



Outlook 2011 (for Mac) E-Mail configuration

edited by C. Scholts

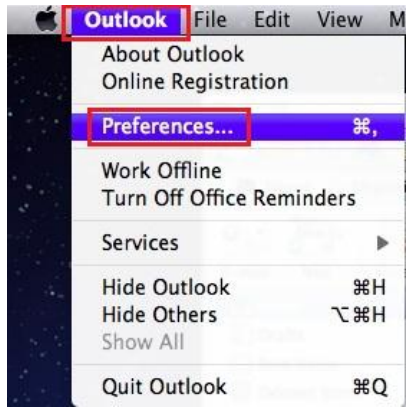
Before opening Outlook, ensure that you have a valid connection to the internet.

If this is your first time opening Outlook, you will be greeted and prompted to set up an email account.

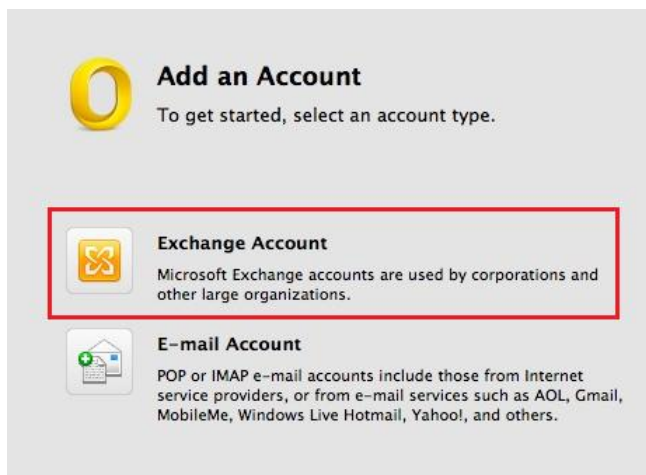
Place a **checkmark** in the box next to “Make Outlook the default application...” then click **Add Account**



If you did not receive the above welcome message, simply navigate to the **Preferences menu** and choose **Accounts** under the Personal Settings group...

