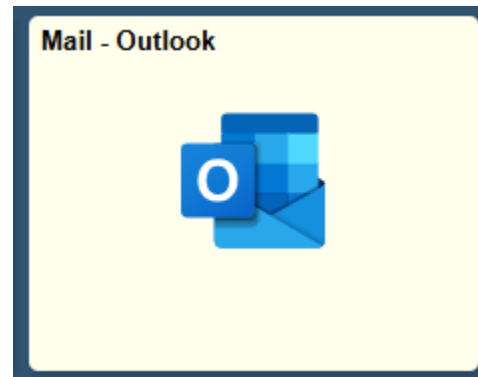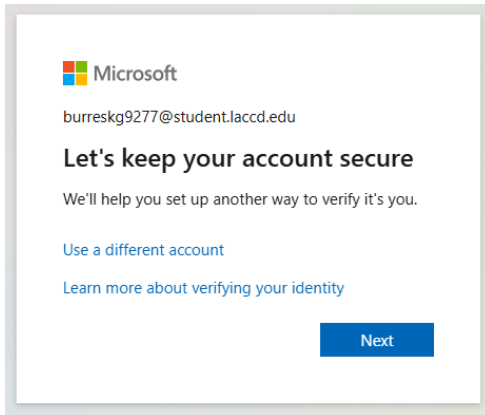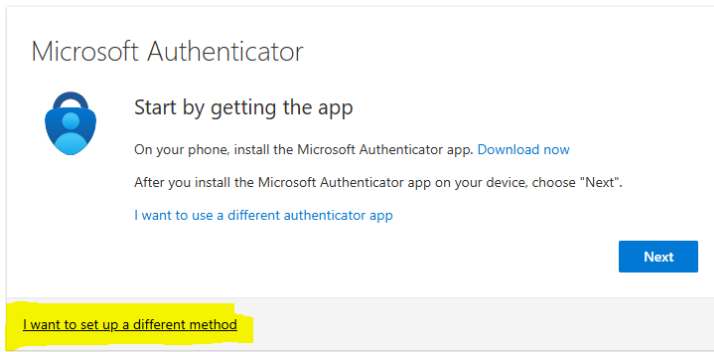# HOW TO START UP YOUR EMAIL / OUTLOOK IN YOUR PORTAL
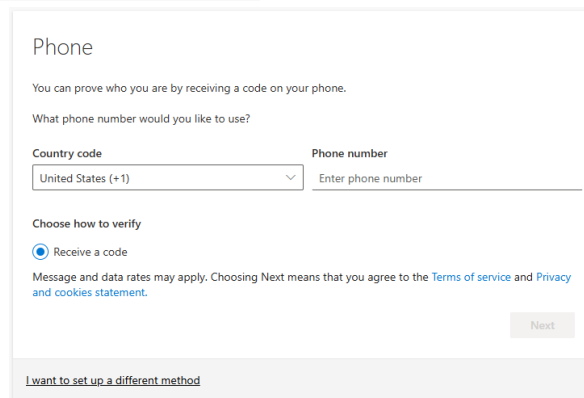
STEP 1 - AUTHENTICATOR

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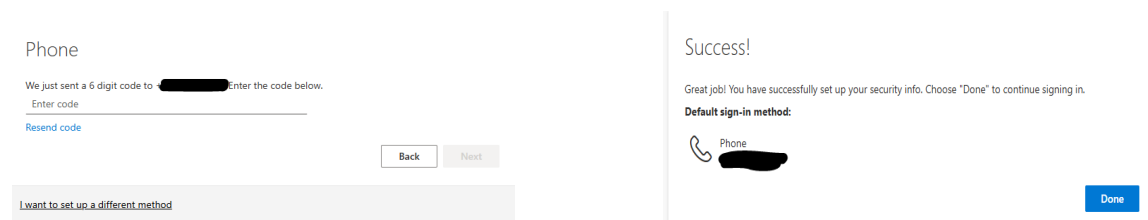2. Click on the OUTLOOK square

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.

