



Outlook for Mac: Setting Up Microsoft Outlook 2011 At Home or On Campus (Mac OS/X)

Note: You should have broadband internet access at home (Cable or DSL) in order for Outlook 2011 to run smoothly. If you have already installed and configured Microsoft Entourage your setting will be automatically transferred over and you will NOT have to complete the following steps.

Step One:

Open Microsoft Outlook 2011 for Mac.

When the application starts for the first time you will be prompted to add an account. You can also access this by going to the Tools menu and selecting Accounts. If you have been using Entourage, click the "Import" button and have Outlook 2011 import all settings and stored email.

Step Two:

Select the option to create an Exchange account.

Step Three:

Enter the following information into the dialog box that appears.

Try to automatically configure Outlook. If it cannot find the server, you may need to uncheck the "Configure automatically" setting.

Wherever it says "tbenbow" replace with your campus username. For example if your username is **JSMITH**, enter:

ad.fullerton.edu\jsmith

Click Add Account when finished entering the information

Enter your Exchange account information.

E-mail address: tbenbow@exchange.fullerton.edu

Authentication

Method: User Name and Password

User name: ad.fullerton.edu\tbenbow

Password: [masked]

Configure automatically

Server: campusmail.fullerton.edu

Cancel Add Account

Close the dialog box when complete. You will start to see your email in the inbox shortly. The existing email will load from the server. If you have accumulated thousands of email on the server, it may take a long time to load all the email into Outlook.