

LAUSD IT Help Desk

How to Configure Outlook 2010 E-mail Client for Exchange

(05/20/2012) © 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**.
- Copy and paste, or type the following command in the **Open** box, and then press ENTER: control panel

Notes If you are using a C4 bit youries of

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:

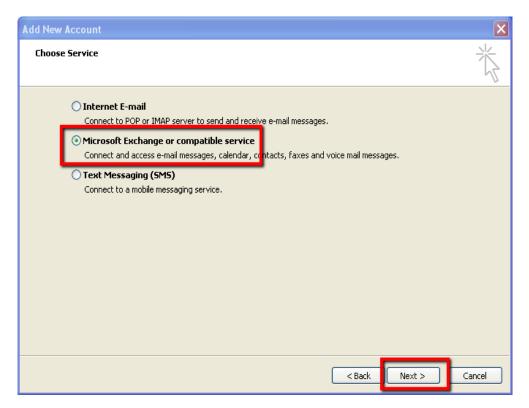
- c. If Control Panel is in Classic View, double-click **Mail**. The **Mail Setup** dialog box appears.
- d. If Control Panel is in Category View, under **Control Panel**, click **Switch to Classic View** for Windows XP, or click **Classic View** for Windows Vista, and then double-click **Mail**. The **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 conne	ect to the mail server and automatically configure your account settings.	Ś
⊙ 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 (5M5) Manually configure server settings or additional server types 		
	< Back Next > Cance	

Add New Account		×
Auto Account Setup Connect to other s		×
🔿 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 (9 ⊙ Manually configur	5M5) re server settings or additional server types	
	<back next=""> Canc</back>	:el

8. Select Microsoft Exchange..., Click Next



- 9. In the Server Settings enter the following:
 - a. Server: mailbe-la11.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)

dd New Account		×
Server Settings Enter the information requi	ed to connect to Microsoft Exchange or a compatible se	ervice.
account provider. Server: n	ccount. If you don't know the server name, ask your nailbe-la11.lausd.net Use Cached Exchange Mode	
Type the user name for your acc		Check Name
	Click More Settings.	
	Do NOT click Check Name, Next or press Enter key.	More Settings
		< Back Next > Cancel

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

Microsoft Exchange
General Advanced Securi V Connection
Connection
Use these settings when connecting to Microsoft Exchange when working offline:
Connect using my Local Area Network (LAN)
Connect using my phone line
\bigcirc Connect using Internet Explorer's or a 3rd party dialer
Modem
Use the following Dial-Up Networking connection:
Properties Add
Outlook Anywhere
Connect to Microsoft Exchange using HTTP
Exchange Proxy Settings
OK Cancel Apply

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

۲	licrosoft Exchange	×
	General Advanced Security Connection	
	Connection	
	Use these settings when connecting to Microsoft Exchange when working offline:	
	Connect using my Local Area Network (LAN)	
	Connect using my phone line	
	Connect using Internet Explorer's or a 3rd party dialer	
	Modem	
	Use the following Dial-Up Networking connection:	
	Properties Add	
	Outlook Anywhere	
	Connect to Microsoft Exchange using HTTP	
	Exchange Proxy Settings	
		_
	OK Cancel Apply	

- 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

Microsoft Exchange Proxy Settings	x
Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.	
Connection settings	
Use this UPL to connect to my provy convex for Exchange	•
https:// mail.lausd.net	
Connect using S5L only	•
_	
Only connect to proxy servers that have this principal name in their certificate:	-
	1
✓ On fast networks, connect using HTTP first, then connect using TCP/IP	
✓ On slow networks, connect using HTTP first, then connect using TCP/IP	
Proxy authentication settings	
Not this addression chan connecting to my promy source, for Exchange:	
Basic Authentication	
OK Cancel	

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

Microsoft Exchange	×
General Advanced Security Connection	
Connection	
Use these settings when connecting to Microsoft Exchange when working offline:	
Connect using my Local Area Network (LAN)	
C Connect using my phone line	
Connect using Internet Explorer's or a 3rd party dialer	
Modem	
Use the following Dial-Up Networking connection:	
Properties Add	
Outlook Anywhere	
Connect to Microsoft Exchange using HTTP	
Exchange Proxy Settings	
	-1
OK Cancel Apply	

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

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

d New Account		
Server Settings Enter the information re-	quired to connect to Microsoft Exchange or a comp	atible service.
Type the server name for you account provider.	r account. If you don't know the server name, ask	your
Server:	mailbe-la11.lausd.net	
	Vise Cached Exchange Mode	
ype the user name for your a	account.	
User Name:	john.doe	Check Name
		More Settings
		<back next=""> Cance</back>
		Carco

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

Add New Account		X
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.	
	Add another account	
	< Back Finish	

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

Micros	oft Office Outlook
	ng Outlook for first use. ing mailbox settings
	Cancel
	Prepares Outlook for first time use.
Micros	oft Office Outlook 🛛 🕺
P	To enable the Instant Search feature in Outlook, you must download and install a component for Microsoft Windows.
	You must restart Outlook after installing this component.
	Do you want to go to the Microsoft Download Center to download this component now?
	✓ Do not show this message again
	Yes No

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.

Connect to mail.la	ausd.net ?X
	E P
Connecting to johr	n.doe
User name:	🕵 john.doe@lausd.net 💽
Password:	•••••
	Remember my password
	OK Cancel

20. Click OK to login

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