

How to Export Folders from LAUSD Web Mail

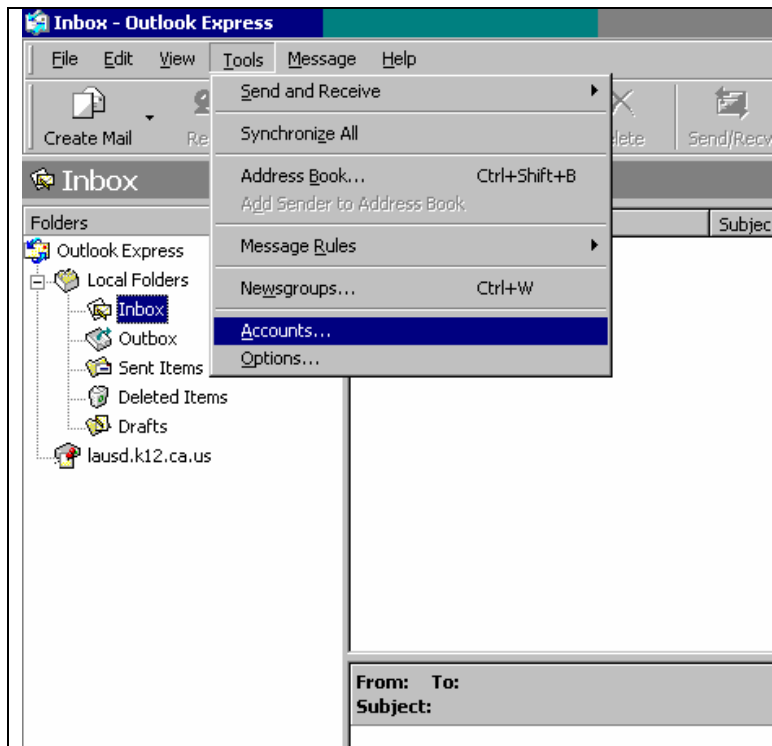
(Note: If you need assistance, please call the ITD HelpDesk at 323-224-2277, option 7.)

The following instructions are written for Outlook Express. If you use another E-mail client, you would have to review the instructions for that software to determine how to do these same steps in that program. These steps are designed to provide you with an overview on what steps should be performed. You can also use this information to assist you in determining the proper steps in your e-mail client if you are not using Outlook Express.

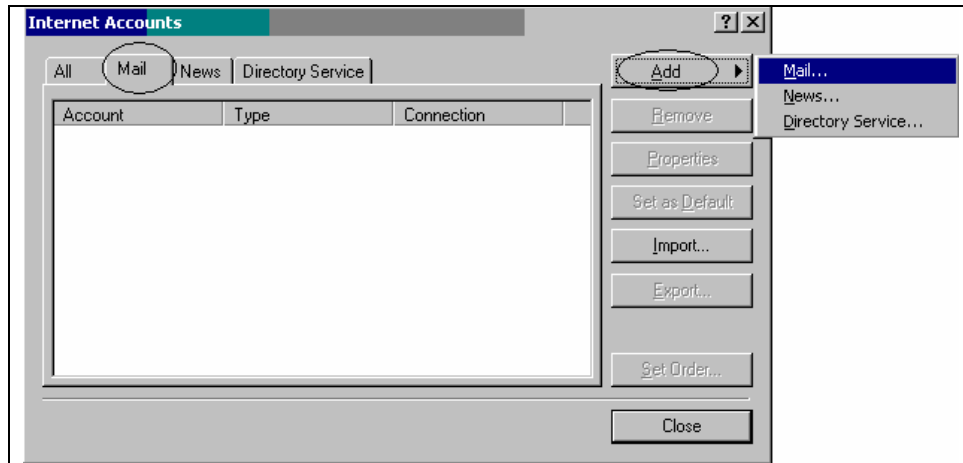
Setup Outlook Express with IMAP Access to LAUSD Web Mail

