Connect to Exchange 2010 with Outlook 2011 for Mac

1. Start the Outlook client.

2. If Outlook does not start the setup pages, pull down the "Tools" menu and choose "Accounts".

3. In the "Add an Account" window, click on the "Exchange Account" choice.

• • •	,	Accounts
Show All		
	0	Add an Account To get started, select an account type.
		Exchange Account Microsoft Exchange accounts are used by corporations and other large organizations. E-mail Account POP or IMAP e-mail accounts include those from Internet service providers, or from e-mail services such as AOL, Gmail, MobileMe, Windows Live Hotmail, Yahoo!, and others.
+ - *-	<u>Learn about addin</u>	ig <u>accounts</u>

4. In the "Account Info" window, fill in your info like the example below.

Enter your Exchange account information.		
E-mail address:	bucherj2@arc.losrios.edu	
Authentication	Add an Account	
Method:	User Name and Password	
User name:	Irccd\w0005484	
Password:	••••••	
	Cancel Add Account	

5. Remove the checkmark in the "Configure Automatically" section.

6. Enter a server name of "ex.losrios.edu". It should look similar to the example below.

Enter your Exchange account information.			
E-mail address:	bucherj2@arc.losrios.edu		
Authentication	Add an Account		
Method:	User Name and Password		
User name:	Irccd\w0005484		
Password:	•••••		
	Configure automatically		
Server:	ex.losrios.edu Cancel Add Account		

7. Click the "Add Account" button.

8. Click on the "Advanced" button on the lower-right corner of the "Accounts" window.

9. Fill in the "Directory service" "Server" field with "Irccd.ad.losrios.edu".

	Server Delegates Security
Microsoft Exchange	Lastana Account
Server:	ex.losrios.edu : 443
	Override default port
	Use SSL to connect (recommended)
	Download headers only
Directory service	e-mail address bucherj2@arc.losnos.edu
Server:	Irccd.ad.losrios.edu : 3268
	Override default port
	Use SSL to connect (recommended)
	Maximum number of results to return: 1000
	Search base:
Learn about Exchange acc	ount settings
	Cancel OK

- 10. Click the "OK" button.
- 11. Close the "Accounts" window.