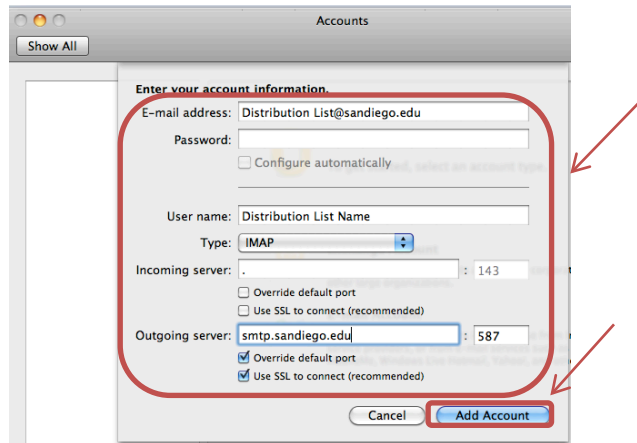


Alias Setup for Outlook 2011 for Mac Distribution List

Step 1: Create new “E-mail” account in Outlook 2011.

Click on the “+” on the bottom left of the screen and select “E-mail” from the dropdown list. Type in the Distribution List name in the pop up window. Click on the password field, but do not add any information. The window will now enlarge and allow you to change more server

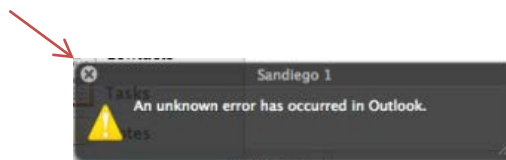


options.

Make sure that “Type:” is set to *IMAP*. The “Incoming server” must having something in it to *Add Account*, entering a “.” in the field allows it to bypass incoming mail. The “Outgoing server” must be set to *smtp.sandiego.edu*. Check the boxes for “Override default port” and “Use SSL to connect (recommended)” and change the port (the number to the right of the “Outgoing server” field) to “587.”

Click “Add Account.”

You will receive an error message on the bottom left of the screen telling you you cannot receive mail to this accout, it is Ok. Close this box by hitting the “x” at the top left.

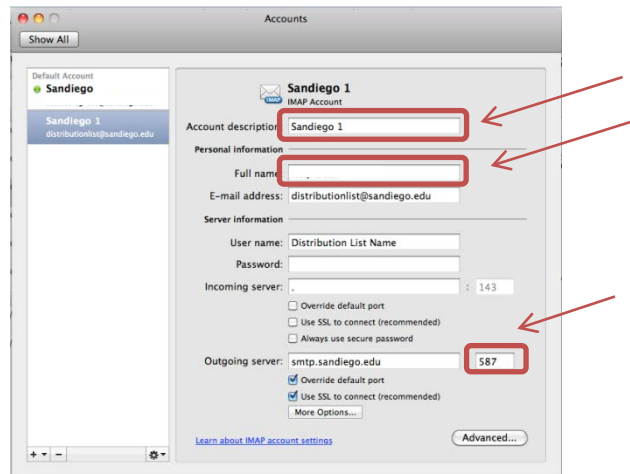


If you experience other issues or need additional support please contact the Help Desk at 619-260-7900 and we will be happy to assist you in setting up an alias in Outlook for Mac 2011 with the distribution list’s information.

Alias Setup for Outlook 2011 for Mac Distribution List

Step 2: Server information.

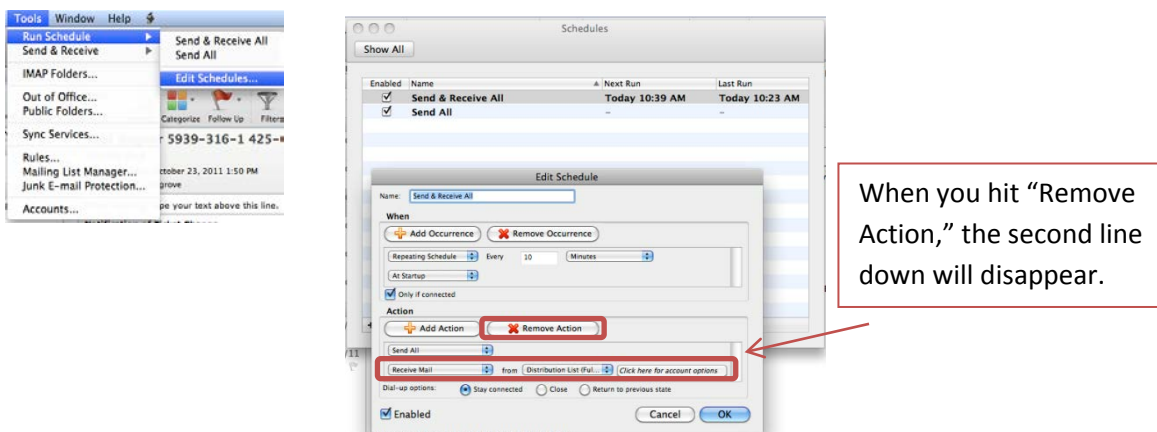
Change the “Account description” from whatever it auto-completed to the name of the Distribution List. Change the field for “Full Name” to the Distribution List name as you wish it to appear on outgoing emails. You may close this window.



If a window appears to enter user name and password. Click “save password” box and hit ok.

Step 3: Editing Schedules

Go to “Tools,” then “Run Schedule ►,” and click “Edit Schedules...”



Click “Remove Action” to disable receiving emails on this account. Click “OK” and click the red “x” on the top of the *Schedules* window to close it. You can now send from you distribution list.

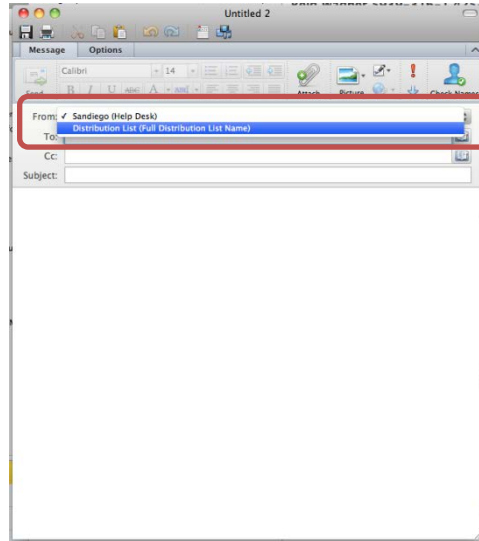
If you experience other issues or need additional support please contact the Help Desk at 619-260-7900 and we will be happy to assist you in setting up an alias in Outlook for Mac 2011 with the distribution list’s information.

Alias Setup for Outlook 2011 for Mac Distribution List

Step 4: Checking Alias - Sending and Receiving Test Emails

To check if you can send from the distribution list and receive correctly, we need to send a test email.

From the Outlook “Home” banner, click the “Mail” with the green plus symbol. From the new message screen, click the drop-down menu on the “From” field to select the distribution list that you created.



Enter “test” for subject and in the body of the email and send it to your own email account. Click “Send.”

After you receive the email you just sent to yourself, reply to it to check to make sure that the distribution list is sending correctly to all members, including yourself. Once you receive the email from your own reply, the setup is complete and you may send from your new alias!

If you experience other issues or need additional support please contact the Help Desk at 619-260-7900 and we will be happy to assist you in setting up an alias in Outlook for Mac 2011 with the distribution list’s information.