Configure MS Outlook 2011 (Mac version) to use SMU email

1. Open Outlook. Look for this icon on your dash board or applications:

2. This will launch this window.

Note: Make sure you put check on the box that says,” Make Outlook the default applications for e-mail, calendar and contact”.

3. Then click Add Account
4. Then choose Exchange Account.
5. It will then require you to enter your full SMU Email Address (including the school prefix) as E-mail address; and User name; and Password. Click Add Account.
6. When prompted, check **Always use my response for this server**. Click **Allow**.
7. You are now connected to SMU Live@edu using Outlook on Mac 2011!

8. It is normal for outlook to be slow on initial usage as it syncs up to your mail box and all of your emails, contacts and calendar.