Setup SMU Email on Microsoft Outlook (Mac)

1. Open Outlook and navigate to Menu Bar > Tools > Accounts.

2. In the Accounts box, select Exchange or Office 365.

3. In the new windows, fill in the following fields, then click Add Account.
   - **E-mail address:** enter SMU email address
   - **Method:** select User Name and Password
   - **User name:** smustf\%user name%
   - **Password:** enter your mailbox password

4. Outlook will attempt to determine settings for your Exchange account automatically. If this is successful, you will see a prompt as below. Select the option ‘Always use my response for this server’ and click on Allow.
5. The account is now setup and you can use it to send and receive email.