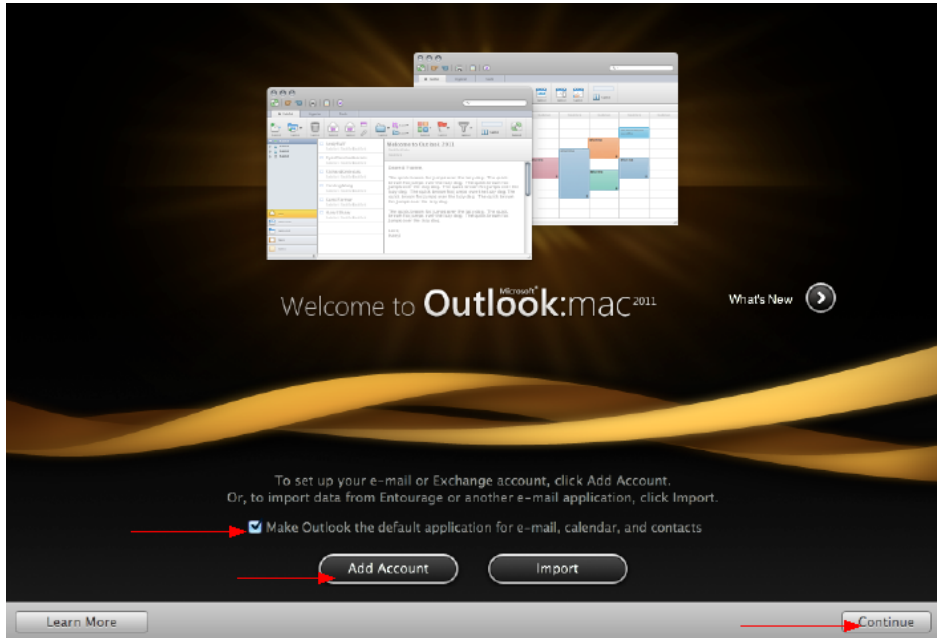
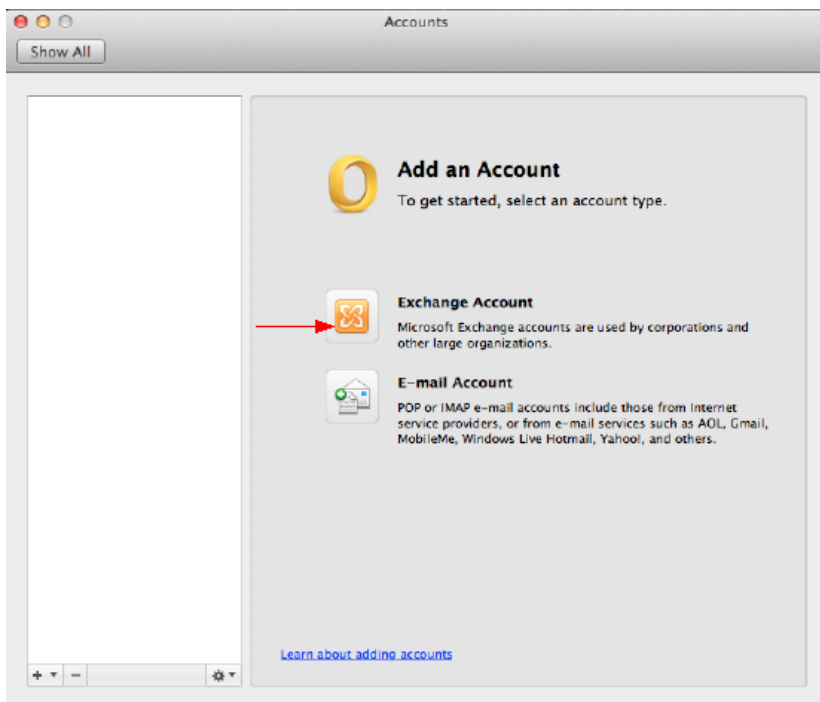