To configure Outlook Express to access your LAUSD Web Mail account using IMAP, follow these steps:

1. On the TOOLS menu, click ACCOUNTS.



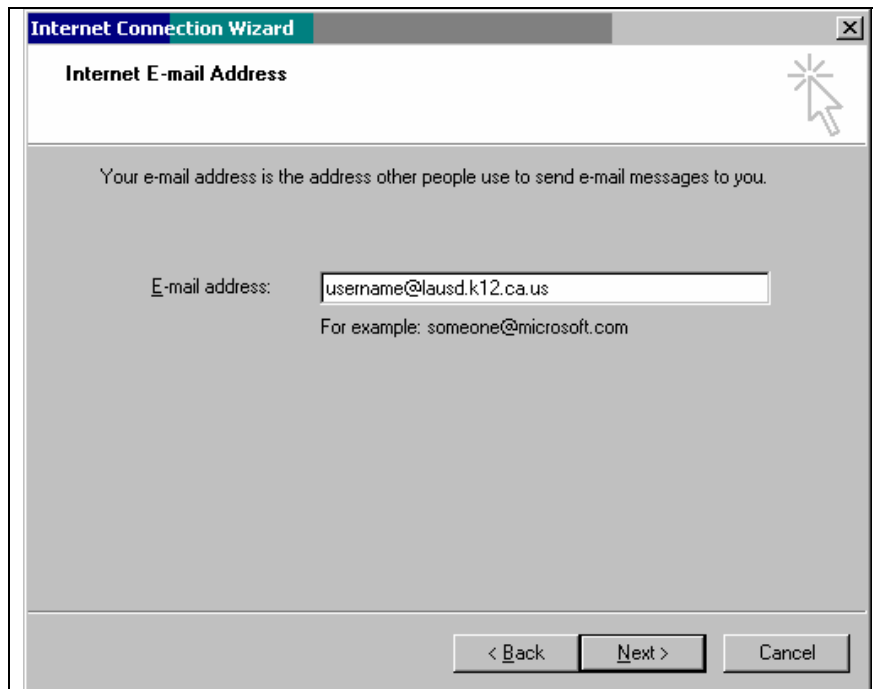
2. On the MAIL tab, click ADD, and then click MAIL.



3. Type your name in the Display Name box, and then click NEXT.



4. Type your LAUSD e-mail address in the E-mail Address box, and then click NEXT.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet E-mail Address' tab selected. The window has a title bar with the text 'Internet Connection Wizard' and a close button. Below the title bar is a header area with the text 'Internet E-mail Address' and a help icon. The main area contains the text 'Your e-mail address is the address other people use to send e-mail messages to you.' followed by a label 'E-mail address:' and a text input field containing 'username@lausd.k12.ca.us'. Below the input field is an example: 'For example: someone@microsoft.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Internet E-mail Address

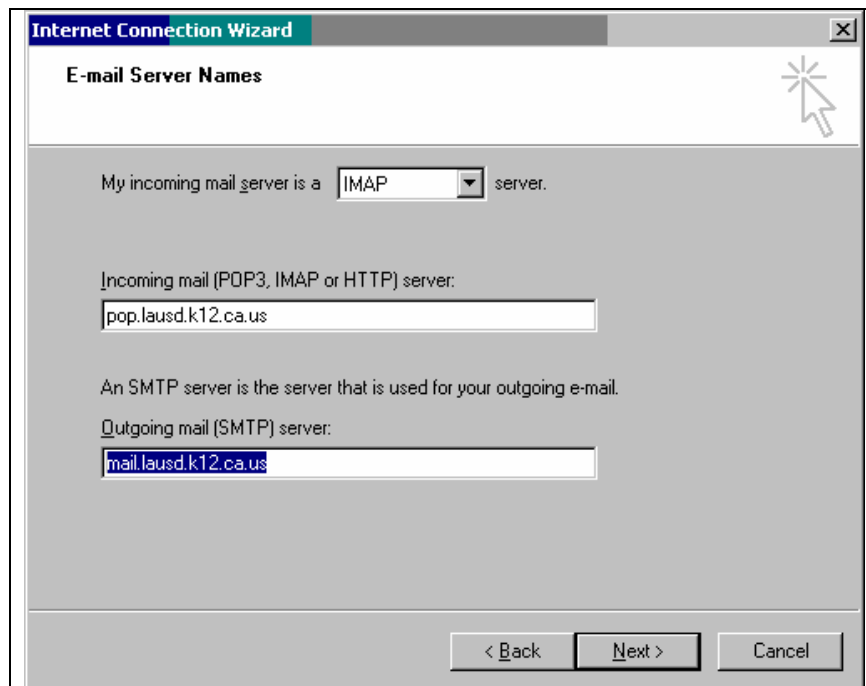
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

