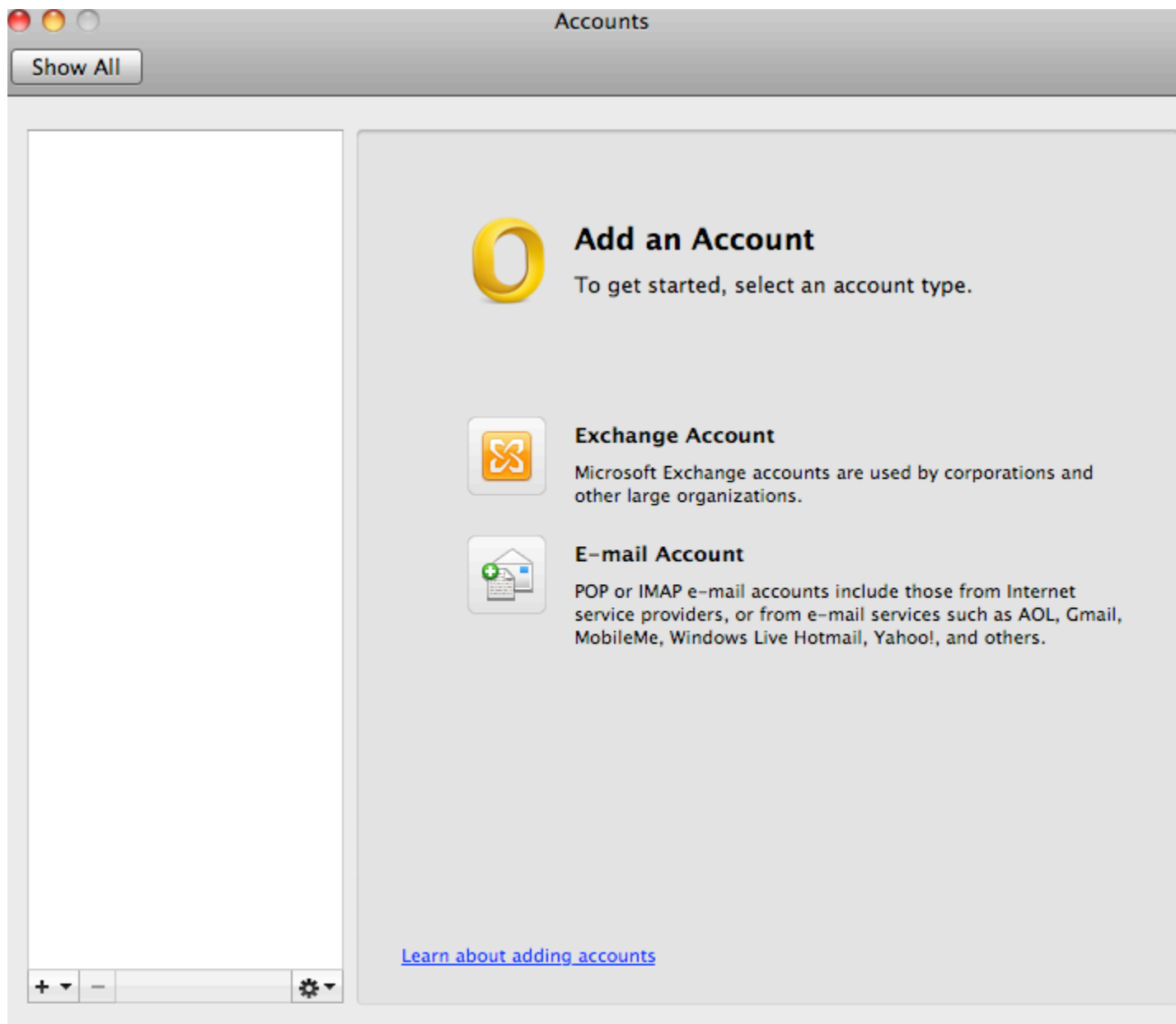


## Connect to Exchange 2010 with Outlook 2011 for Mac

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.



