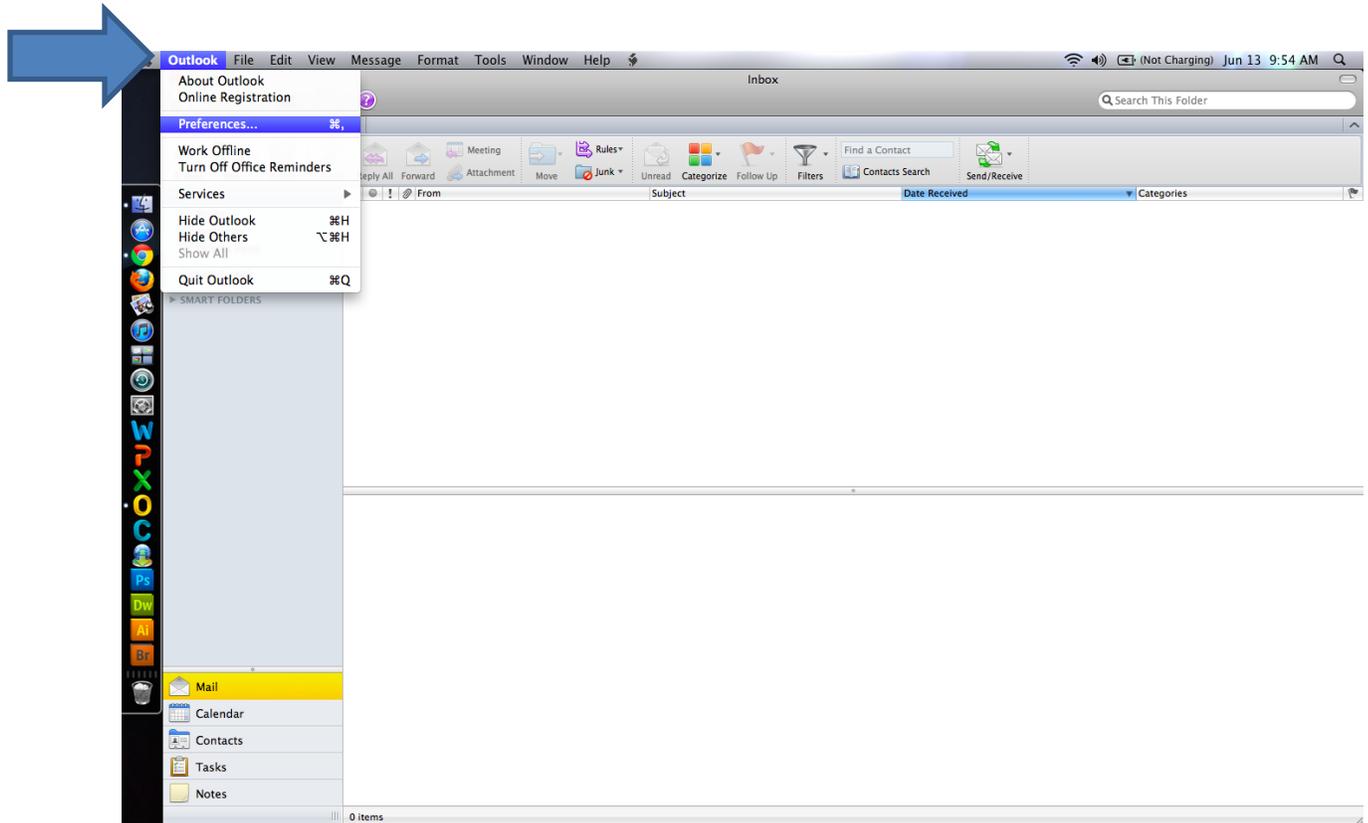
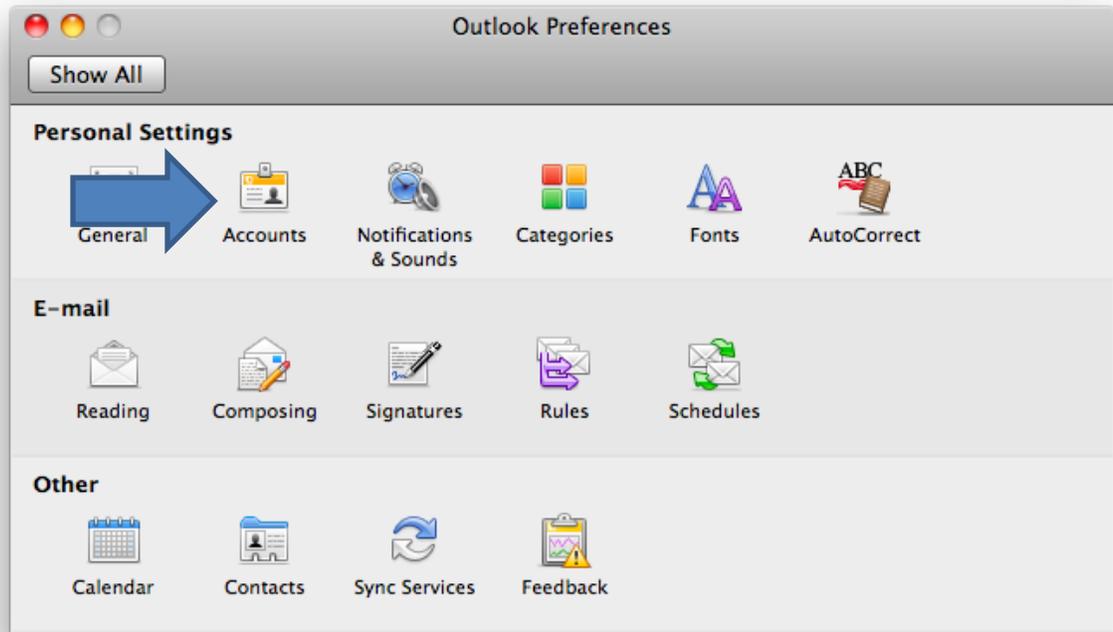


