

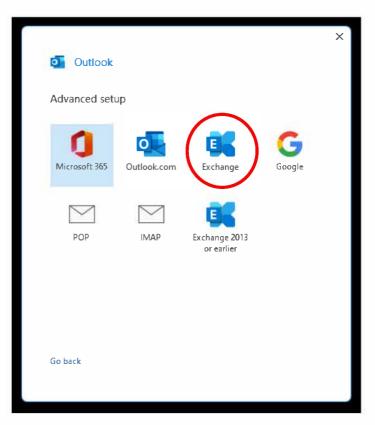
<u>Setting up Outlook on your computer</u>

Firstly locate the icon for Microsoft Outlook (most likely this will be found on your desktop) which looks as such:



Shortly after clicking the icon, a pop up will appear on screen prompting you to input the email you'd like to set up. At this stage enter your **USO username (username.311)** followed by **@lgflmail.org**. You can see an example of this shown here on the right. Once you have inputted this, press connect.

Outlook	×
Email address adaniels16.311@lgflmail.org	1
Advanced options 👻	μ.
Connect	



On the next screen, when presented with the following options, select the **'Exchange'** icon and proceed to the next step.



IT Support Guides

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At this stage, a pop up box looking as such may appear. Select the "**Don't ask me about this website again**" checkbox and then click '**Allow**'.

🗣 Wir	indows Security	×
Micros	soft Outlook	
Connecti	ing to adaniels16.311@lgflmail.org	
adaniel	ls16.311@lgflmail.org	
•••••	•••	
Domain:	lgflmail.org	
🗸 Rem	ember my credentials	
More c	choices	
C,	adaniels 16.311@lgfl.org.uk	
8	Use a different account	
	OK Cancel	

Allow Cancel A Windows security prompt will ask you to input login details at this stage. Firstly select 'More choices' and then 'Use a different account'. From here input USO username (username.311) followed by @lgflmail.org and then input your normal USO Password (the one you use to log in to the network). Also remember to select the 'Remember my credentials' checkbox, so that you do not have to enter your log in every time you start Outlook.

Allow this website to configure adaniels16.311@lgfl.org.uk

https://mail.lgflmail.org/autodiscover/autodiscover.xml

You should only allow settings from sources you know and trust.

Your account was redirected to this website for settings.

🗸 Don't ask me about this website again

Microsoft Outlook

server settings?

When you have entered these details, click 'OK'.

Once you have done this, the 'Account added successfully' message shown on the right should display. At this stage you can repeat and add another email, or select done and you are ready to start using Microsoft Outlook.

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