Overview
This document lists the steps required to configure Microsoft Outlook 2011 (Mac) for use with your Office 365 account.

Requirements
- Microsoft Office 2011 for Mac
- An Office 365 E-mail Account

Steps to Configure Outlook 2011 on a Mac
1. Open Microsoft Outlook 2011.
2. Click “Tools” in the Outlook Menu bar, and select “Accounts…”.

   ![Figure 1: Click the “Tools” menu and select “Accounts…”](image1.png)

3. Click the “Exchange Account” icon in the Accounts dialog box.

   ![Figure 2: Click “Exchange Account” in the Add Account dialog box.](image2.png)
NOTE: If you have already setup other accounts in your Outlook client, then you must click on the “+” sign at the bottom of the left column of the Accounts dialog box and select “Exchange...”.

Figure 3: Click the “+” sign and select “Exchange...” in the Accounts dialog box.

4. In the Enter your Exchange account information dialog box:
   A. Enter your e-mail address (CampusID@gsu.edu) in the “E-mail address” field.
   B. Enter your e-mail address (CampusID@gsu.edu) in the “User name” field.
   C. Enter your CampusID password in the “Password” field.
   D. Check “Configure automatically”
   E. Click the “Add Account” button.

Figure 4: Enter your Office 365 account information in the Enter your account information dialog box.
5. Check “Always use my response for this server, and click “Allow” in the security dialog box.

![Security Dialog Box]

Figure 5: Check "Always use my response for this server" and click "Allow" in the Security dialog box.

*NOTE: After Outlook automatically configures your e-mail account, you will see your e-mail account listed in the left column of the Accounts dialog box.*

6. Click the red “X” in the upper left corner of the Accounts dialog box to exit.