Creating a Profile Using Outlook 2011 Mac

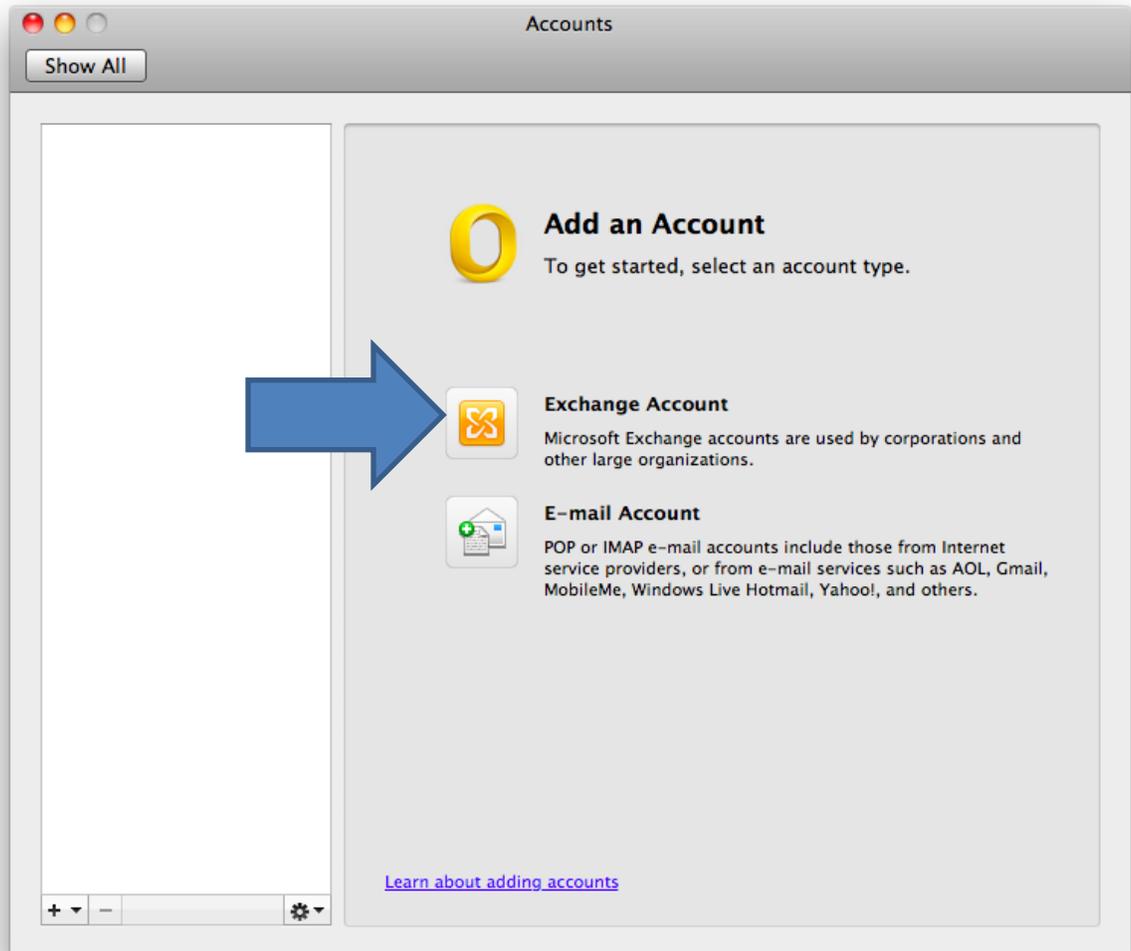
1. Startup Microsoft Outlook: Mac 2011.
