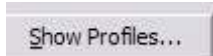**Microsoft Outlook: Creating Your Account**

*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.*
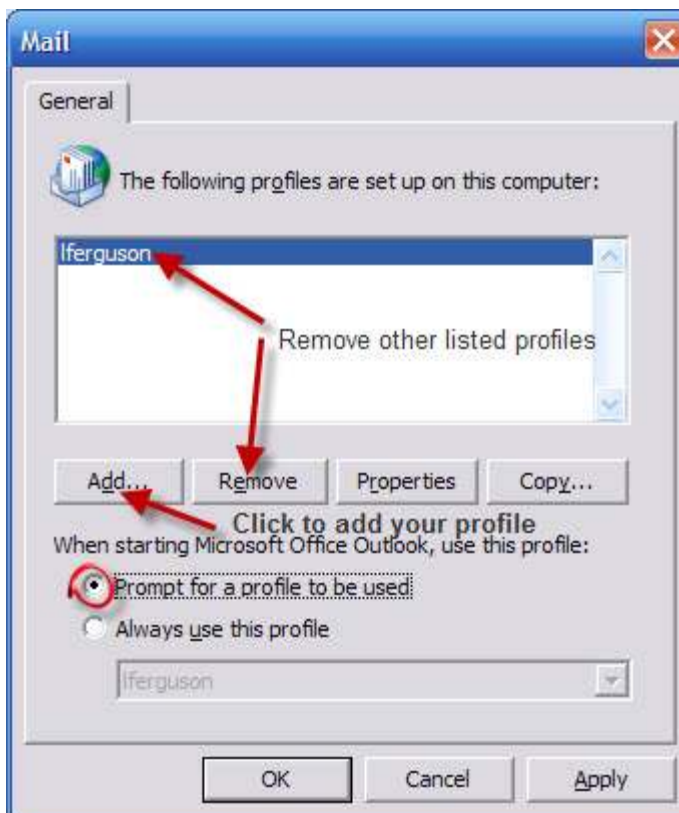
1. Click Start/**Control Panel**

2. Double-click the **Mail** icon   Mail

3. Click **Show Profiles** button.

   Show Profiles...

4. Highlight any profiles in the box and click **Remove**.

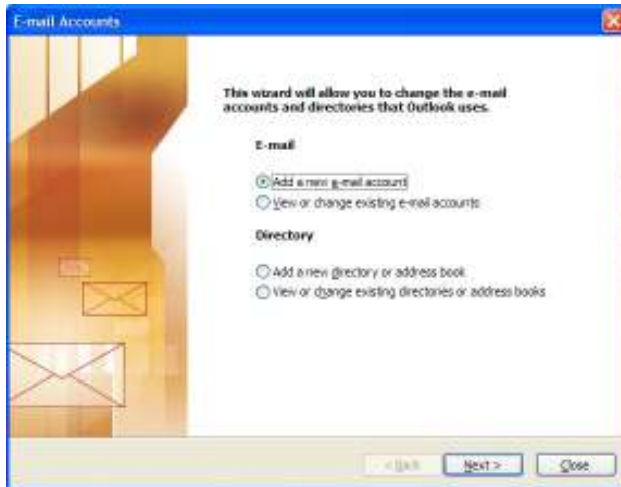5. Select, "***Prompt for a profile to be used***".

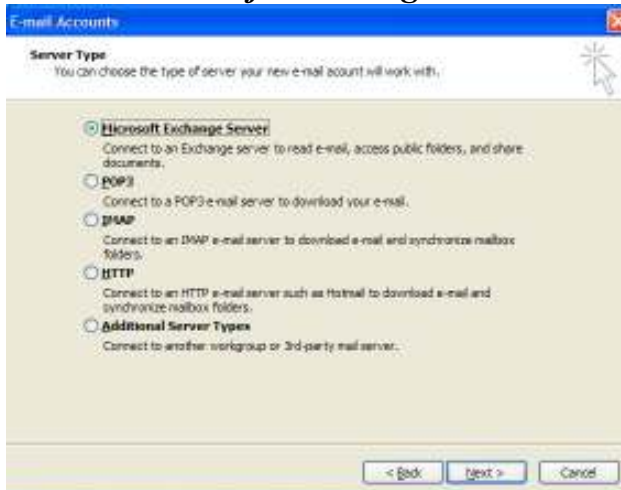6. Click **Add** to add your profile.

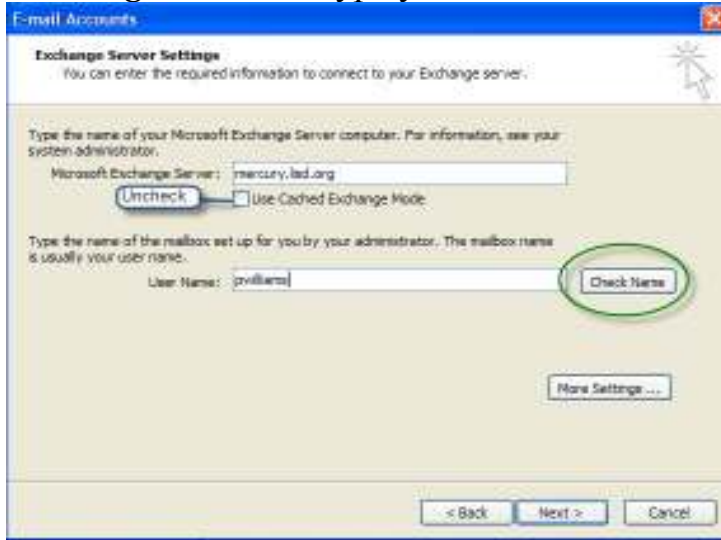7. Type your **username** in the dialog box. Click **OK**.

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**.