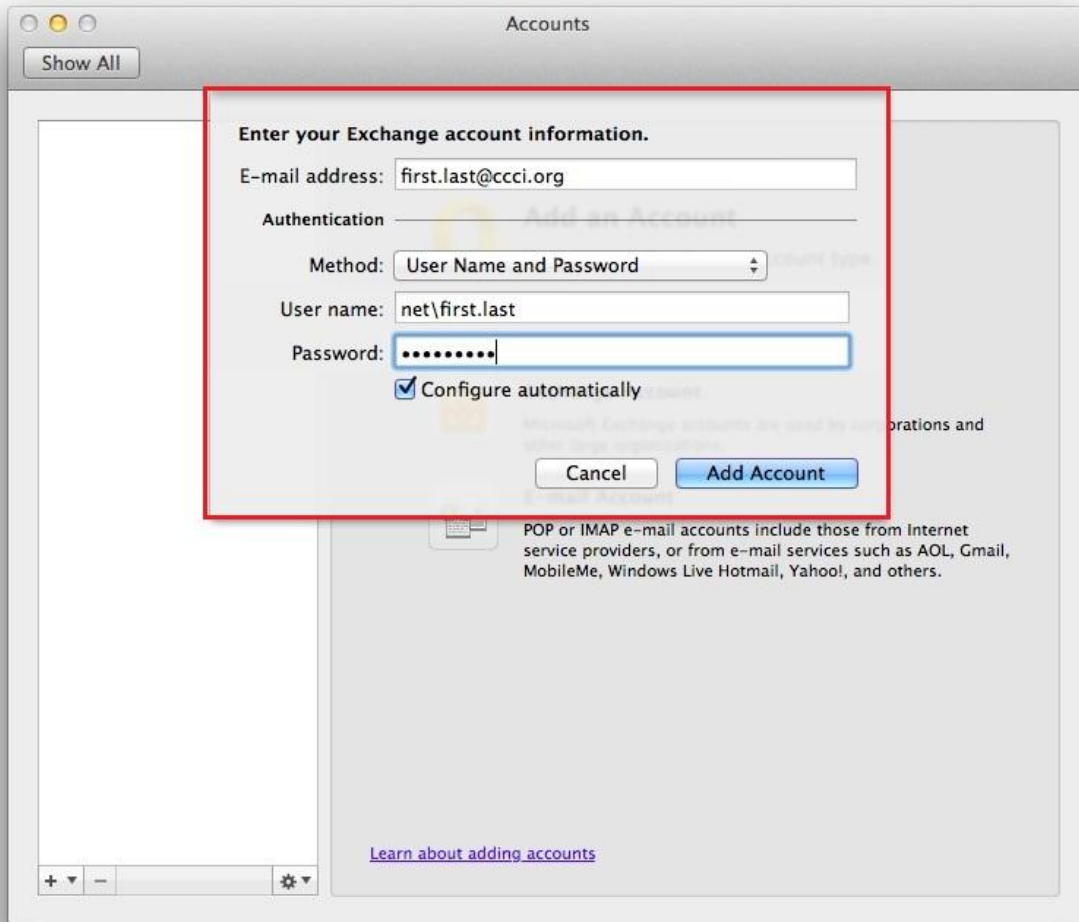


Next, choose **Exchange Account**

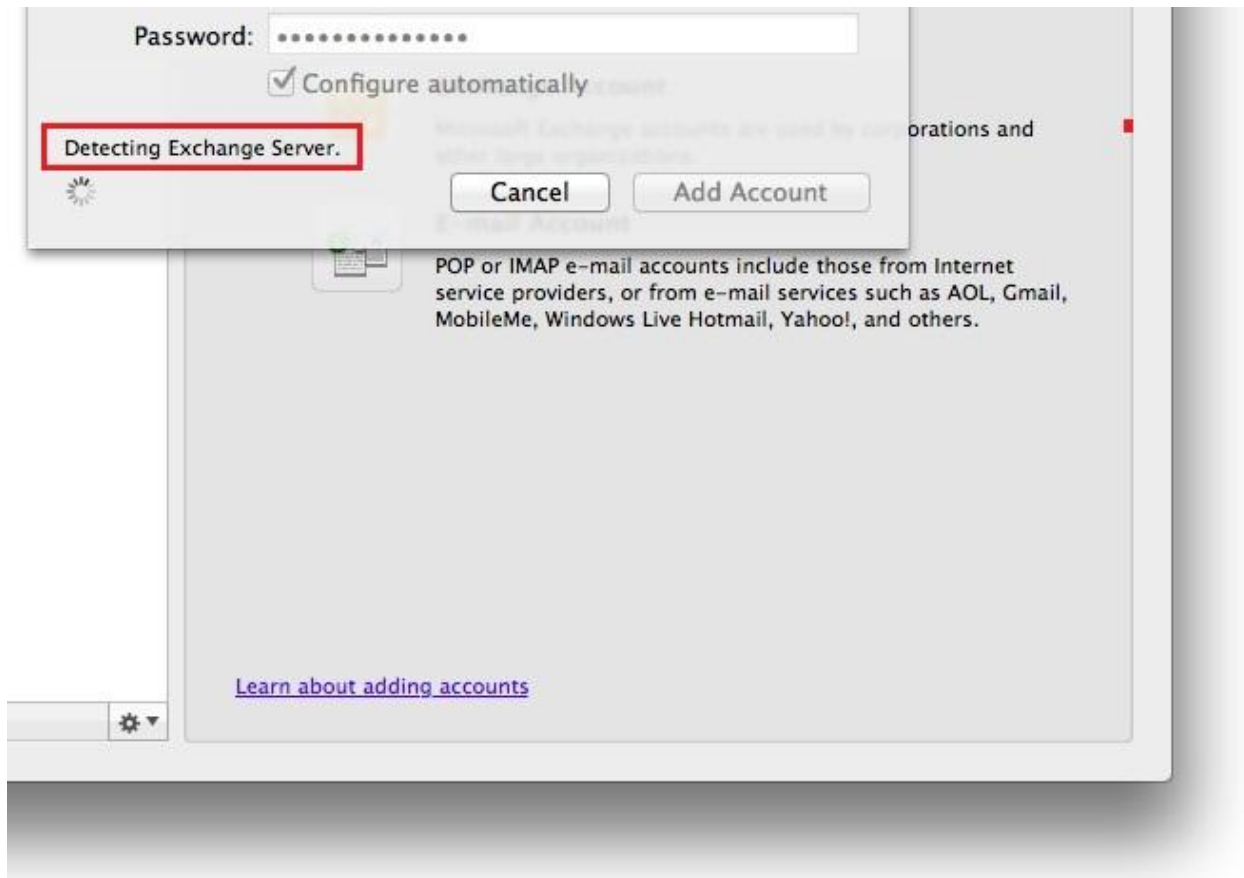


Enter your full E-mail address, and be sure to include “net\” in front of your username.
Enter your password and click Add Account.

Keep a checkmark placed next to **Configure Automatically**



The setup dialog should now read *Detecting Exchange Server*



If your account has been created successfully, you will notice a **yellow marker** next to your account name. (You can change the Account Description from this same window if you wish).

The yellow marker indicates that Outlook is busy downloading your email information, and will turn green when completed.

You can also verify that the process has completed by looking at the status of Outlook in the bottom right corner.

