

How to configure Outlook for Mac



Open Outlook and click Outlook from the program menu

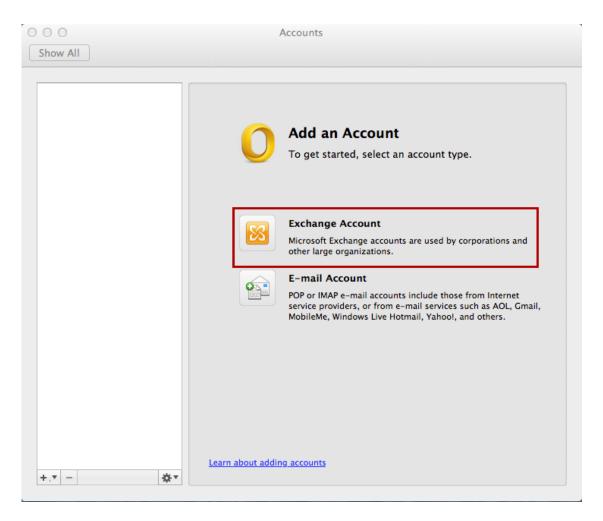


Select Preferences



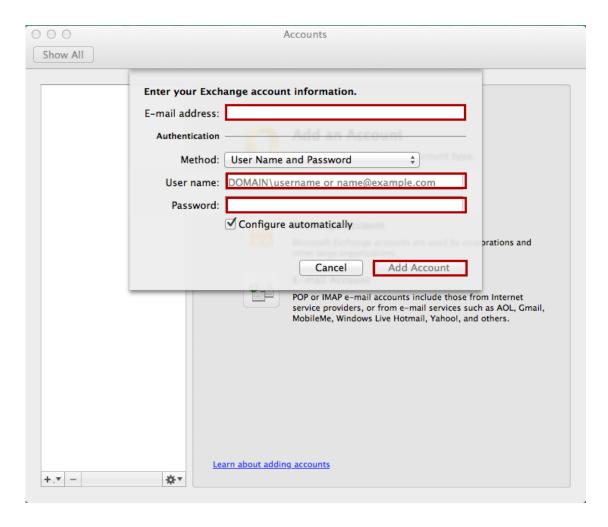
Select Accounts





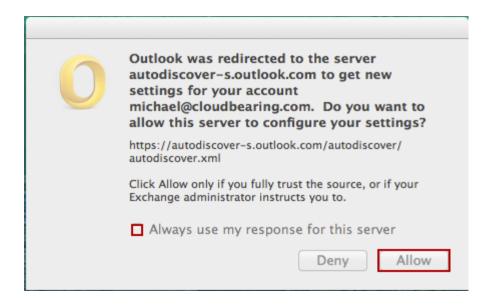
Select Exchange Account





Type in your email address, username(email address again) and password. Then Click Add Account.





You may get a screen like this. If so select Always use my response for this server and then click Allow.

Your account should now be setup in Outlook.