Microsoft Outlook: Creating Your Account

Follow the directions below to setup your Outlook account. Do this on **ONE** computer! The district has bought enough Outlook licenses for one computer per teacher.

1. Click Start/Control Panel



- 2. Double-click the Mail icon Mail
- 3. Click Show Profiles button.

Show Profiles...

- 4. Highlight any profiles in the box and click **Remove**.
- 5. Select, "Prompt for a profile to be used".

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6. Click Add to add your profile.

7. Type your username in the dialog box. Click OK.



8. Select "Add a new e-mail account" Click Next.



9. Select "Microsoft Exchange Server". Click Next.



10. Type *mercury.lisd.org* beside Microsoft Exchange Server- uncheck "Use Cached *Exchange Mode*" – Type your *username* in the User Name box. Click Check Name.



- 11. To secure your e-mail, you may want to set login security
 - Click More Settings
 - Click the **Security** Tab
 - Under "*Logon network security*", use the down arrow to select **Password Authentication.**
- 12.Click OK; then Next.
- 13.Congratulations! Click Finish.