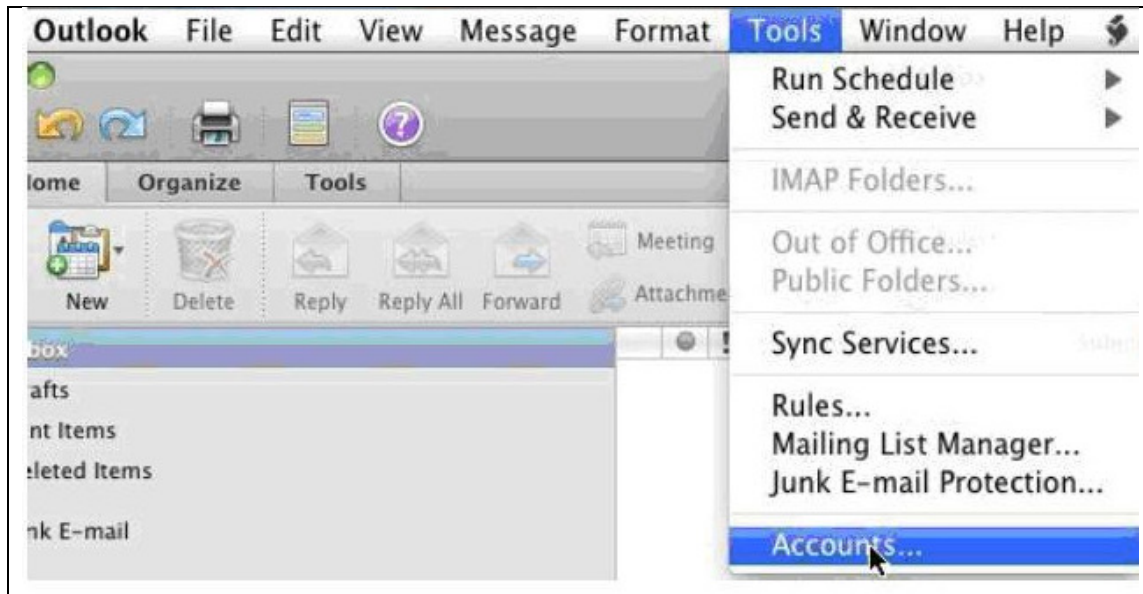
LAUSD IT Help Desk

Configuring Outlook 2011 and Creating Personal Folders For Apple Computers

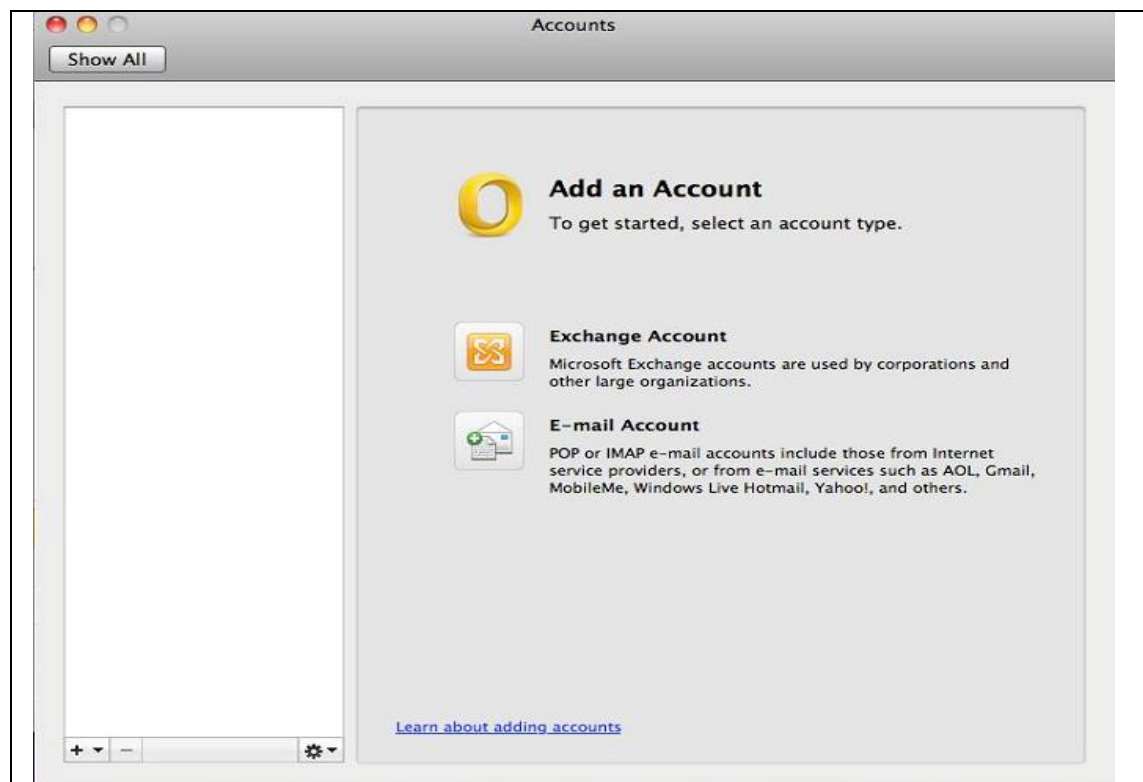
(Revised: 05/23/13)
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How to Setup MS Outlook 2011 & Creating Personal Folders for Apple Computers

