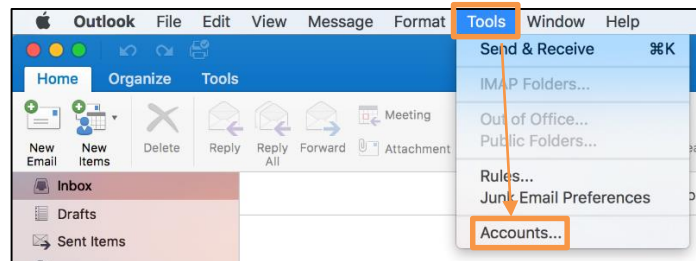


## >>> Self-help Guide <<<

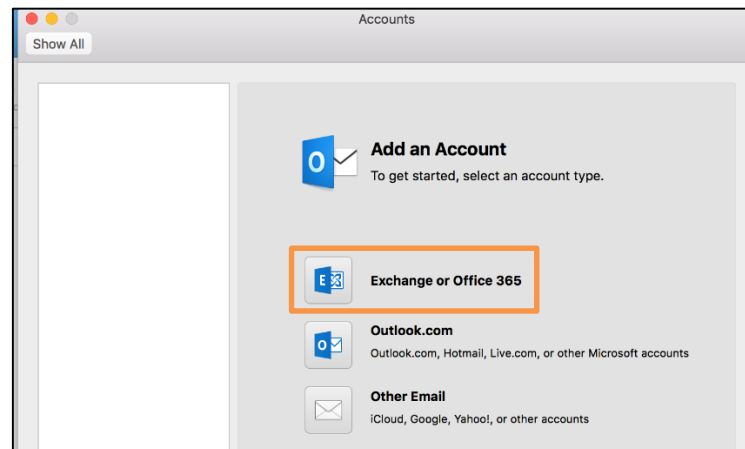
### Setup SMU Email on MS Outlook

Reference software: Microsoft Outlook 2016

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

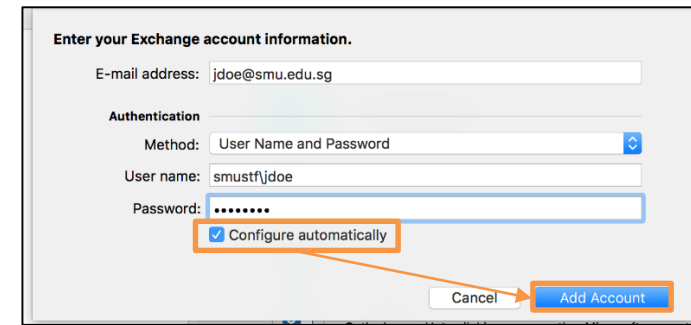


2. In the Accounts box, select **Exchange or Office 365**.

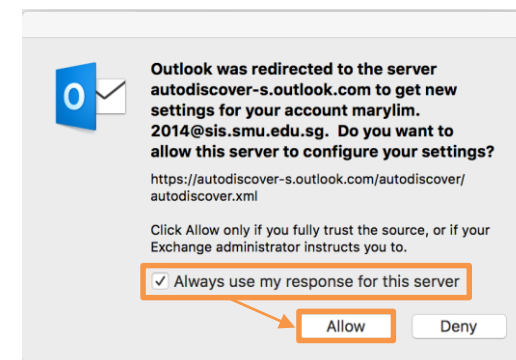


3. In the new windows, fill in the following fields, then click **Add Account**.

- **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**.



## Setup SMU Email on Microsoft Outlook (Mac)

5. The account is now setup and you can use it to send and receive email.

