

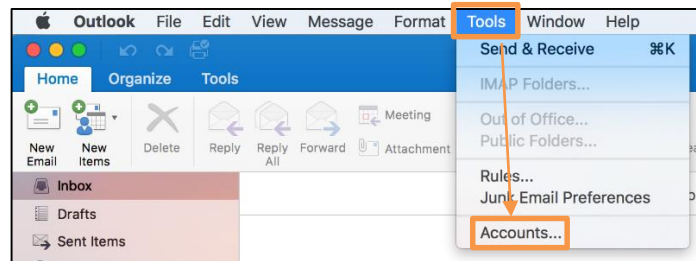
Setup SMU Email on Microsoft Outlook (Mac)

>>> Self-help Guide <<<

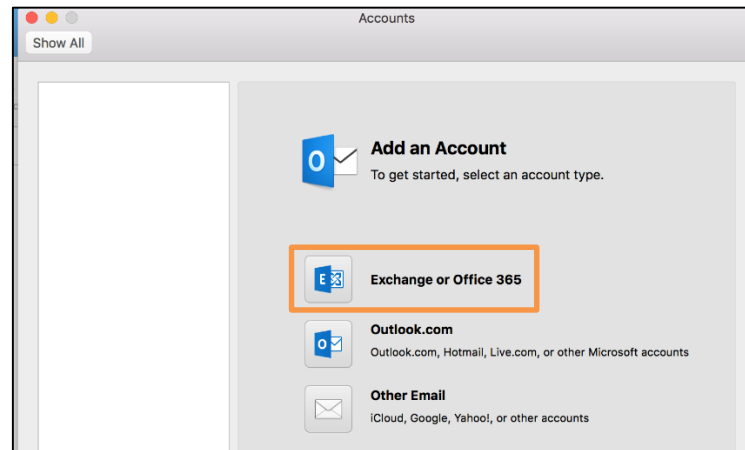
Setup SMU Email on MS Outlook

Reference software: Microsoft Outlook 2016

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

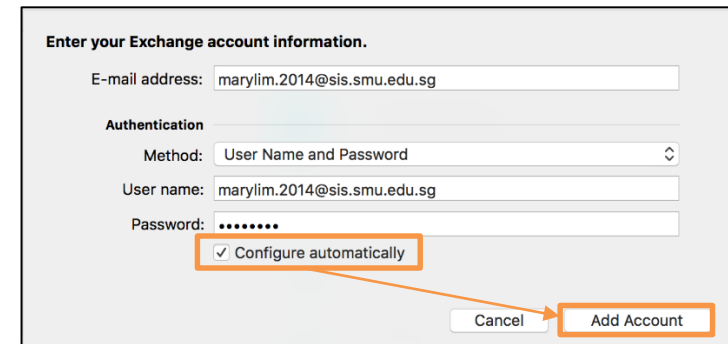


2. In the Accounts box, select **Exchange or Office 365**.

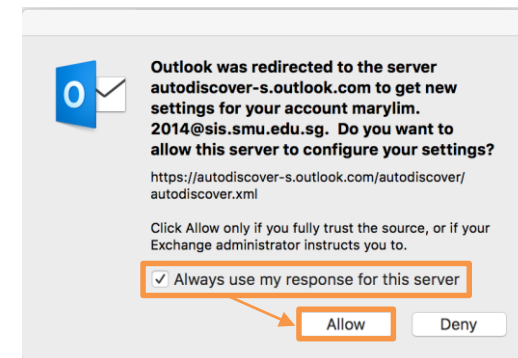


3. In the new windows, fill in the following fields, then click **Add Account**.

- **E-mail address:** enter SMU email address
- **Method:** select **User Name and Password**
- **User name:** enter your SMU email address
- **Password:** enter your mailbox password

