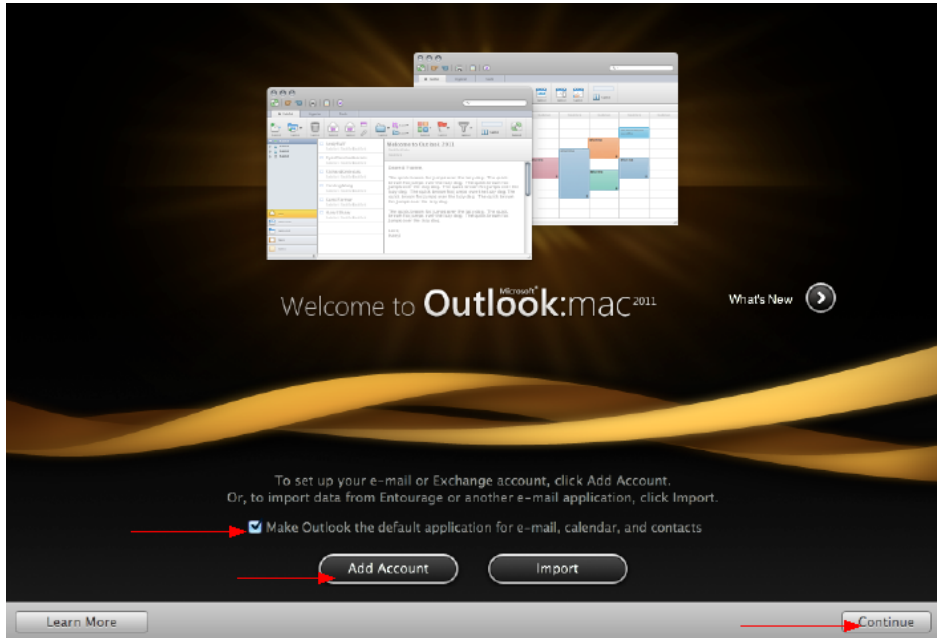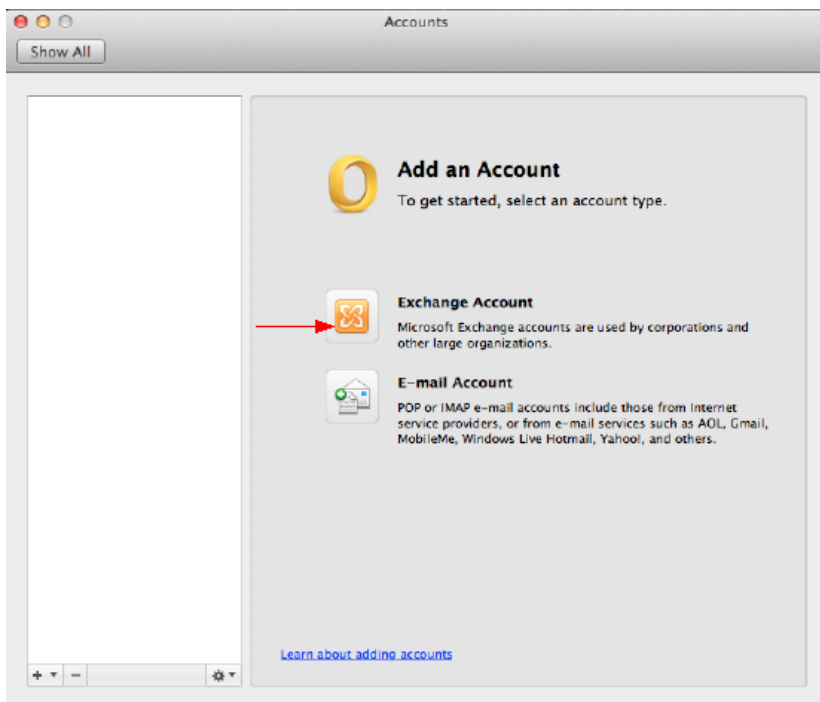# Configuring Outlook:mac 2011