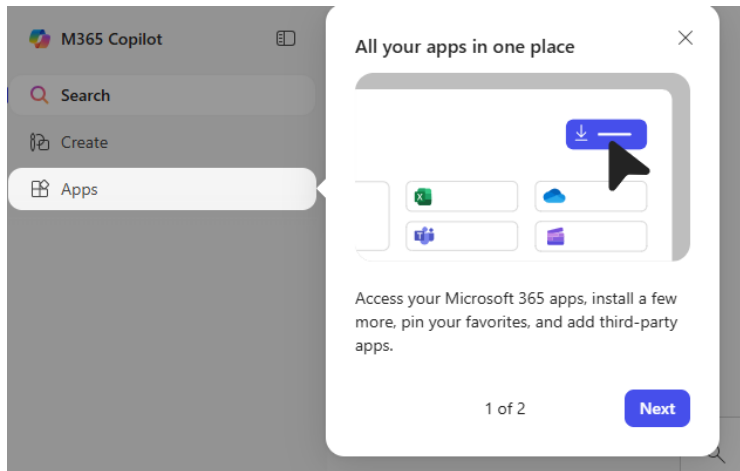8. You then will click VERIFY
9. SUCCESS! You are done!
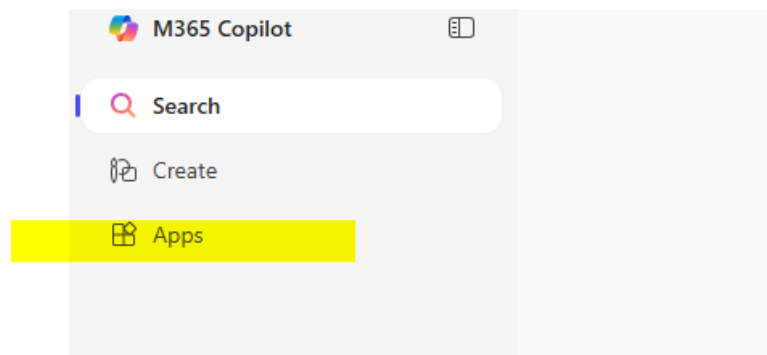
STEP 2 – SELECTION OF OUTLOOK APP

Now you will be asked to select the APPS

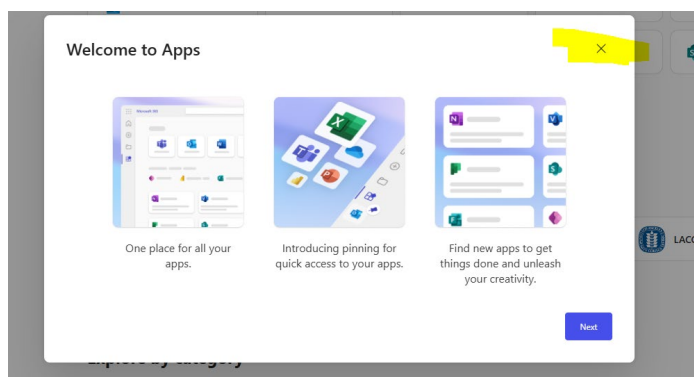- Click - LET'S GO
- Select NEXT

-

CLICK the X at the top

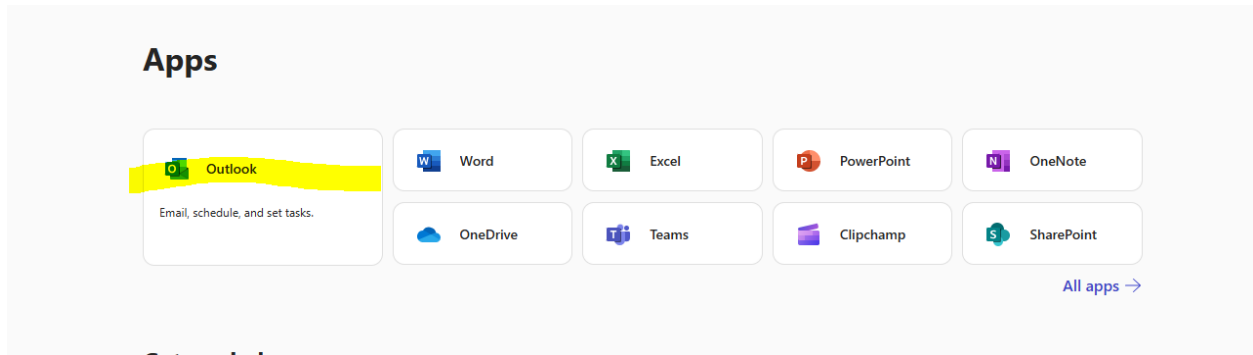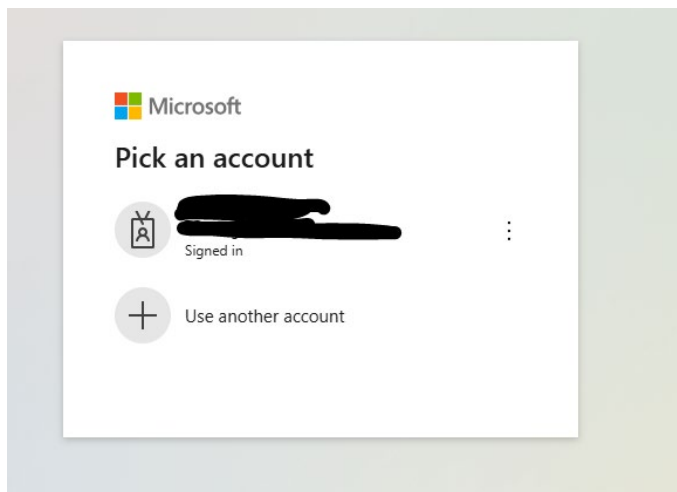CLICK apps on the LEFT

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!