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

**Enter your Exchange account information.**

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

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:

Authentication

Method:

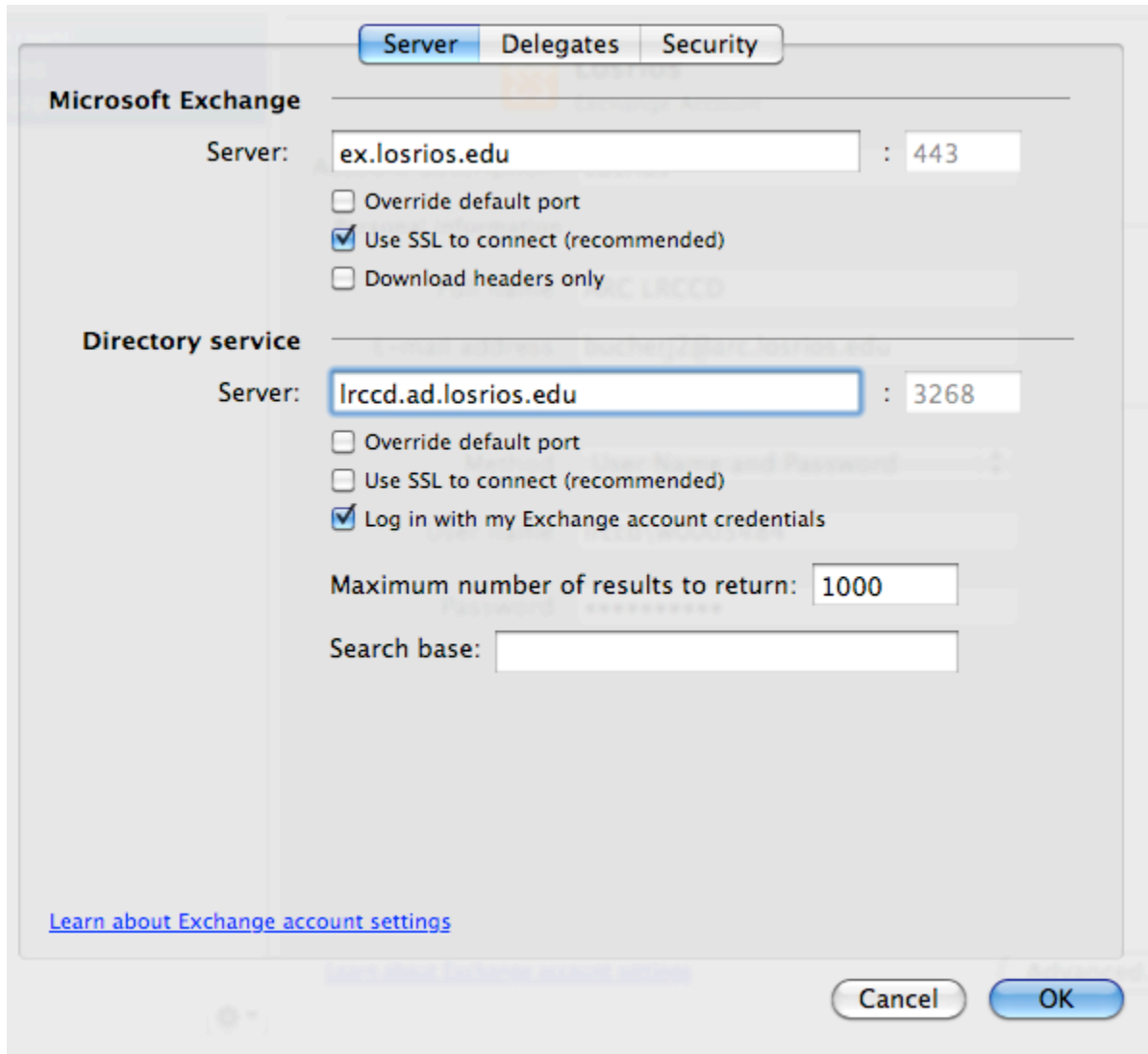
User name:

Password:

Configure automatically

Server:

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 "lrccd.ad.losrios.edu".



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