## Configuring Outlook:mac 2011

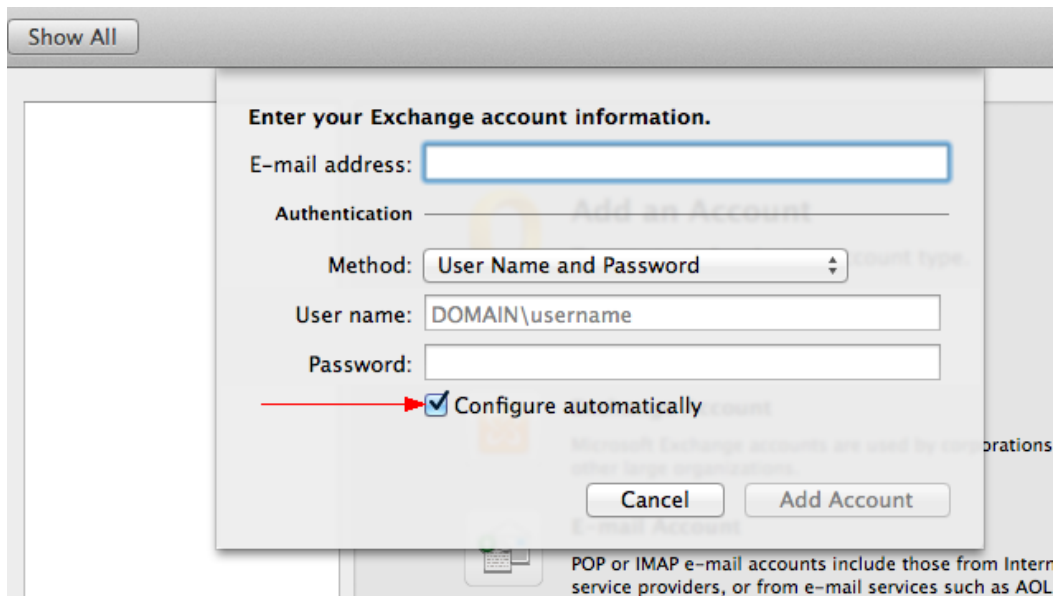
1. Open Outlook. Check the box next to **Make Outlook the default application for email.....** Click on **Add Account**. The click on **Continue**.



2. Click on the orange button next to **Exchange Account**.



3. Uncheck the box next to **Configure automatically**.



Enter your Exchange account information.

E-mail address:

Authentication

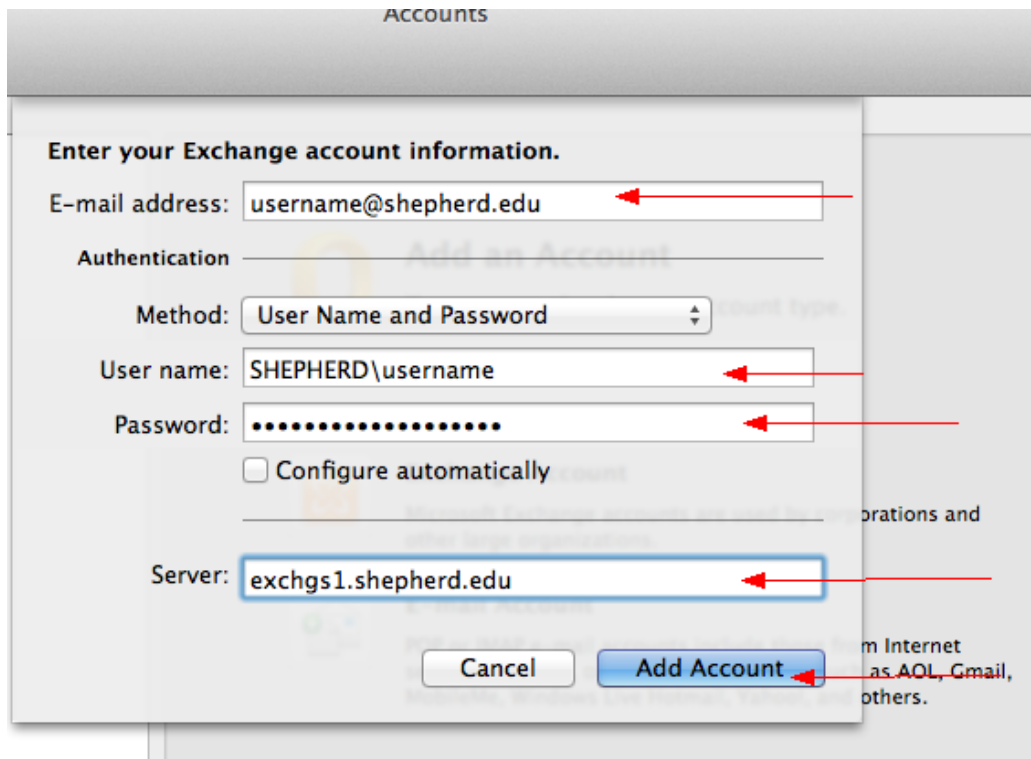
Method:

