

Adding a New Account for Mac On-Campus with Outlook 2011

In order for the on-campus instructions to work, you must be **connected to the campus internet either by cable or Wi-Fi (UMB-Staff-Fac or UMB-Student)**.

Before you begin to set up your new profile you will need to make sure you **remove your security certificate** (if you have one, you will know). Instructions can be found here: http://www.umb.edu/it/getting_services/email/office365/remove_cert

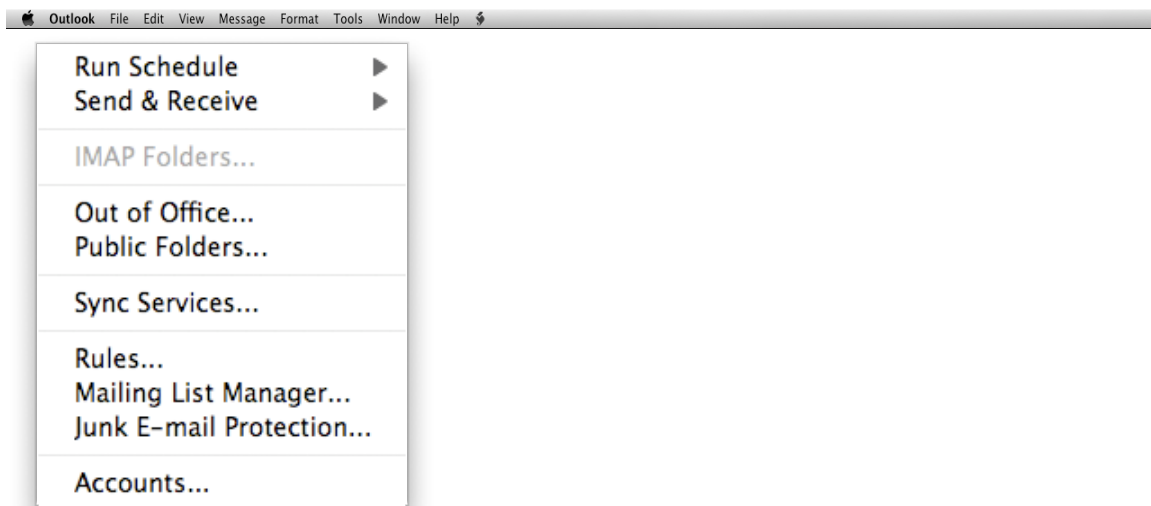
You will need to have **Microsoft Office 2011** installed on your Mac. The icons for Office 2011 look like the ones on the **Dock** image below. If you **aren't sure** which version you have, or **do not have Office 2011 icons on your dock**, go to your **Applications** folder (pictured here next to the trash). You can also go to **Finder**, then **Applications** to see your listed programs. **If you have Office 2008 or Office 2004, Outlook is not available and you will have Entourage instead.**



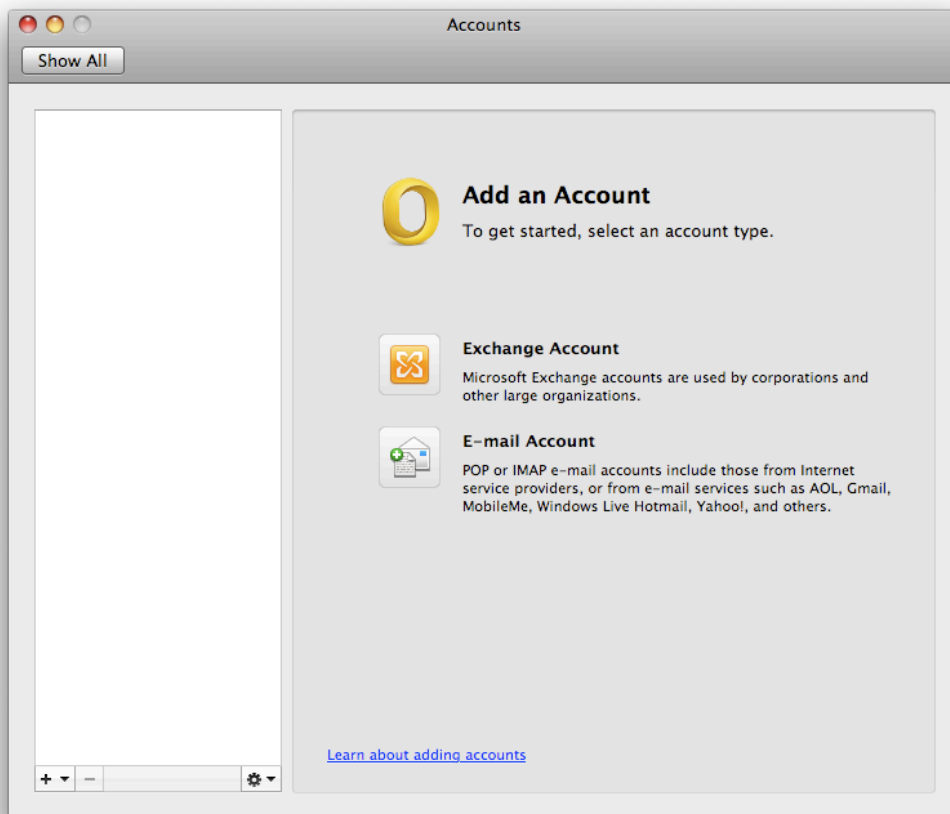
If you have Office on your Dock, **click on the yellow “O”** for Outlook to launch the program. **If this is the first time you have launched the program, you will see the screen below.** Choose **Add Account** to begin the set up process for your new profile.



