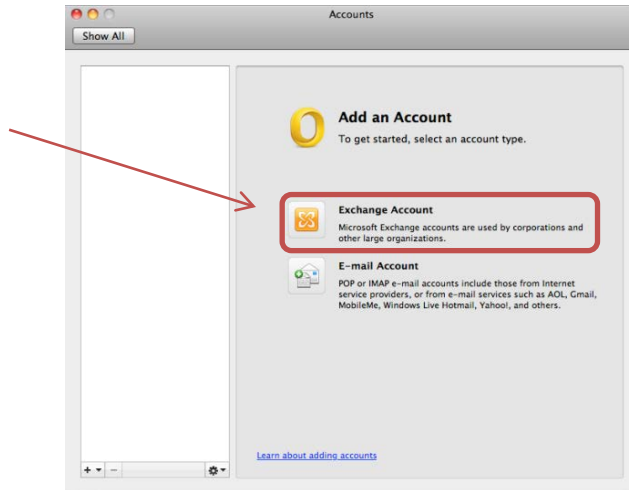


# Outlook for Mac 2011 Exchange Setup

**Step 1:** Click on the *Outlook Icon* in your dock.

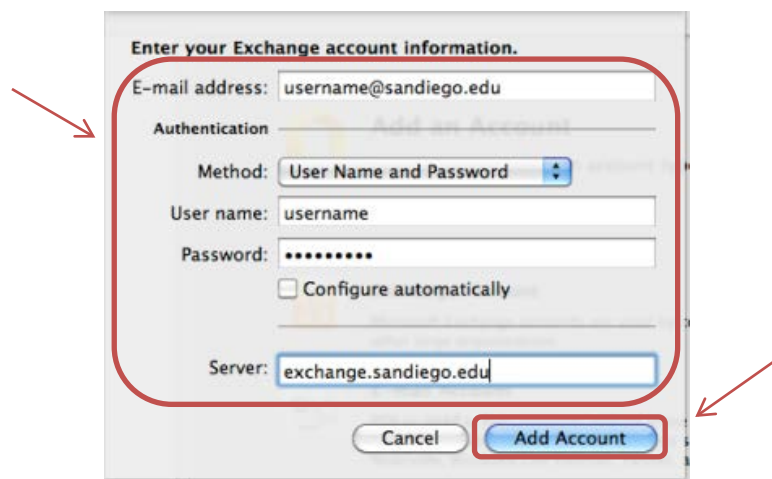


**Step 2:** Click “Exchange Account” in the middle of the *Accounts* page.



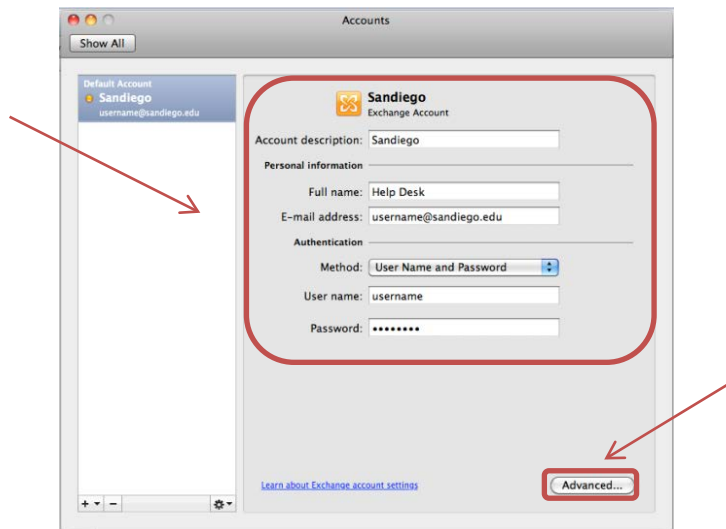
**Step 3:** Enter information about your account and server.

For “E-mail address:” enter your [username]@sandiego.edu, “Method:” should be set to “User Name and Password,” enter your [username] without the @sandiego.edu in the “User name:” field, enter your password next, make sure the “Configure automatically” box is not checked, and enter “exchange.sandiego.edu” in the “Server:” field.



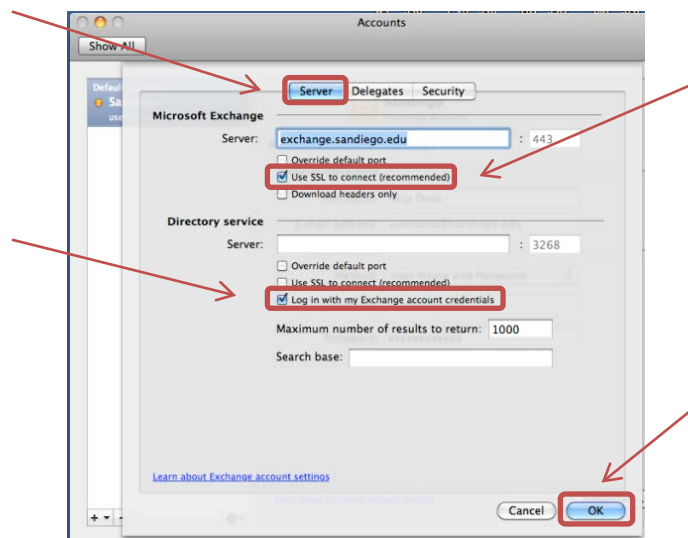
When you are finished entering your information, click “Add Account.”

**Step 4:** Verify that the information is correct on this screen and click “Advanced...”



**Step 5:** Server Information

For the fields in advanced under the “Server” tab, check to see if exchange.sandiego.edu is in the “Server:” field, the box for “ Use SSL to connect (recommended)” is selected, and “Log in with my Exchange account credentials” box is checked.



Click “Ok” when you are done checking the advanced information.

The computer should “ding” three times; and, after the third one, you are connected to Exchange!

**If you experience other issues or need additional support please call the Help Desk at 619-260-7900 and we will be happy to assist you in setting up Outlook for Mac 2011 with the Exchange mail server information.**