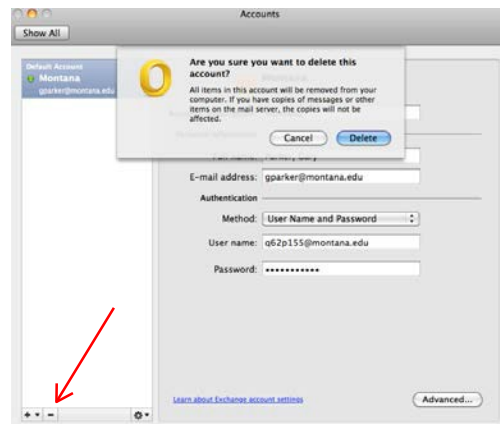


Setting up Office 365 (Exchange) Email on Office 2011 for Mac

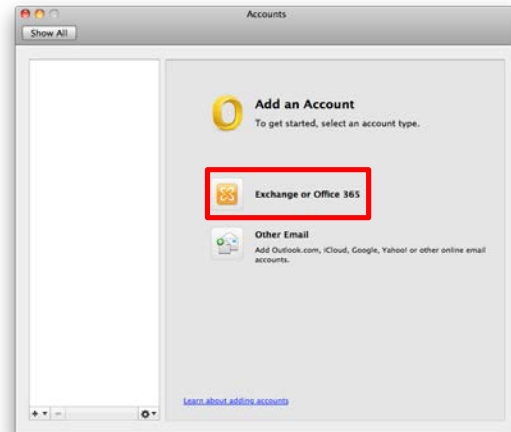
1. Open Outlook.
2. In the Preferences, click **Accounts**:



3. If you have an existing MSU account, you will need to delete it before adding the new account. To do so highlight the account and click the minus sign at the bottom left of the Accounts window. Click the Delete button when prompted.



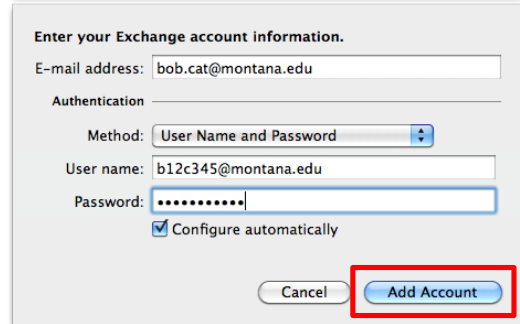
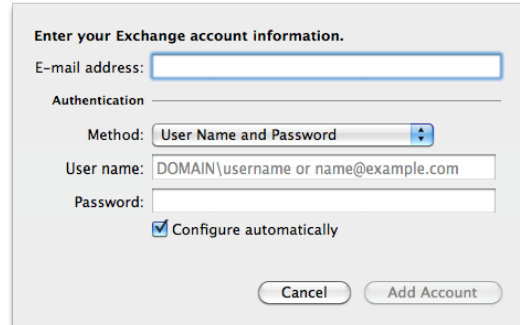
4. Select **Exchange or Office 365**.



5. Enter your email address and NetID account

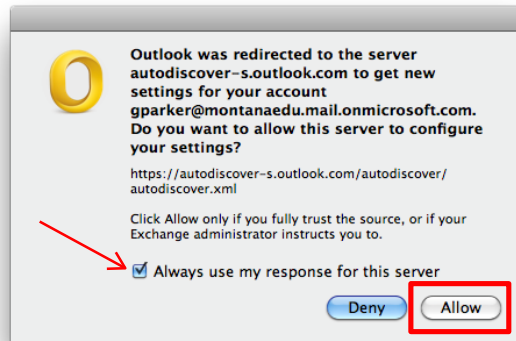
info: Email: **bob.cat@montana.edu**
User name: **b12c345@montana.edu**
Password: **NetID Password**

Then click the **Add Account** button.

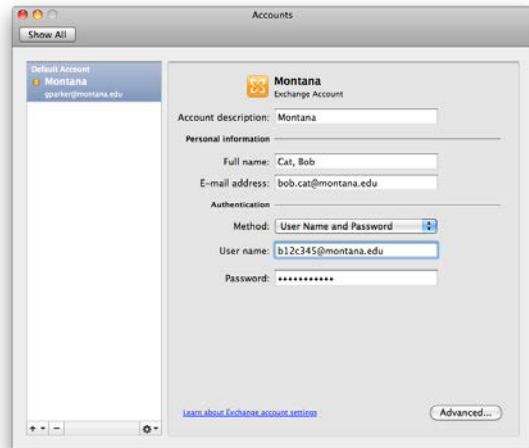


You will be redirected to the autodiscover server:

6. Check the **Always use my response for this server** box and then click the **Allow** button.



You have successfully configured your new Outlook Office365 account. Close the Preferences window and resume using Outlook.



If you have difficulties, please contact the IT Services Desk at 994-1777.