5. For the incoming mail server type, click IMAP. For the Incoming mail (POP3, IMAP or HTTP) server, type your IMAP server name (pop.lausd.k12.ca.us). For the Outgoing mail (SMTP) server, type the IMAP SMTP server name (mail.lausd.k12.ca.us), and then click NEXT.



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window has a title bar with the text 'Internet Connection Wizard' and a close button. Below the title bar is a header area with the text 'E-mail Server Names' and a help icon. The main area contains the text 'My incoming mail server is a' followed by a dropdown menu with 'IMAP' selected and the word 'server.' to its right. Below this is a label 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'pop.lausd.k12.ca.us'. Below that is a label 'An SMTP server is the server that is used for your outgoing e-mail.' followed by a label 'Outgoing mail (SMTP) server:' and a text input field containing 'mail.lausd.k12.ca.us'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

E-mail Server Names

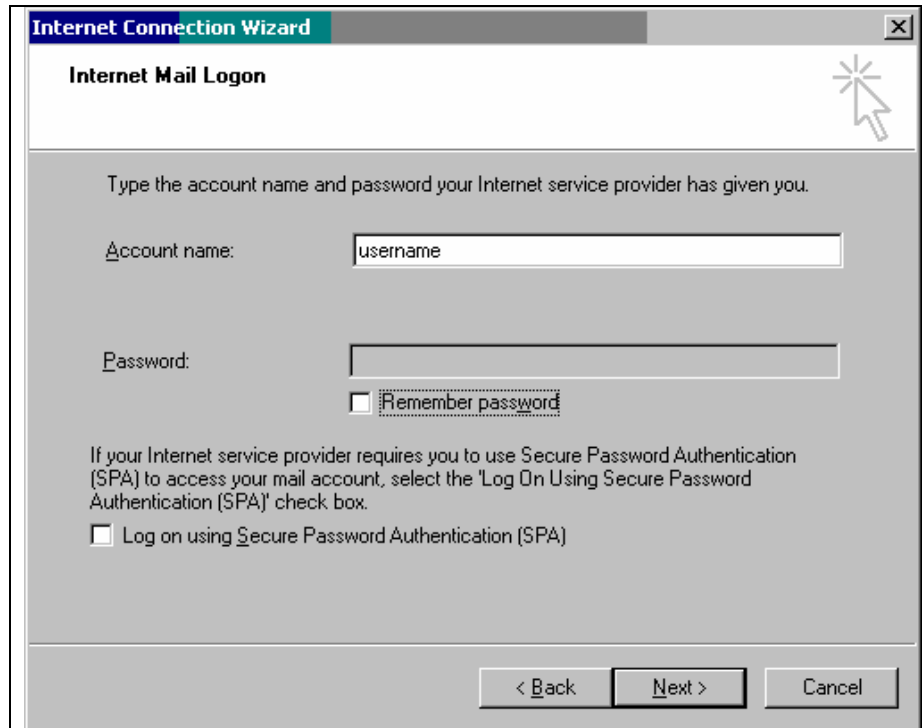
My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:

< Back Next > Cancel

6. Type your LAUSD account name in the Account name box.



Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

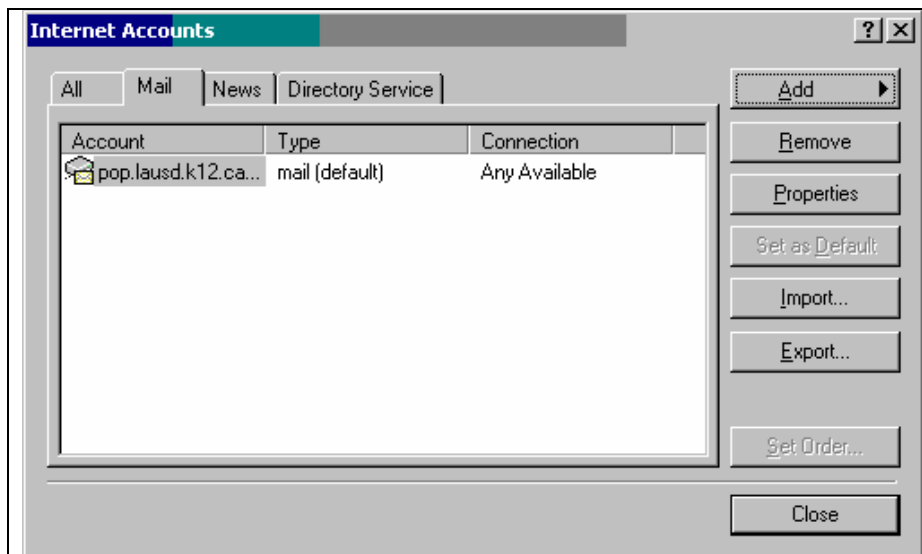
☐ Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

☐ Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

- Click NEXT, click FINISH, and then click CLOSE to exit the Internet Accounts dialog box.



Internet Accounts

All Mail News Directory Service

Account	Type	Connection
 pop.lausd.k12.ca...	mail (default)	Any Available

Add

Remove

Properties

Set as Default

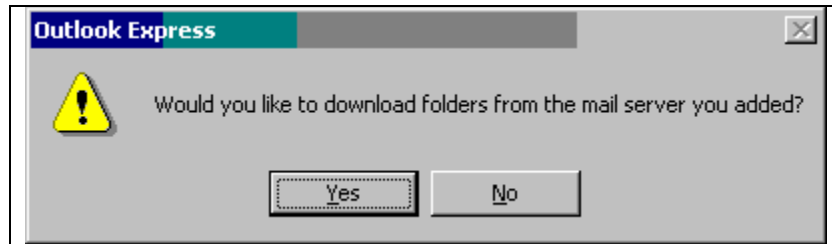
Import...

Export...

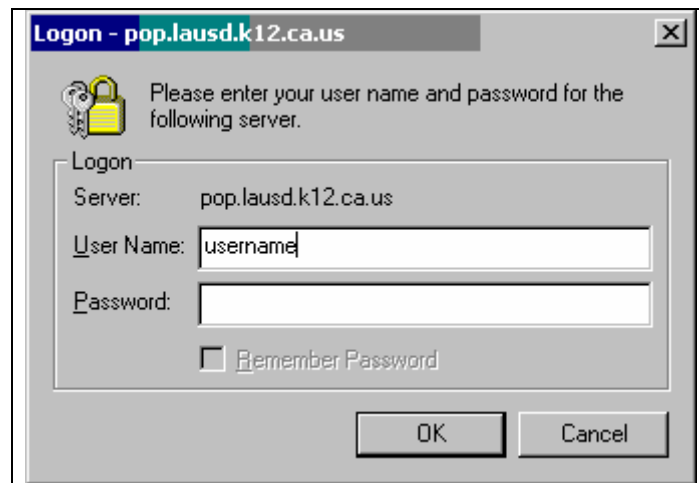
Set Order...

