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: enter your SMU email address
   - 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. You will see a prompt as below. Type your SMU user name and password, and then click **Sign in**.

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