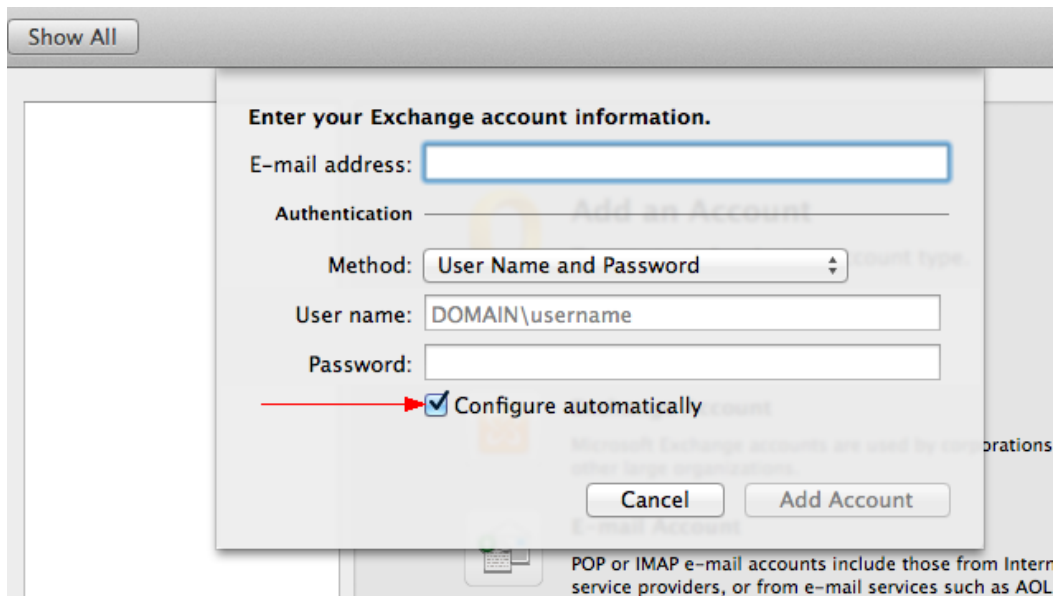1. Open Outlook. Check the box next to **Make Outlook the default application for email…..** Click on Add **Account**. The click on **Continue.**

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

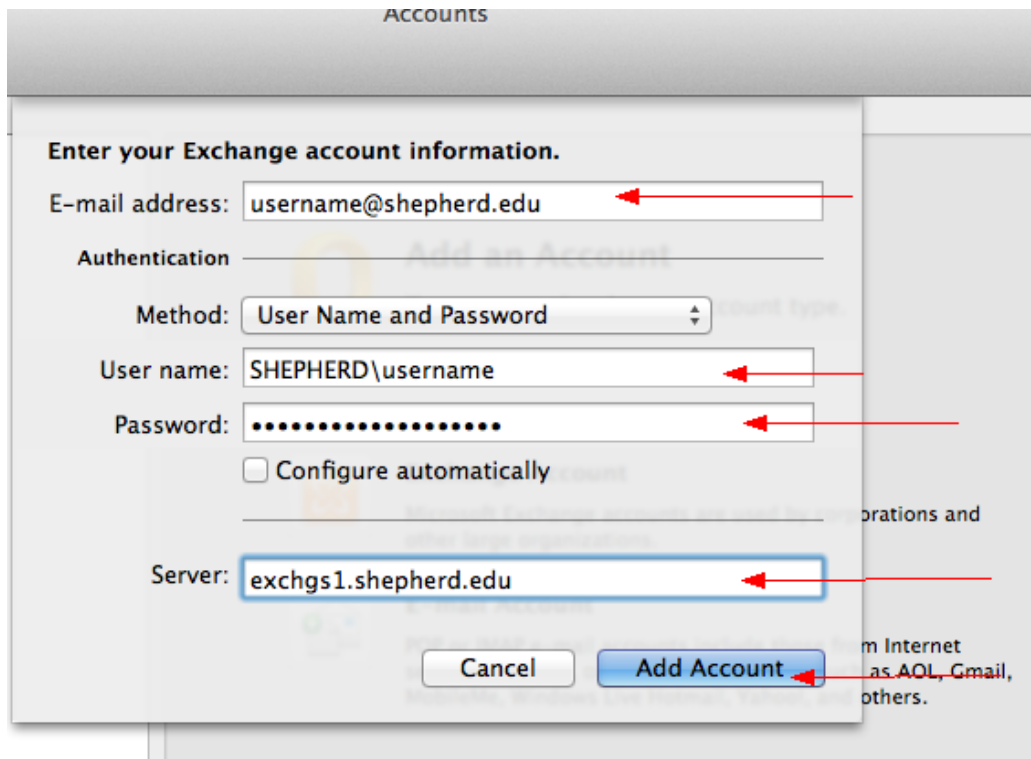3. Uncheck the box next to **Configure automatically**.

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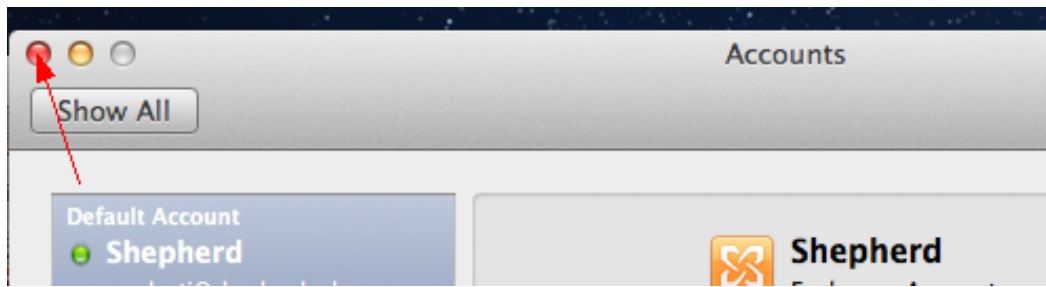
5. Enter **your Full Name** in the **Account description** and the **Full name** boxes. Click on **Advanced**.

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

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.