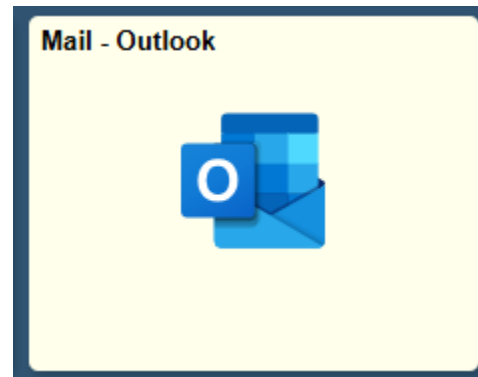
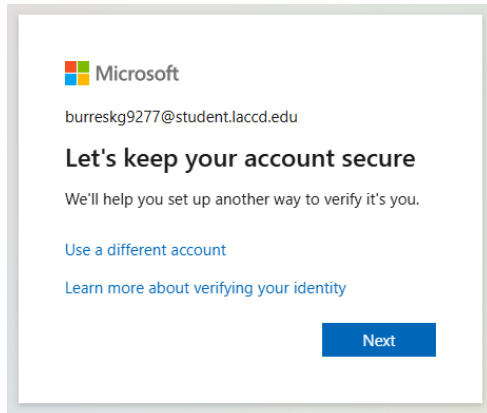


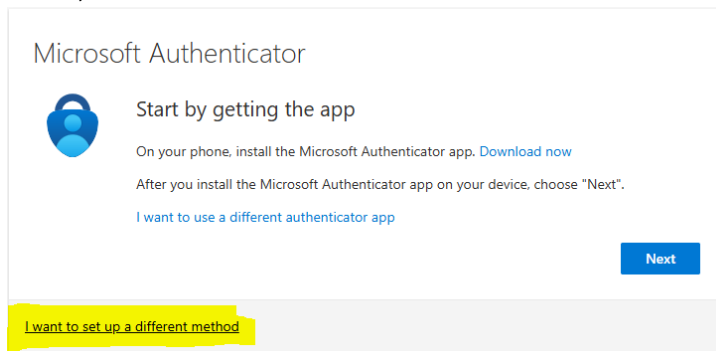
HOW TO START UP YOUR EMAIL / OUTLOOK IN YOUR PORTAL

STEP 1 - AUTHENTICATOR

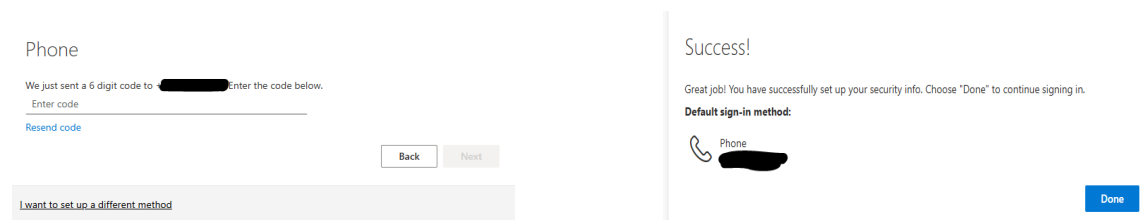
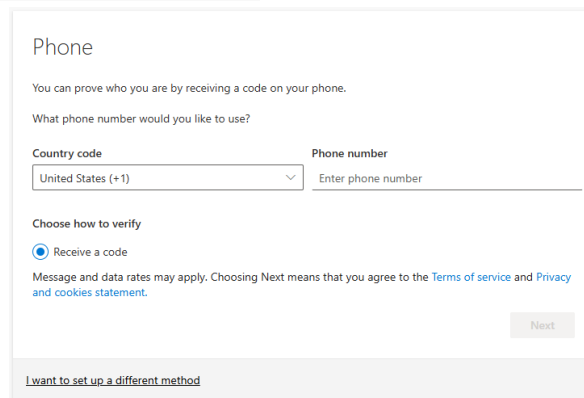
1. Login to your Student Portal – go to mycollege.laccd.edu
2. Click on the OUTLOOK square
3. Click NEXT



4. Select, on the bottom left I WANT TO SET UP A DIFFERENT METHOD and click NEXT



5. Select PHONE
6. Enter Phone # and click NEXT
7. Enter code Texted to you.
8. You then will click VERIFY
9. SUCCESS! You are done!