Close

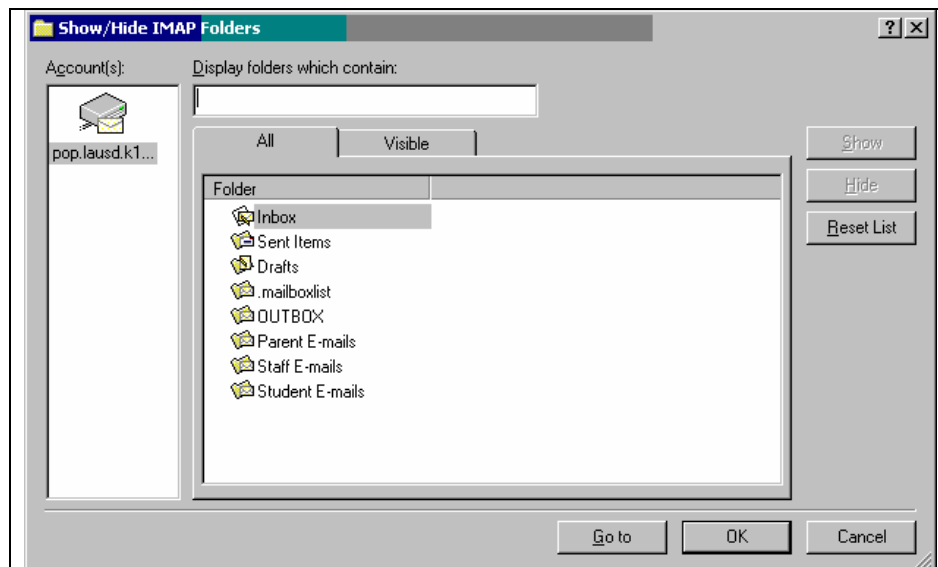
- You should receive a message that states: Would you like to download folders from the mail server you added? Select YES.



9. You should see a logon dialog box. Enter your username (if not already displayed) and your account password. Unless this is a machine that only you will access. (i.e. your home machine) DO NOT check the option that says REMEMBER PASSWORD.



10. A new box should appear on your screen that shows the server name and folders in your mailbox. Click OK to return to the main screen in Outlook Express.

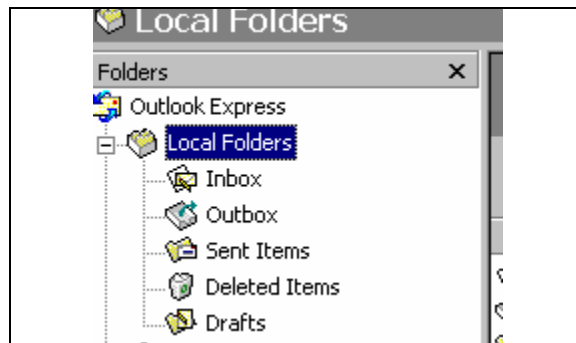


11. Once you have completed the above steps, the mail client should refresh, and you will see a listing of your folders. **NOTE: This is only viewing the folders on the server; it is not downloading them to your machine at this time.**

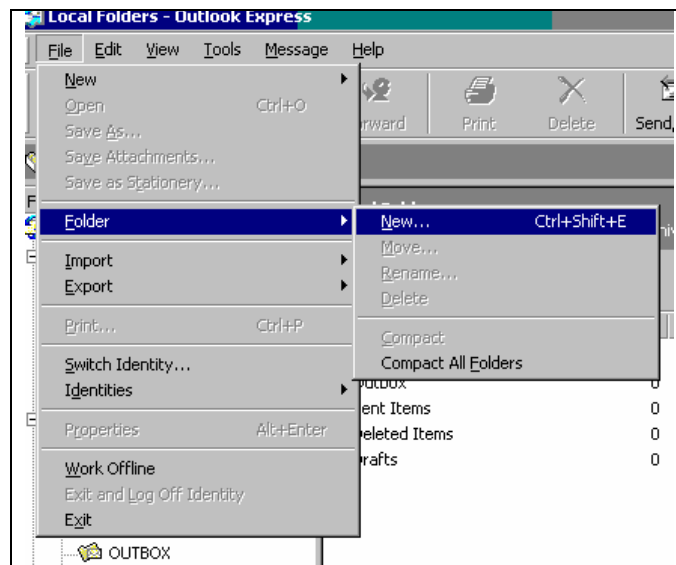
Creating Local Folders to Match Folders in the LAUSD Web Mail

