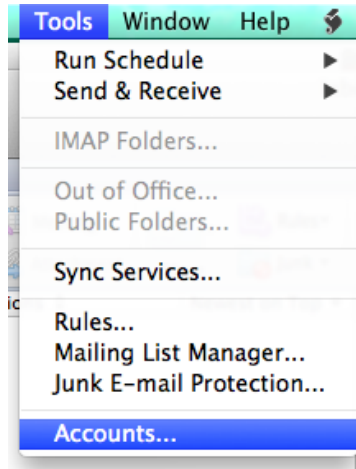


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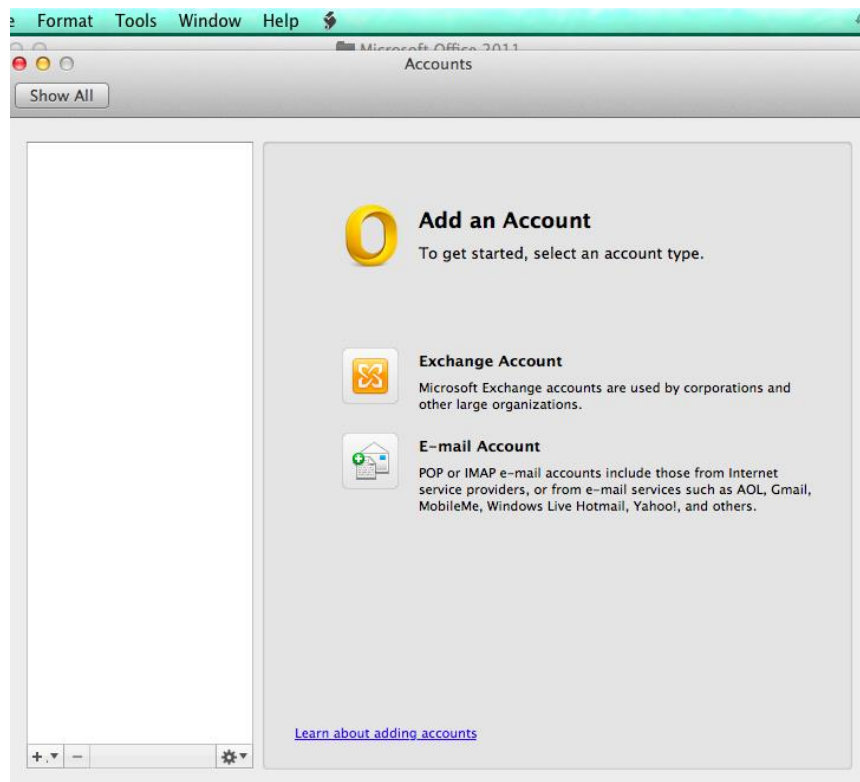
1) Open the Office 2011 folder in applications and open Microsoft Outlook.



2) Once Open go to the tools -> Accounts

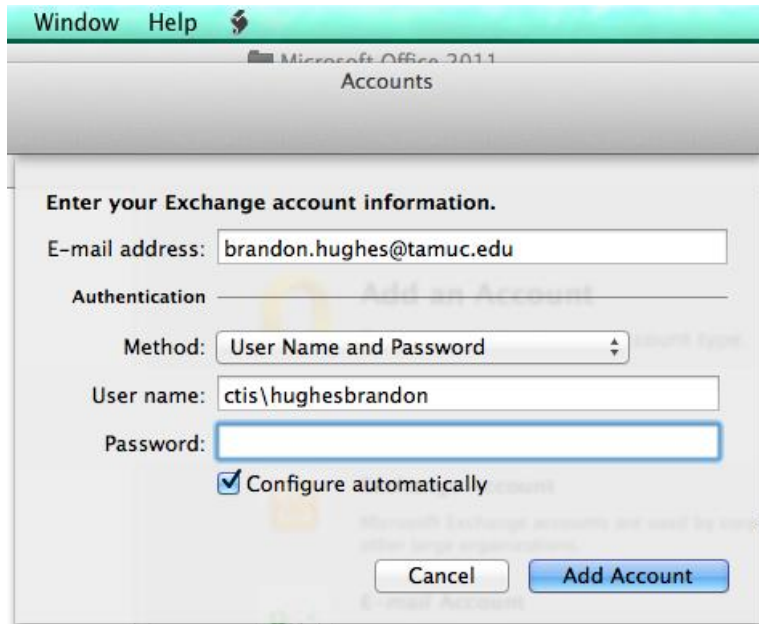


3) Select Exchange Account



Outlook 2011 on Mac

- 4) Enter your E-mail Address, user name and password. Keep the checkbox for "Configure Automatically" selected.



The screenshot shows the "Accounts" window in Microsoft Office 2011 on a Mac. The window title is "Microsoft Office 2011 Accounts". The main heading is "Enter your Exchange account information." Below this, there are several input fields and a checkbox:

- E-mail address:** A text field containing "brandon.hughes@tamuc.edu".
- Authentication:** A section header.
- Method:** A dropdown menu set to "User Name and Password".
- User name:** A text field containing "ctis\hughesbrandon".
- Password:** An empty text field with a blue border.
- Configure automatically:** A checked checkbox.

At the bottom of the dialog, there are two buttons: "Cancel" and "Add Account".