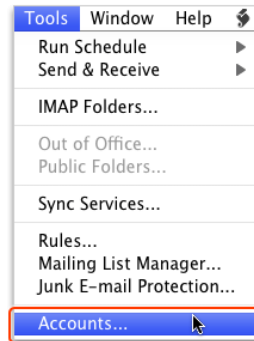
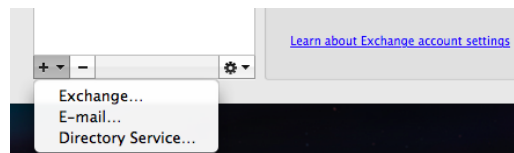


Outlook 2011 for Mac Setup Instructions

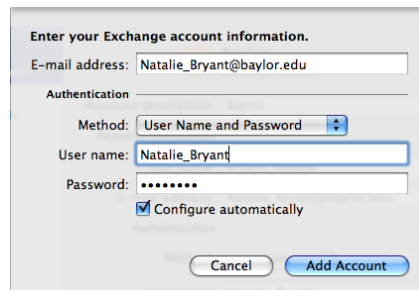
1. On the Tools menu, choose Accounts.



2. Click on the small plus sign in the lower left corner of the Accounts Window, and choose "Exchange".

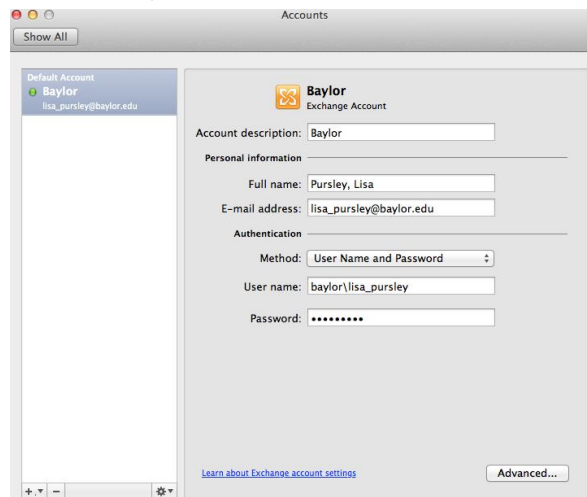


3. Enter your email address, username, and password in the format you see below. Make sure that the "Configure Automatically" box is checked. Then, click on "Add Account". The domain name is Baylor. When prompted enter Baylor\bear_id.

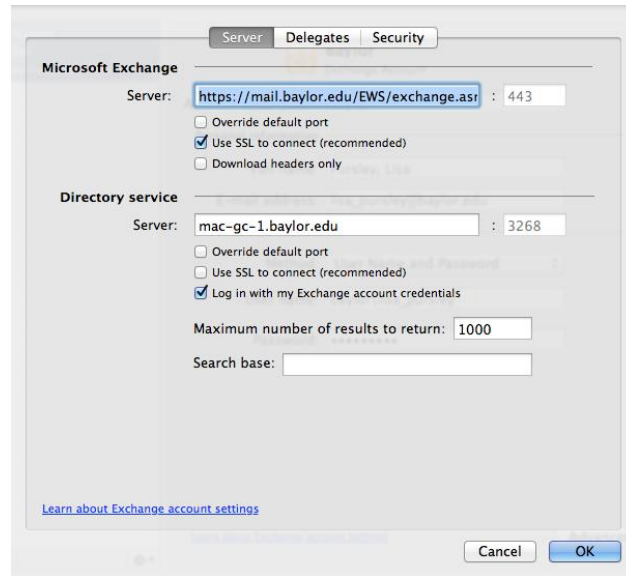
A screenshot of the 'Enter your Exchange account information' dialog box. It contains the following fields and options:

- E-mail address: Natalie_Bryant@baylor.edu
- Authentication section with a 'Method' dropdown set to 'User Name and Password'.
- User name: Natalie_Bryant
- Password: masked with dots
- A checked checkbox for 'Configure automatically'.
- 'Cancel' and 'Add Account' buttons at the bottom.

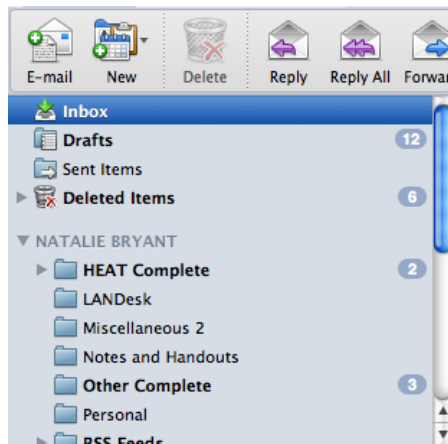
4. Now you will see your account listed on the left side of the Accounts window. You may change the name in the Account Description field if you'd like. Then, click on the "Advanced" button.



5. Make sure your Exchange server is set to **mail.baylor.edu**. Check the option for “Use SSL to connect”. The directory server should be set to **mac-gc-1.baylor.edu**, and the “Log in with my Exchange account credentials” should be checked. Click OK. Now close the Accounts window by clicking on the red button in the upper left corner of the window.



6. Your inbox will be the first thing listed in your folder list, any subfolders that you may have will be listed after the deleted items folder.



If you have any questions, please call the HELP Desk at x4357.