Setting up Office 365 (Exchange) Email on Office 2011 for Mac

- 1. Open Outlook.
- 2. In the Preferences, click Accounts:



 If you have an existing MSU account, you will need to delete it before adding the new account. To do so highlight the account and click the minus sign at the bottom left of the Accounts window. Click the Delete button when prompted.



4. Select Exchange or Office 365.



5. Enter your email address and NetID account	Enter your Exchange account information.
info: Email: bob.cat@montana.edu User name: b12c345@montana.edu Password: NetID Password	E-mail address: Authentication Method: User Name and Password User name: DOMAIN\username or name@example.com Password: V Configure automatically
	Enter your Exchange account information.
Thenclick the AddAccount button.	Authentication Method: User Name and Password User name: b12c345@montana.edu Password: ••••••• ✓ Configure automatically
You will be redirected to the autodiscover server:	Cancel
 Check the Always use my response for this server box and then click the Allow button. 	Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account gparker@montanaedu.mail.onmicrosoft.com. Do you want to allow this server to configure your settings? https://autodiscover-s.outlook.com/autodiscover/ autodiscover.xml Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to. If Always use my response for this server Deny Allow

You have successfully configured your new Outlook Office 365 account. Close the Preferences window and resume using Outlook.

Montana gparker@montana.edu	8	Montana Exchange Account
	Account description:	Montana
	Personal information	
	Full name:	Cat, Bob
	E-mail address:	bob.cat@montana.edu
	Authentication	
	Method:	User Name and Password
	User name:	b12c345@montana.edu
	Password:	·

If you have difficulties, please contact the IT Services Desk at 994-1777.