Setting Up Outlook 2011 For Mac
For Mac OS X

Setting up Outlook 2011 (Mac)

1. Open Outlook 2011 for Mac.

2. If you are using Outlook for the first time, please skip to step 3.

Click on the Tools menu and select Accounts.

For additional support, call Computer Services at 232-1230 or submit an online help request.
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4. Please provide the requested information:

   **E-mail address:** Primary email address (example: jsweatt@law.utexas.edu)

   **Method:** User Name and Password

   **Username:** Primary Email Address (example: jsweatt@law.utexas.edu)

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Password: UT EID Password

Configure automatically: Checked

5. If AutoDiscover succeeds, please skip to step 6.

If there was an error in the information or AutoDiscover fails, you will see an additional window appear for Server. In the server field, type outlook.office365.com

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6. A popup will appear, saying that a redirect has happened and the server would like to configure your account. Verify that it looks similar to the screenshot below, check the box next to **Always use my response for this server**, then click **Allow**.

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7. An account called "Utexas" will show. The account will then start to populate.