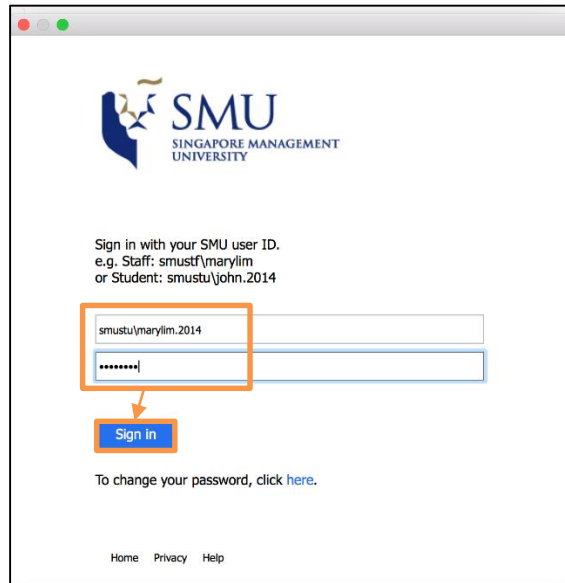


4. Outlook will attempt to determine settings for your Exchange account automatically. If this is successful, you will see a prompt as below. Select the option 'Always use my response for this server' and click on **Allow**.



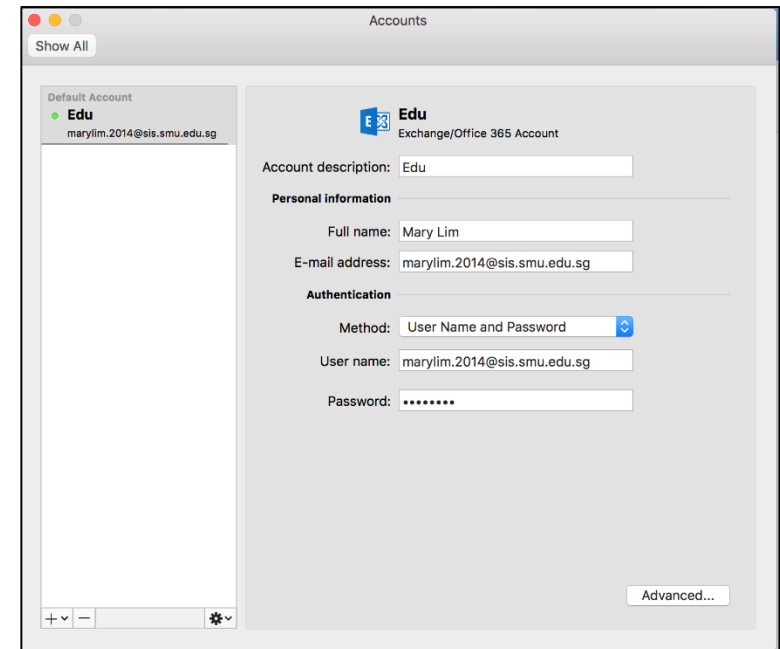
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5. You will see a prompt as below. Type your SMU user name and password, and then click **Sign in**.



The image shows a web browser window with the SMU logo at the top. Below the logo, the text reads: "Sign in with your SMU user ID. e.g. Staff: smustf\marylim or Student: smustu\john.2014". There are two input fields: the first contains "smustu\marylim.2014" and the second contains "*****". A blue "Sign in" button is located below the fields. At the bottom, there is a link: "To change your password, click [here](#)." and navigation links: "Home Privacy Help".

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



The image shows the "Accounts" window in a Mac OS. The "Default Account" is "Edu" with email address "marylim.2014@sis.smu.edu.sg". The account is described as "Exchange/Office 365 Account". Under "Personal information", the fields are: "Full name: Mary Lim" and "E-mail address: marylim.2014@sis.smu.edu.sg". Under "Authentication", the fields are: "Method: User Name and Password", "User name: marylim.2014@sis.smu.edu.sg", and "Password: *****". There is an "Advanced..." button at the bottom right.