In the “Local Folders” section, you can create a new folder to correspond to the ones on the pop.lausd.k12.ca.us “IMAP” section. For instance, if in the IMAP section you have a folder called PARENT E-MAILS, you can create a folder with the same name in the “Local Folders” section. This will provide you with a folder to COPY e-mails from the IMAP server to your local folders. This will allow you to later copy all of these folders to a save location.

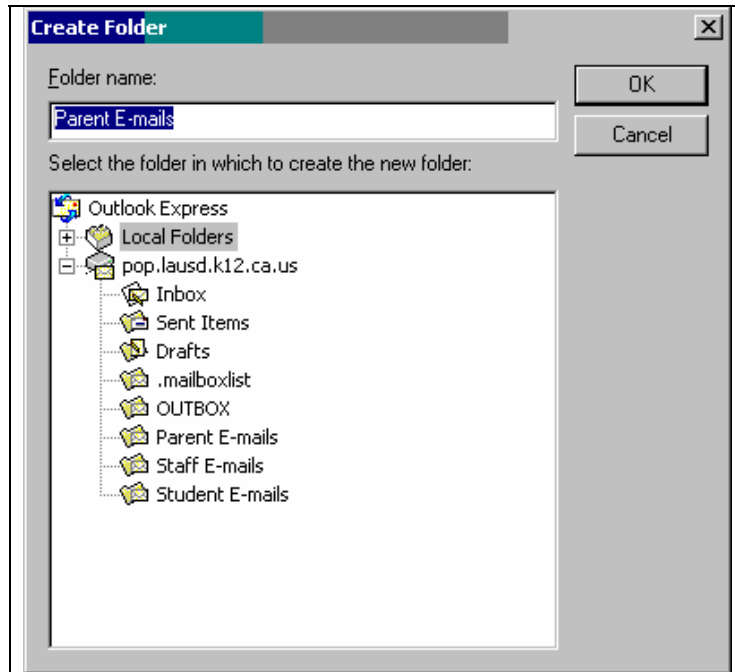
1. To add a folder, first highlight the LOCAL FOLDERS in the FOLDERS window.



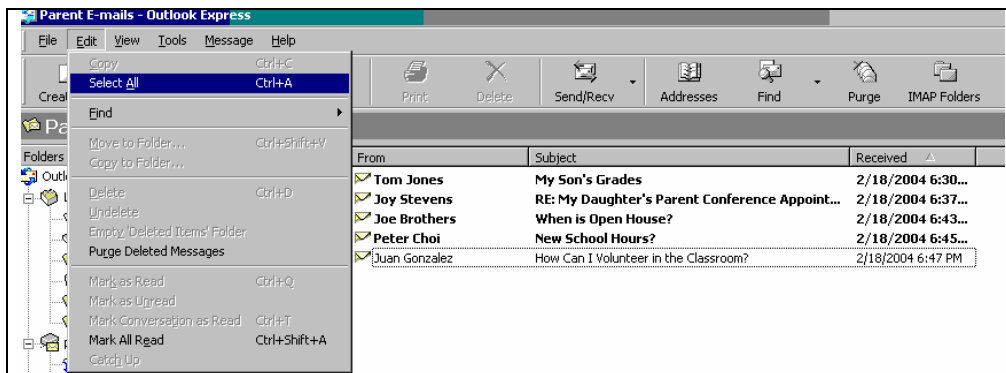
2. On the FILE menu, point to FOLDER, and then click NEW.