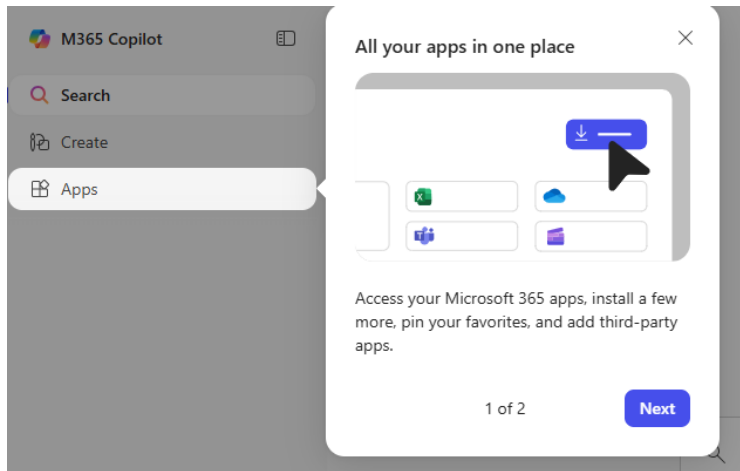


HOW TO START UP YOUR EMAIL / OUTLOOK IN YOUR PORTAL

STEP 2 – SELECTION OF OUTLOOK APP

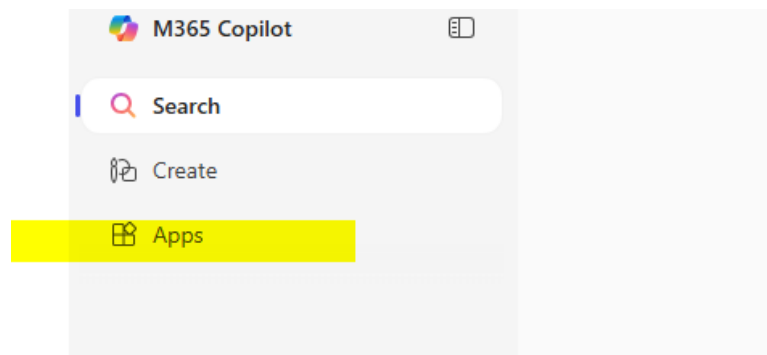
Now you will be asked to select the APPS

- Click - LET'S GO
- Select NEXT

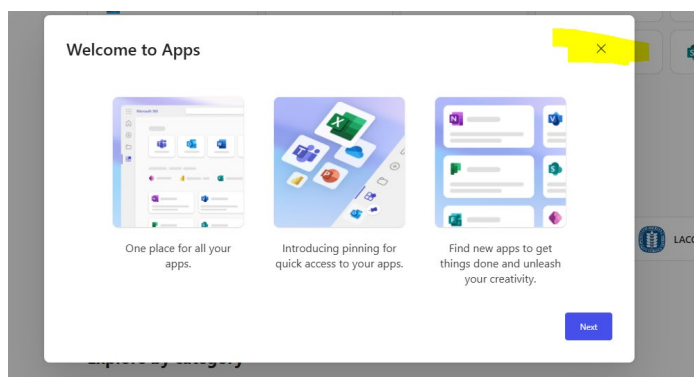


CLICK the X at the top

CLICK apps on the LEFT

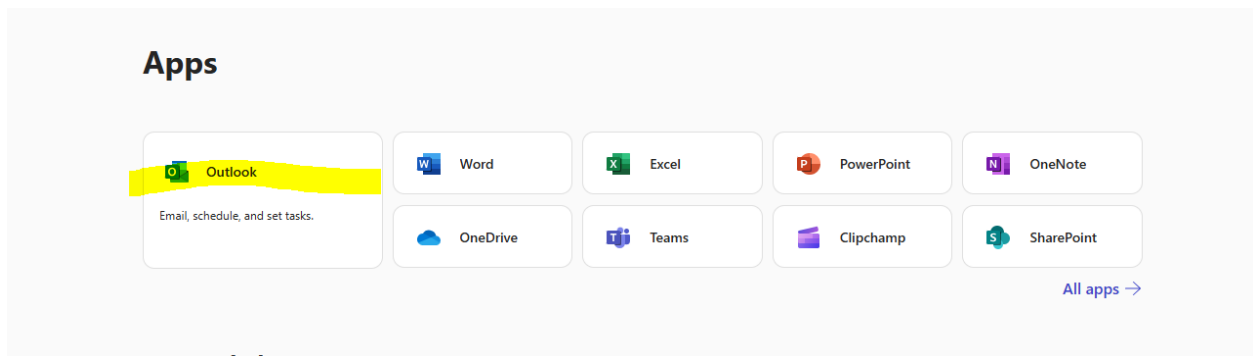


CLICK the X

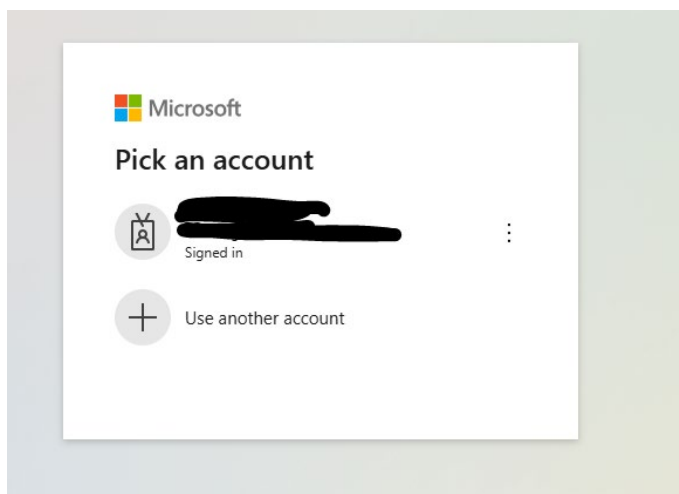


HOW TO START UP YOUR EMAIL / OUTLOOK IN YOUR PORTAL

CLICK – OUTLOOK ICON



You'll be asked to Pick an Account to Open – Your account should be listed.



Outlook will begin to open ... the Blue Envelope.

You will see your messages now!