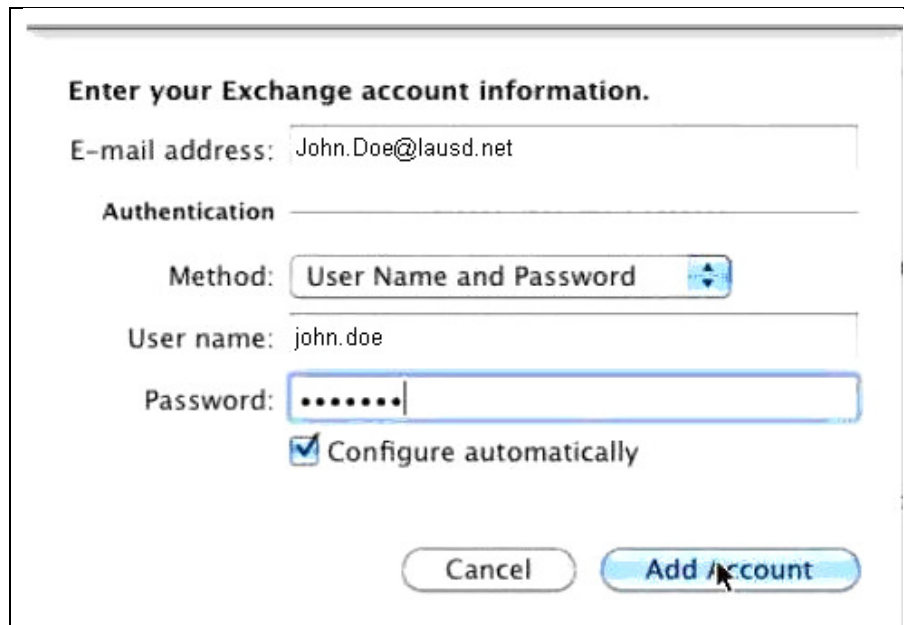
1) Open MS Outlook 2011 and navigate to **Tools - Accounts**



2) In the Accounts window, click the plus sign (+) in the lower left-hand corner and choose **Exchange Account**.



3) Enter your **LAUSD e-mail address**, **Single Sign-On username** and **password**.



Enter your Exchange account information.