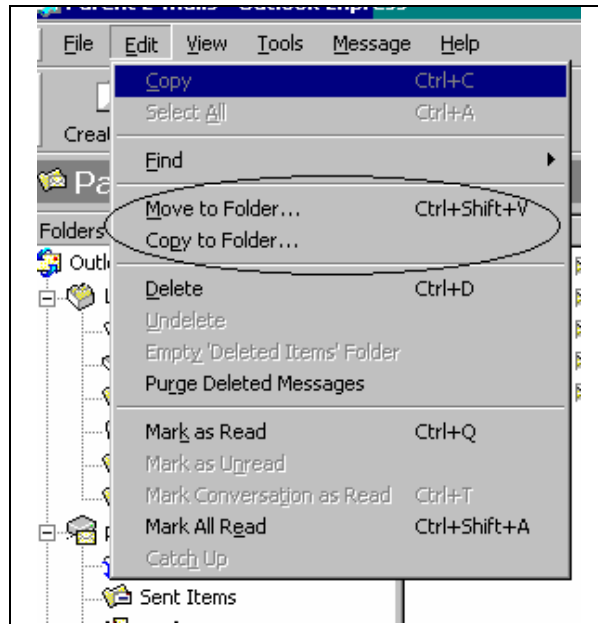
3. In the Folder name text box, type the name of the new folder (i.e. Parent E-mails), and then select the location for the new folder. Local Folders should already be highlighted. Click OK to create the new folder.



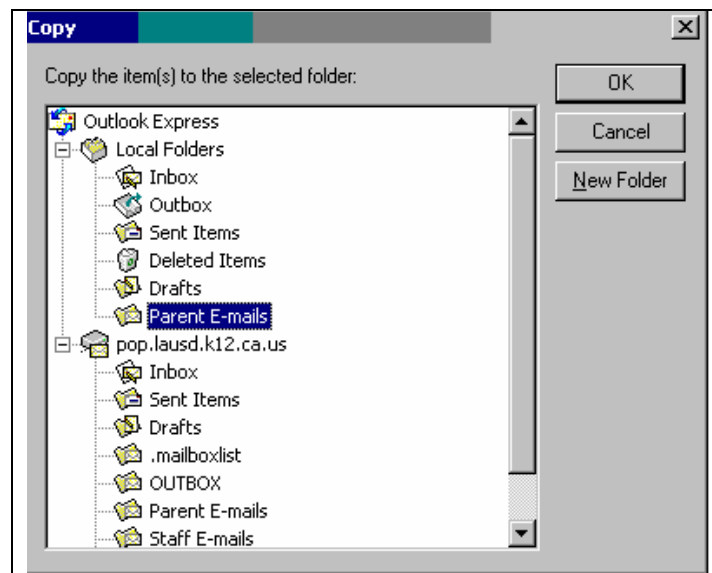
4. Return to the IMAP (pop.lausd.k12.ca.us) section and highlight the PARENT E-MAILS folder. Also, select the RIGHT pane (where the message headers are displayed). From the EDIT pull-down menu choose SELECT ALL.



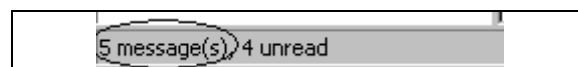
5. With all messages highlighted, from the EDIT pull-down menu select either MOVE TO FOLDER or COPY TO FOLDER.



6. When the list appears, select the corresponding folder in the LOCAL FOLDER section. (You can even create the new folder from this screen by pressing the NEW FOLDER button.) **NOTE: If you select MOVE TO FOLDER, mail will be removed from the Web Mail server.**



7. Verify that the contents of the LOCAL FOLDER match the IMAP folder with the same name. At the bottom of the Outlook Express window in the status bar, you should see a count of the number messages in that folder when you highlight it. Make sure the number of TOTAL messages matches.



8. Repeat this process for all the folders you would like to archive.

9. Once all folders have been moved or copied, you can use the instructions found in the document titled "How to Back Up and Recover Outlook Express Data" to copy you files to a save location.