If you do not see the above screen or have previously configured your Outlook for IMAP, navigate to **Tools** (across the top of the screen), then **Accounts...**



Select **Accounts...**, the below window will open.



Select **Exchange Account** and make sure you are connected to the campus internet either by Ethernet cable or **UMB-Staff-Fac/UMB-Student**. If you have an **existing account**, press the **+** on the **bottom left** and select **Exchange**.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

Enter your **full e-mail address**.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

Make sure **Method** is set to **User Name and Password**. **User name must be your entire e-mail address**. Enter your **e-mail password**. Ensure **Configure Automatically** is checked. Click **Add Account**.

Enter your Exchange account information.

E-mail address:

Authentication


Method:

User name:

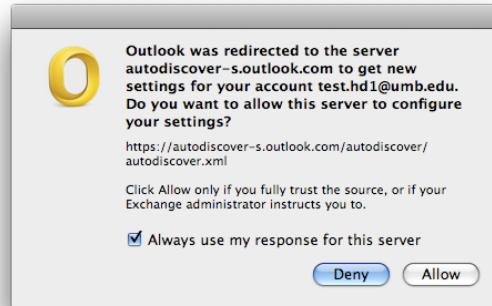
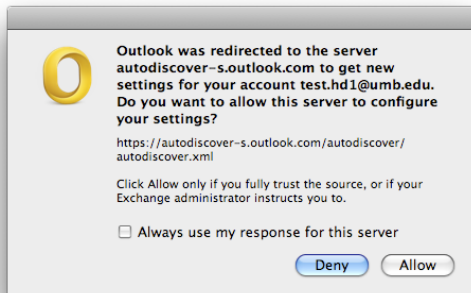
Password:

Configure automatically

Detecting Exchange Server.



The authentication process will begin and Outlook will be redirected to **auto-discover** in order to find the correct server for your e-mail address. You will see a **pop-up window** asking you to **allow access**. **Check** the box for **Always use my response for this server** and select **Allow**. You may see this window **multiple times** throughout the search for your server. Follow the same steps each time during initial setup.



Enter your Exchange account information.

E-mail address: test.hd1@umb.edu

Authentication

Method: User Name and Password

User name: Test Account

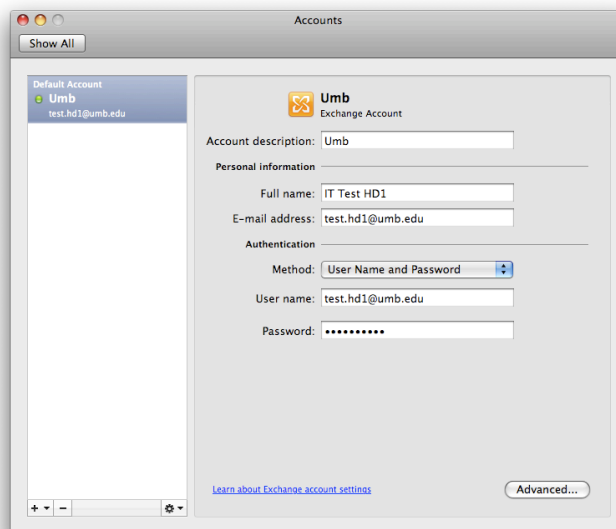
Password:

Configure automatically

Detecting Exchange Server.

Cancel Add Account

The authentication and setup process will complete and **your account** will appear in the **Account** box pictured below. In the **left panel**, it will appear with a **yellow circle** while the account is connecting with the server and populating your folders.



Your **Outlook profile** will open **behind** the **Accounts** window (pictured above) and begin making a connection with the server. You can **exit the Accounts page** by **clicking the red circle** in its upper left corner. If you were to reopen **Tools, Accounts...** you would see your account listed with a **green circle** indicating the account connection was **successful**.

