Creating a Profile Using Outlook 2011 Mac

2. Click Outlook and select Preferences.
3. Click **Accounts**.
4. Click Exchange Account.
5. Type in your account information and uncheck *configure automatically*. The email address format is `username@my.uno.edu`, user name format is `username@uno.edu`, and the server address is `pod51008.outlook.com`.

6. Click *Add Account*.
7. Once you have clicked **Add account** you may see the following pop up. Check **Always use my response for this server** and click **Allow**. It will take up to 10 minutes for Outlook to pull down your mail and contacts from the server.

8. Congratulations! You have successfully setup your email for Outlook 2011:Mac.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.