

Set up LACCD Office 365 Email

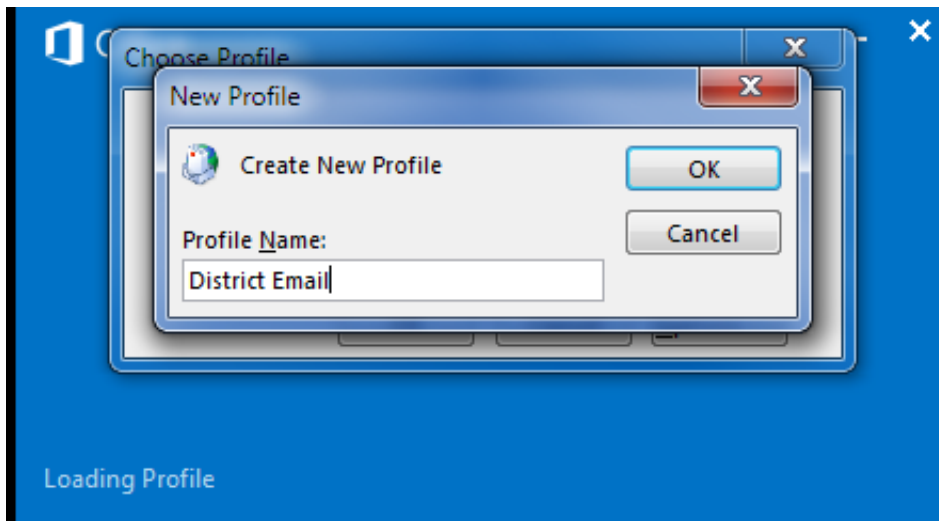
Adding an email account to Outlook

These steps are the same whether you're adding your first email account or additional email accounts.

- 1.) On the lower part of your desktop > Click on the Outlook icon



- 2.) Click on New ... > Create New Profile > Select "File > Add Account"



- 3.) What you see next is dependent on your version of Outlook.

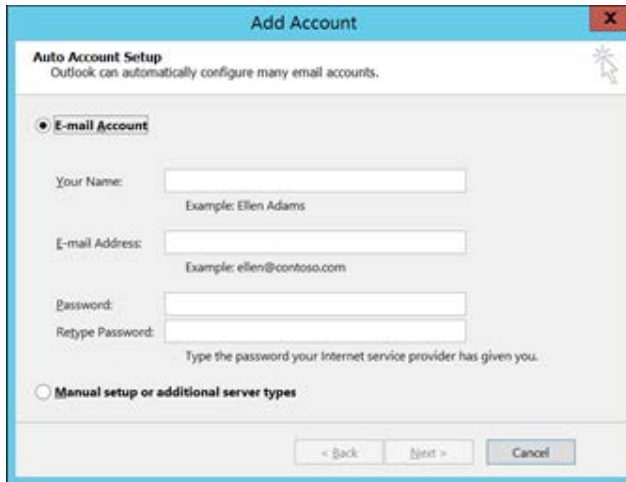
Outlook for Office 365 and Outlook 2016

Enter your email address and select "Connect"

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Adding an email account to Outlook

Outlook 2013 and Outlook 2010



- Enter your name as you wish it to appear on outgoing messages
- Enter your full laccd email address with the @laccd.edu domain (ex. smithj@laccd.edu)
- Enter your password
- Select “Next”

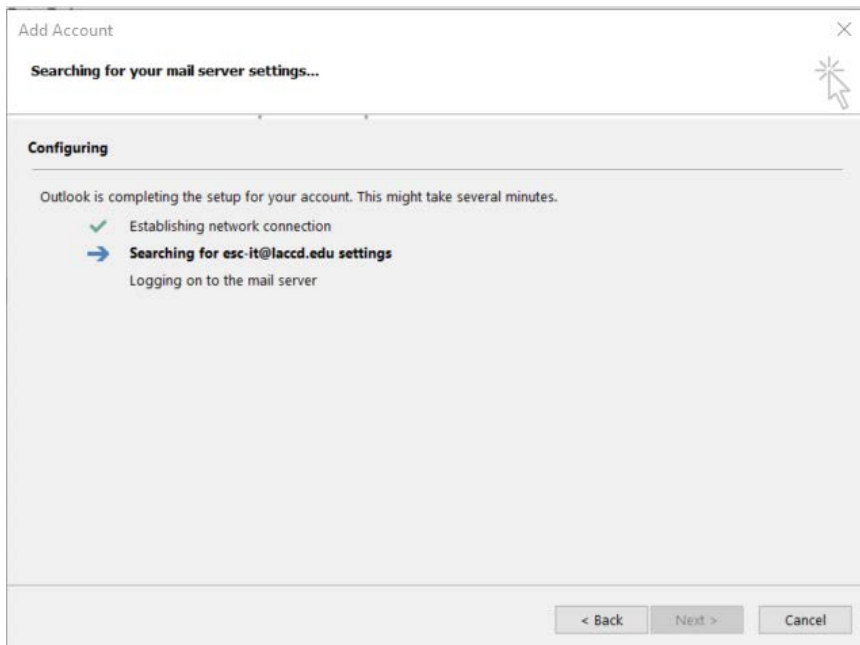
If you do not know your LACCD email address, please refer to your SAP account. If you do not know your password please refer to the following instructions.

