Setting up Outlook 2011 (Mac)

1. Open Outlook 2011 for Mac.

   **If you are using Outlook for the first time, please skip to step 3.**

2. Click on the **Tools** menu and select **Accounts**.

3. The **Accounts** window will appear. Click on **Exchange Account**.

4. Please provide the requested information:
   - **E-mail address**: Primary email address
   - **Method**: User Name and Password
   - **Username**: Primary Email Address
   - **Password**: Password
   - **Configure automatically**: Checked

5. **If AutoDiscover succeeds, please skip to step 6.**

   If there was an error in the information or AutoDiscover fails, you will see an additional window appear for Server. In the server field, type outlook.office365.com

6. A popup will appear, saying that a redirect has happened and the server would like to configure your account. Verify that it looks similar to the screenshot below, check the box next to **Always use my response for this server**, then click **Allow**.

7. The account will appear and start to populate.