User name:

Password:

☒ Configure automatically

4. Enter your **Shepherd email address** in the **E-mail address:** box. Enter your **SHEPHERD\your Shepherd username** in the **User name** box. **Your Shepherd username** is the username in your email address which is the letters and possibly numbers before **@shepherd.edu**. Enter **your Shepherd password** in the **Password** box. In the **Server** box, enter **exchgs1.shepherd.edu**. Click on **Add Account**.



ACCOUNTS

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

☐ Configure automatically

Server:

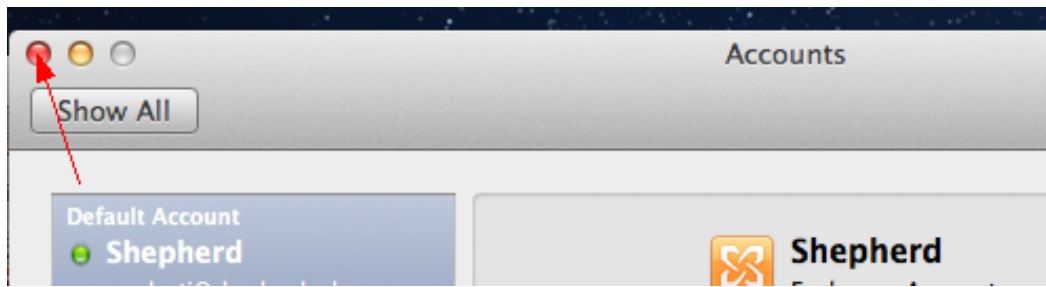
5. Enter **your Full Name** in the **Account description** and the **Full name** boxes. Click on **Advanced**.

The screenshot shows the 'Accounts' window with a sidebar on the left listing accounts. The main pane shows the settings for 'Your Full Name' (Exchange Account). The 'Account description' field contains 'Your Full Name'. The 'Personal information' section has 'Full name' set to 'Your Full Name' and 'E-mail address' set to 'username@shepherd.edu'. The 'Authentication' section shows 'Method' as 'User Name and Password', 'User name' as 'SHEPHERD\username', and 'Password' as a masked field. At the bottom, there is a link 'Learn about Exchange account settings' and an 'Advanced...' button.

6. Click on the **Server** tab. Under the **Directory service** section, enter **sudcv1** in the **Server** box.

The screenshot shows the 'Accounts' window with the 'Server' tab selected. The 'Microsoft Exchange' section has 'Server' set to 'https://exchgs1.shepherd.edu/EWS/Excha' and port '443'. The 'Directory service' section has 'Server' set to 'sudcv1' and port '3268'. Other options include 'Override default port', 'Use SSL to connect (recommended)', 'Download headers only', 'Log in with my Exchange account credentials', 'Maximum number of results to return' (1000), and 'Search base'. At the bottom, there is a link 'Learn about Exchange account settings', 'Cancel', and 'OK' buttons.

7. Close the **Accounts** window.



8. It may take several minutes to download all your email from the Exchange server. When it has finished downloading your email, the download bar will disappear.