<https://www.laccd.edu/Students/Documents/Student%20FAQ/how-to-login-portal.pdf#page=2>

4.) Outlook will then search for your account settings.

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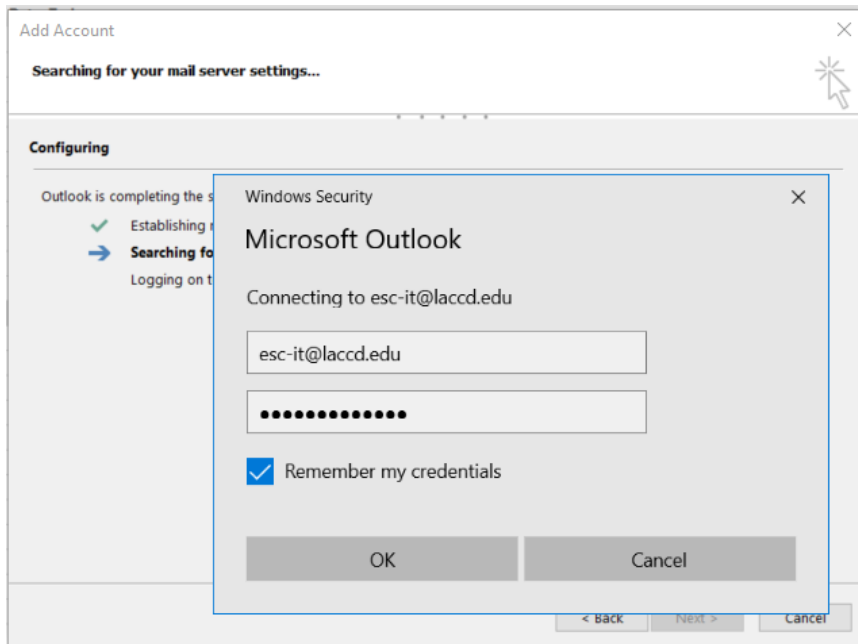
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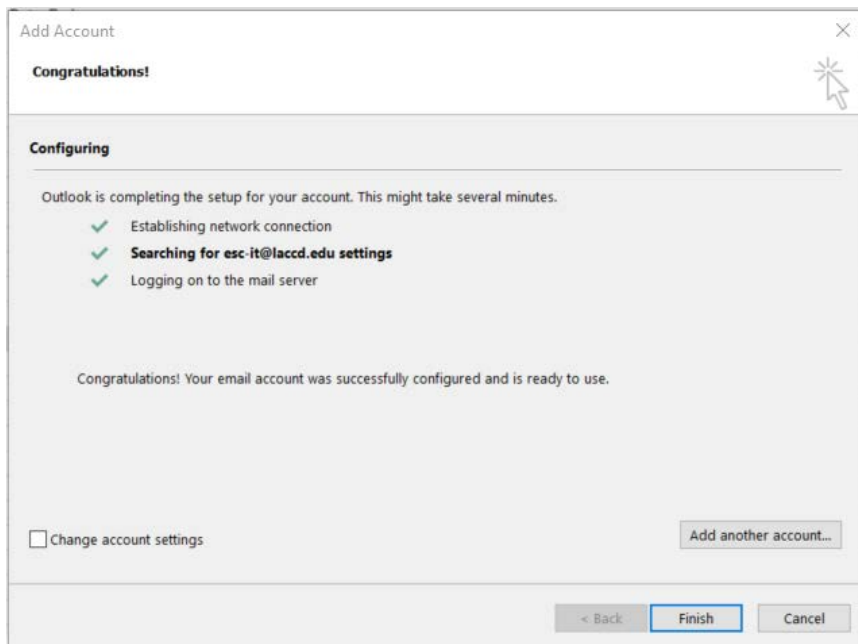
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- 5.) When prompted, enter your password again. Make sure to select the box “Remember my credentials.” Then, select “OK”.