2. Click **Outlook** and select **Preferences**.



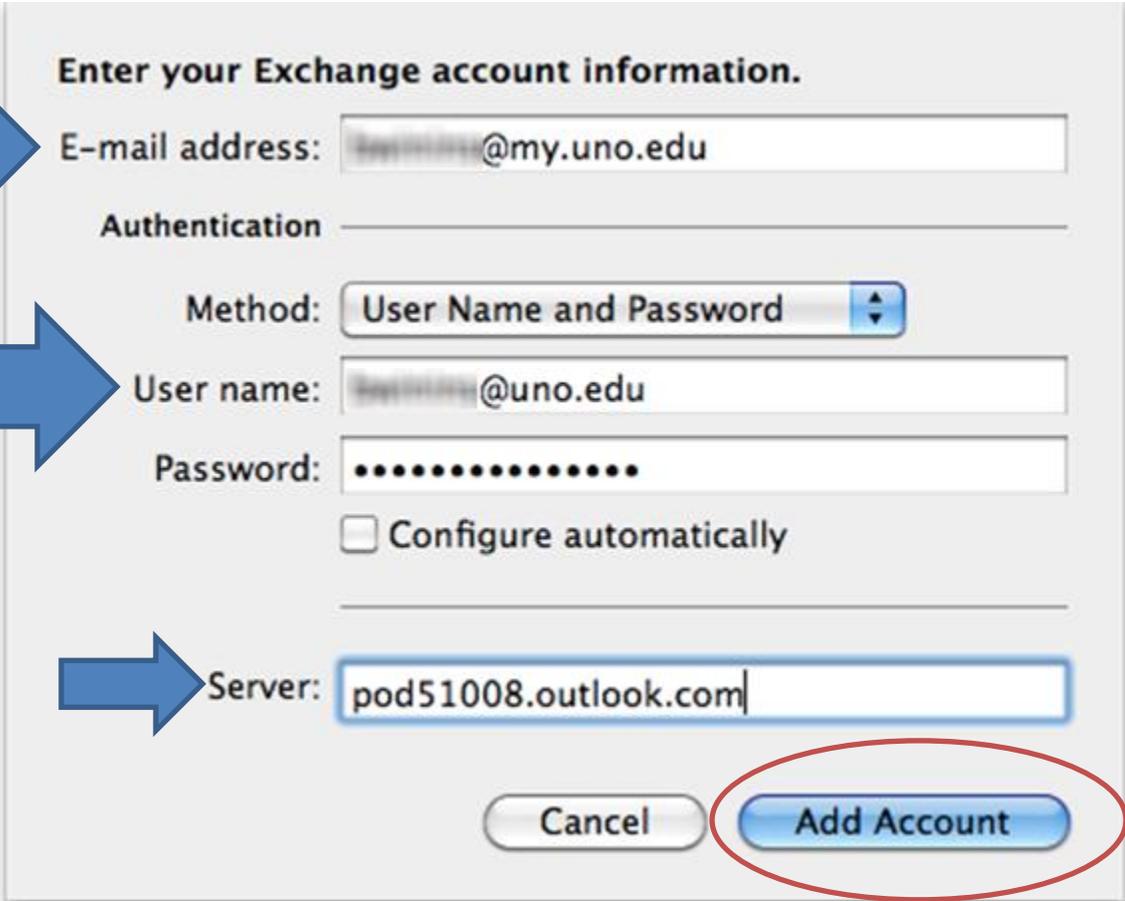
3. Click **Accounts**.



