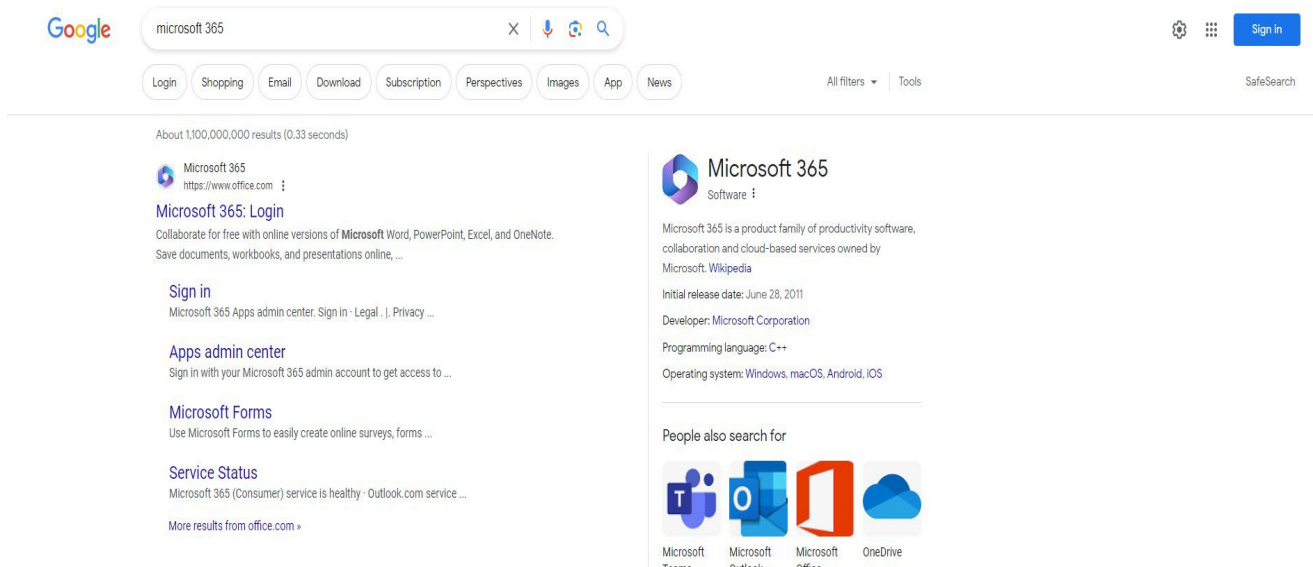
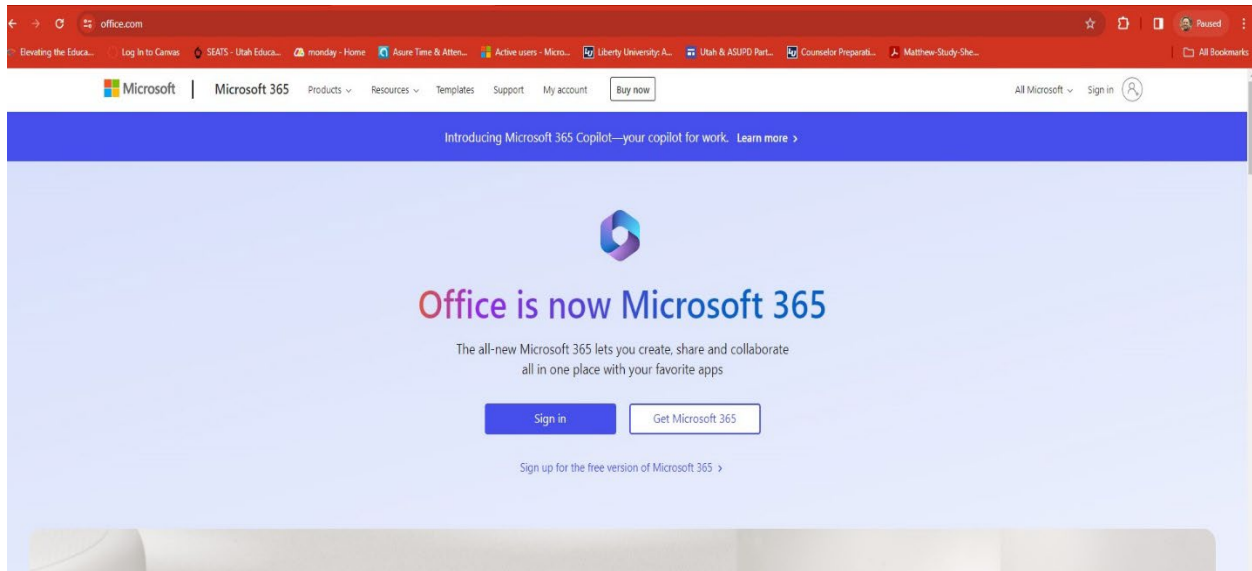


