

Your Gmail Is Moving 7.9.18

Please Read – Important Instructions

CREATE A NEW PROFILE ON OUTLOOK DESKTOP

The first time you access Outlook 2016, you will need to create a new profile.

- **DIY** – Refer to back of the card for quick steps, or visit its.lmu.edu/365 and click FAQ link for detailed instructions
- **Contact the ITS Help Desk**

OTHER WAYS TO ACCESS OUTLOOK EMAIL

- **Outlook Online (browser or web version)** – mail.lls.edu
- **Outlook App for Mobile Device** – Download the app and login with firstname.lastname@lls.edu and password
- **Built-in Mail App** – refer to instructions below to set up your phone

EDIT MAIL ACCOUNT ON IPHONE OR IPAD

Remove LLS Gmail account first and add new LLS Outlook account

- Settings > Accounts & Passwords
- Tap LLS Gmail > Delete Account
- Tap Add Account > Select **Exchange** >
- Type firstname.lastname@lls.edu and Description > Next > Select Option > Save

EDIT MAIL ACCOUNT ON ANDROID

Remove LLS Gmail account first and add new LLS Outlook account

- Mail > Settings
- Tap LLS Gmail > Delete Account
- Tap Add Account > Select **Microsoft Exchange ActiveSync**
- Type firstname.lastname@lls.edu and password > Sign In > Yes or OK

What to Expect LLS Email Day - 7.9.18

WHAT'S NEW

- **Office 365 account** gives you access to desktop apps you know – Office 2016 – and more online apps for your home computers. Go to mail.lls.edu and sign in with your firstname.lastname@lls.edu and click the Office 365 icon on the top-left.
- **More secure email connection** for private and sensitive documents

DIY: ADD NEW PROFILE FOR OUTLOOK DESKTOP

If you are off-campus, call the ITS Help Desk.

IMPORTANT: Login to LLS-issued computer with your LLS username and password for automatic account setup. Visit its.lmu.edu/365, click FAQ link for detailed instructions.

For Windows (do not delete LLS Gmail account)

- From Control Panel > change Categories: View by Icons > Mail > Show Profiles > Add > type a Profile Name > OK > Next > Finish > Always use this profile > select the Outlook profile > Apply > OK

For Macs (delete LLS Gmail account first)

- From Outlook drop-down > Preferences > Accounts > click minus sign (-) to remove LLS Gmail account > click plus sign (+) to add LLS Outlook account

WE ARE HERE TO HELP

- **Call the ITS Help Desk** at 213.736.1097 or helpdesk@lls.edu.
- **Look for Roaming ITS Staff** in the “Ask Me” blue shirt for Office 365 issues
- **Stop by the drop-in station in Burns Lounge** from 8:00 a.m. to 2:00 p.m. for mobile device or quick laptop troubleshooting. Giveaways available!
- **Visit its.lmu.edu/365** for more instructions and FAQs
- **Join us for lunch at Girardi Patio** from 12:00 p.m. to 1:30 p.m.