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**.



Enter your Exchange account information.

E-mail address:

Authentication

Method:

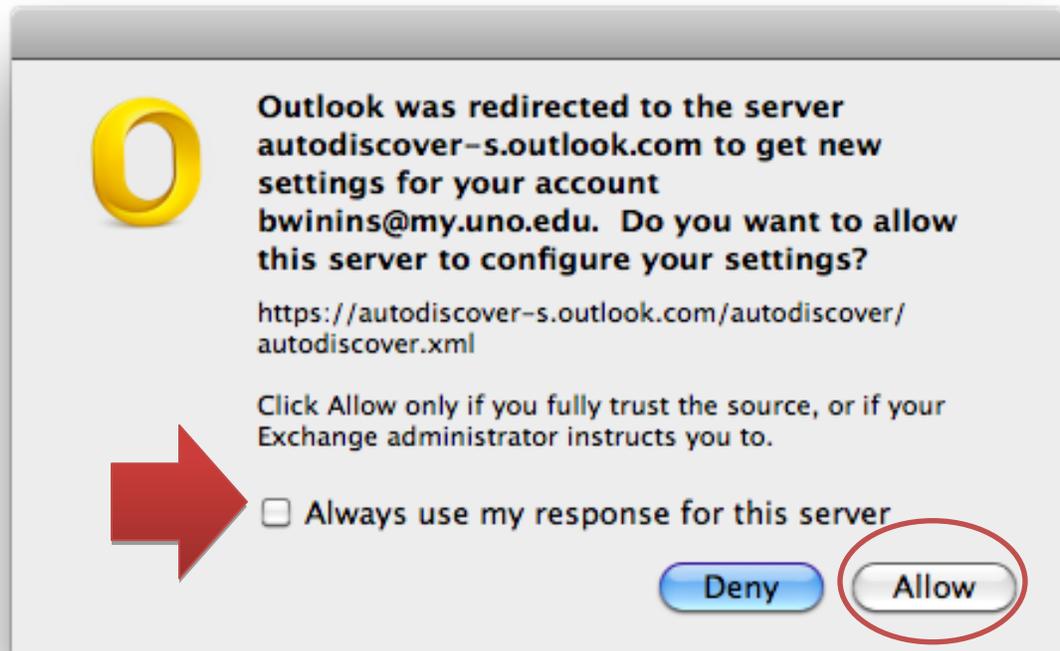
User name:

Password:

Configure automatically

Server:

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.