E-mail address: John.Doe@lausd.net

Authentication

Method: User Name and Password

User name: john.doe

Password:

Configure automatically

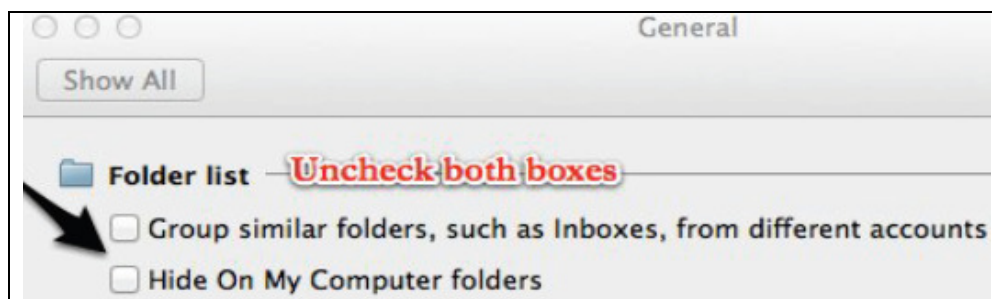
Cancel Add Account

4) Make sure **Configure automatically** is selected, and then click **Add Account**. MS Outlook 2011 will attempt to determine the settings for the new Exchange account automatically. If Outlook is able to set up your account, uncheck **Configure automatically** and type the server name **email.lausd.net** in the box and click on **Add Account**

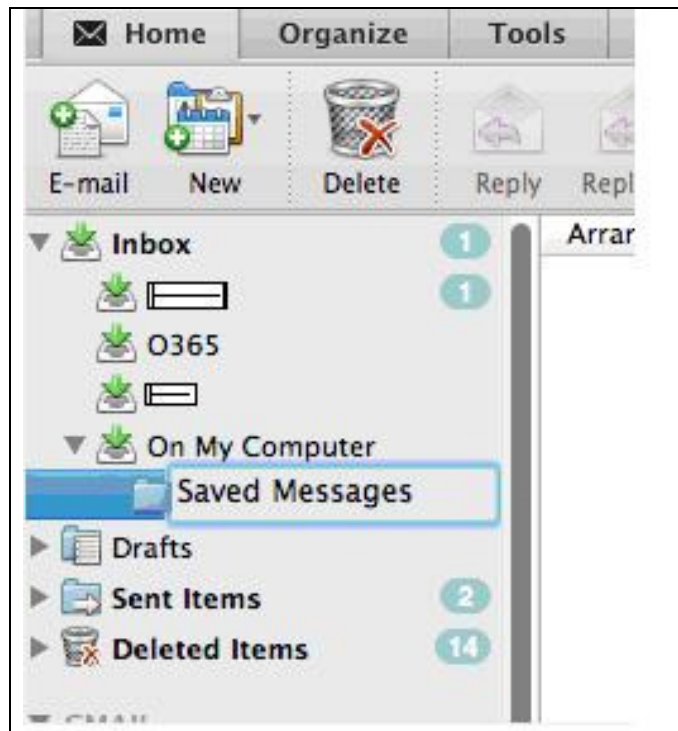
5) Your outlook inbox should automatically appear which will complete the setup process.

Creating Personal Folders for Apple Computers

1) To save copies of email from your Inbox, you need to first create a personal, or local, folder on your computer into which you will move them. From Outlook, highlight **On My Computer** in the Mail window. If **On My Computer** does not appear click on top left corner and go to **Outlook - Preferences - General** uncheck both boxes under the folders list.



2) Right-click **On My Computer** and choose **New Folder** from the menu options. A new folder will appear under **On My Computer**. Type a name for the personal folder you wish to create (for example, Saved Messages).



3) To move a message from an Inbox folder into a personal folder, select the message from your **Inbox** folder drag and drop to the **Saved Messages** folder or right-click the message and select Move. Select the folder to which you would like to move the message to.

Reference:

[How to Import PST files from Outlook for Windows](#)

[Guidance on using other versions of Microsoft Outlook](#)