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 **full e-mail address**.

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**.
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.

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.