All faculty, staff, and graduate students at Marshall have an Outlook email account through the Marshall Exchange server. The instructions in this handout cover how to connect the client version of Outlook 2011 for the Mac to Marshall’s 2010 Exchange server. It covers configuration for first time Outlook usage as well as adding an additional account to a preexisting Outlook configuration. (See the second page for instructions on the latter.)

**Configuring Outlook for First Time Use**

The steps in this section are for users who have not yet configured Outlook to connect to any accounts.

2. Click “Add Account”.
3. Click the icon to the left of “Exchange Account”.
4. At “E-mail address“, type your full Marshall email address.
5. At “Authentication Method”, select “User Name and Password”.
6. At “User name”, type your Marshall log in name preceded by “marshall.edu\_____”. For example, if your username was “ttrojan”, you would type: marshall.edu\ttrojan
7. At “Password”, type your Marshall password.
8. Check “Configure Automatically”.
9. Click “Add Account”.

There will be a wait of one or two minutes while the server is searched for your account credentials and the necessary configuration details.

Once verified, the window to the right will appear.

10. If desired, change the “Account Description”.

11. Configuration is now complete. You may close the Accounts window and begin using Outlook to connect to Marshall.
Connecting to an Additional Account

The steps in this section are for users who have already configured Outlook to connect to an account such as their work and would also like to connect to Marshall's Exchange Server.

2. From the Apple menu, click “Tools”.
3. Click “Accounts…”.
4. Click the plus symbol located in the lower left and select “Exchange”.
5. Follow steps 4-11 on the previous page.

Note that when Outlook 2011 is configured to connect to multiple Exchange accounts, information from both accounts will appear within the same Outlook session as sub items. To access items from a particular account, you must click the account. For example, to view email from your Marshall Email account, you must click that account beneath your main Inbox.