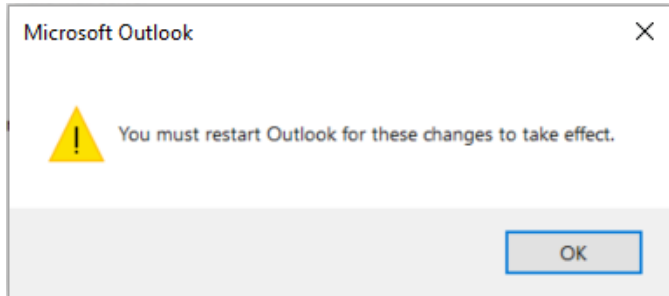
- 6.) Select “Finish”



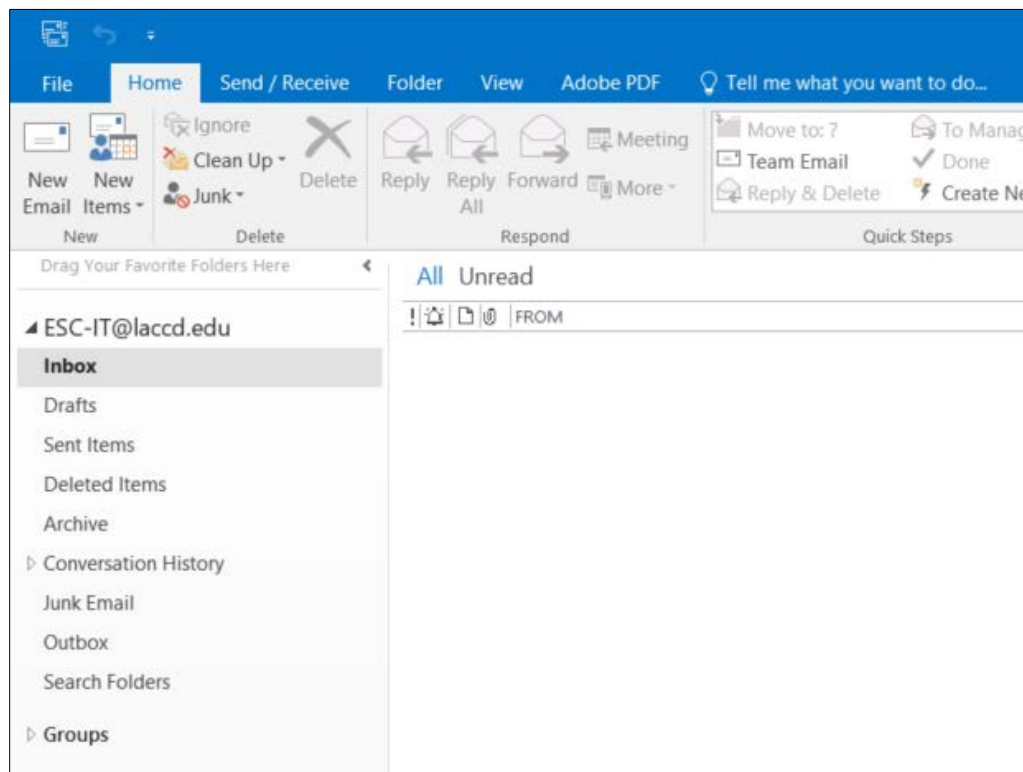
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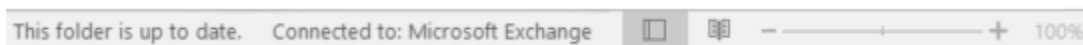
- 7.) If prompted to relaunch Outlook, select “OK” and close Outlook.



- 8.) When you relaunch Outlook, your new email account will be listed in the left navigation frame.



- 9.) It may take time to load your emails. An update status indicator will appear at the bottom right of the Outlook window. Once completed, the status indicator will state “This folder is up to date.”



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Outlook won't accept my password

If Outlook won't accept your password and you know you're using the correct password, try logging into Outlook Web Application (OWA) at mymail.laccd.edu. If it is the first time logging into the single sign-on system, you will need to set a new password after following the "1st time login instructions" link.

If you still are unable to login, please confirm the email address you are using matches your SAP login, ex. smithj in SAP should use smithj@laccd.edu.