Outlook Email Set Up

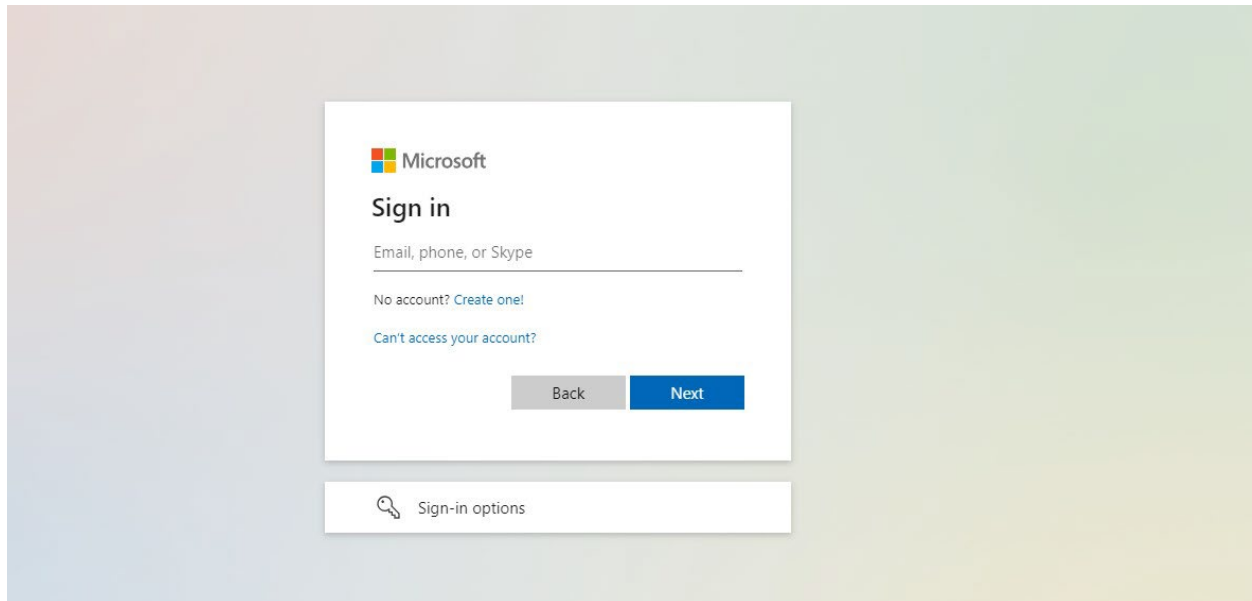
Step 1. Please search for Microsoft 365 and click on link for Microsoft 365: Login (see picture below). Proceed to Step 2.



Step 2. Click on Sign in. Proceed to Step 3.

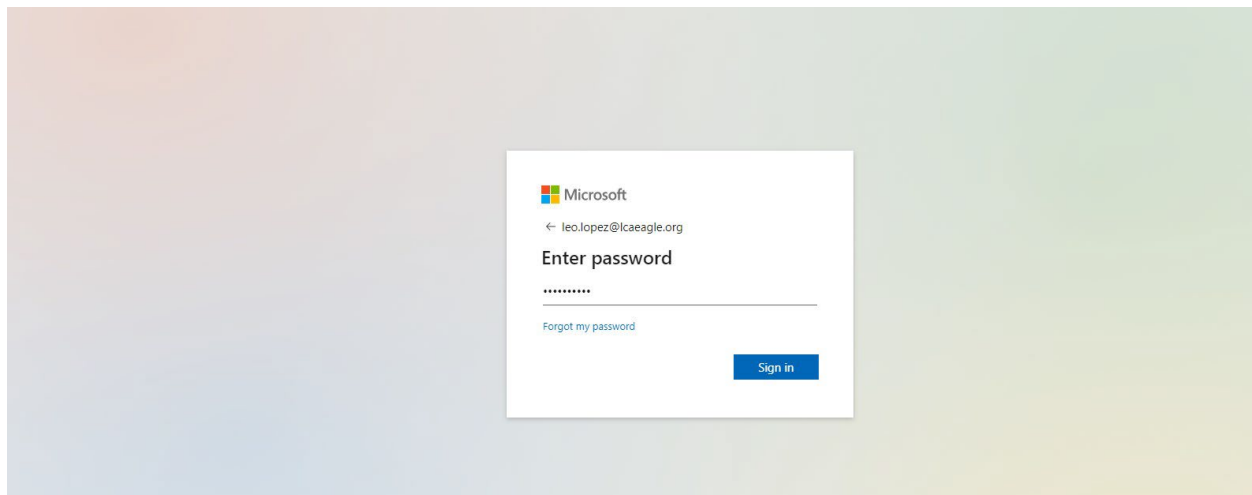


Step 3. Use the LCA email (firstname.lastname@lcaeaglenation.org that was provided, if you need assistance with finding your LCA email, please email aaron.schrader@lcaeagle.org. Once you have your email: enter it in the Sign in box.



Step 4. Enter your temporary password in the box: LCAeagle123

Once you enter the temporary password, you will be prompted to reenter it on the next screen and create a new password. You will then be able to access your outlook school email.



For any issues feel free to email aaron.schrader@lcaeagle.org