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: <u>http://www.umb.edu/it/getting_services/email/office365/remove_cert</u>

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...

🗯 Outlook File Edit View Message Format Tools Window Help 🐓

Run Schedule Send & Receive	•
IMAP Folders	
Out of Office Public Folders	
Sync Services	
Rules Mailing List Manager Junk E-mail Protectio	r on
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 and Password						
User name:	DOMAIN\username						
Password:							
	Configure automatically						
	Cancel Add Account						

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

E-mail address:	test.hd1@umb.edu
Authentication	
Method:	User Name and Password
User name:	test.hd1@umb.edu
Password:	
	Configure automatically
	Cancel Add Account

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:	test.hd1@umb.edu					
Authentication						
Method:	User Name and Password					
User name:	Test Account					
Password:	•••••					
	Configure automatically					
Detecting Exchange Server.						
3 M	Cancel Add Account					

The authentication process will begin and Outlook will be redirected to **autodiscover** 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.

Outlook was autodiscover settings for Do you want your settings	Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account test.hd1@umb.edu. Do you want to allow this server to configure your settings?			settings for your account test.hd1@umb.edu Do you want to allow this server to configur your settings?		
https://autodisc autodiscover.xm	cover-s.outlook.com/autodiscover, nl	1		https://autodiscover-s.outiook.com/autodiscover/ autodiscover.xml		
Click Allow only Exchange admin	if you fully trust the source, or if y histrator instructs you to.	your		Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.		
Always use	e my response for this server					
	Deny	Allow		Deny Allow		
	Enter your Exch	ange account info	rmation.			
	Enter your Exch E-mail address:	ange account info test.hd1@umb.edu	rmation.			
	Enter your Exch E-mail address: Authentication	ange account info test.hd1@umb.edu	rmation.			
	Enter your Exch E-mail address: Authentication Method:	ange account info test.hd1@umb.edu User Name and Pa	rmation. u	•		
	Enter your Exch E-mail address: Authentication Method: User name:	ange account info test.hd1@umb.edu User Name and Pa Test Account	rmation. u assword	÷		
	Enter your Exch E-mail address: Authentication Method: User name: Password:	ange account info test.hd1@umb.edu User Name and Pa Test Account	rmation. u assword	\$		
	Enter your Exch E-mail address: Authentication Method: User name: Password:	ange account info test.hd1@umb.edu User Name and Pa Test Account Configure auton	rmation. u assword natically	•		

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.

00	Accounts
Show All	
Default Account 9 Umb test.hd1@umb.edu	Umb Exchange Account
	Account description: Umb
	Personal information
	Full name: IT Test HD1
	E-mail address: test.hd1@umb.edu
	Authentication
	Method: User Name and Password
	User name: test.hd1@umb.edu
	Password:
	Learn about Exchange account settings Advanced
+ • - ¢	

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**.

000		Inbox • Umb						\Box
		2				Q Search	This Folder	
Home Organize	Tool	s						^
E-mail New Delete	Reply	Reply All Forward Attachment	Move Junk *	Unread Categorize	Follow Up	Find a Contact	Send/Receiv	e
► 🖄 Inbox	3	Arrange By: Conversations ‡	Newest on Top *					
Drafts		▼ YESTERDAY	3					
Sent Items	(1)	test for Lion and Outlook Alison E. Murray	Yesterday					
Tservicedesk		test for university databas Alison E. Murray	e Yesterday					
 Quarantine ■ RSS Feeds ■ Sent Messages ▶ ■ Sync Issues ₩ Junk E-mail ▶ SMART FOLDERS 	50	i test for apple mail Alison E. Murray	Yesterday					
Mail								
Contacts								
Tasks								
Notes								
		3 items 3 unread			_	This fold	er is up to date.	Sconnected to "Umb"