

Configuring Outlook 2011 for Mac to Connect Exchange Server

1. Open Outlook 2011 for Mac
2. Open **Tools > Accounts....**
3. On the displayed page click on the + sign in the bottom left corner and then click **Exchange....**
4. Fill out the following fields:
 - Enter *fullemail@address.com.au* in the **E-mail address** field.
 - In the **Method** drop-down select **User Name and Password**.
 - Enter *fullemail@address.com.au* in the **Username** field.
 - Enter your password to the **Password** field.
 - Make sure that the **Configure automatically** checkbox is checked.
5. Click **Add Account**.
6. If the **Outlook was redirected to the server...** request will be displayed, check the **Always use my response for this server** checkbox and click the **Allow** button.
7. Enter your name in the **Account description** field