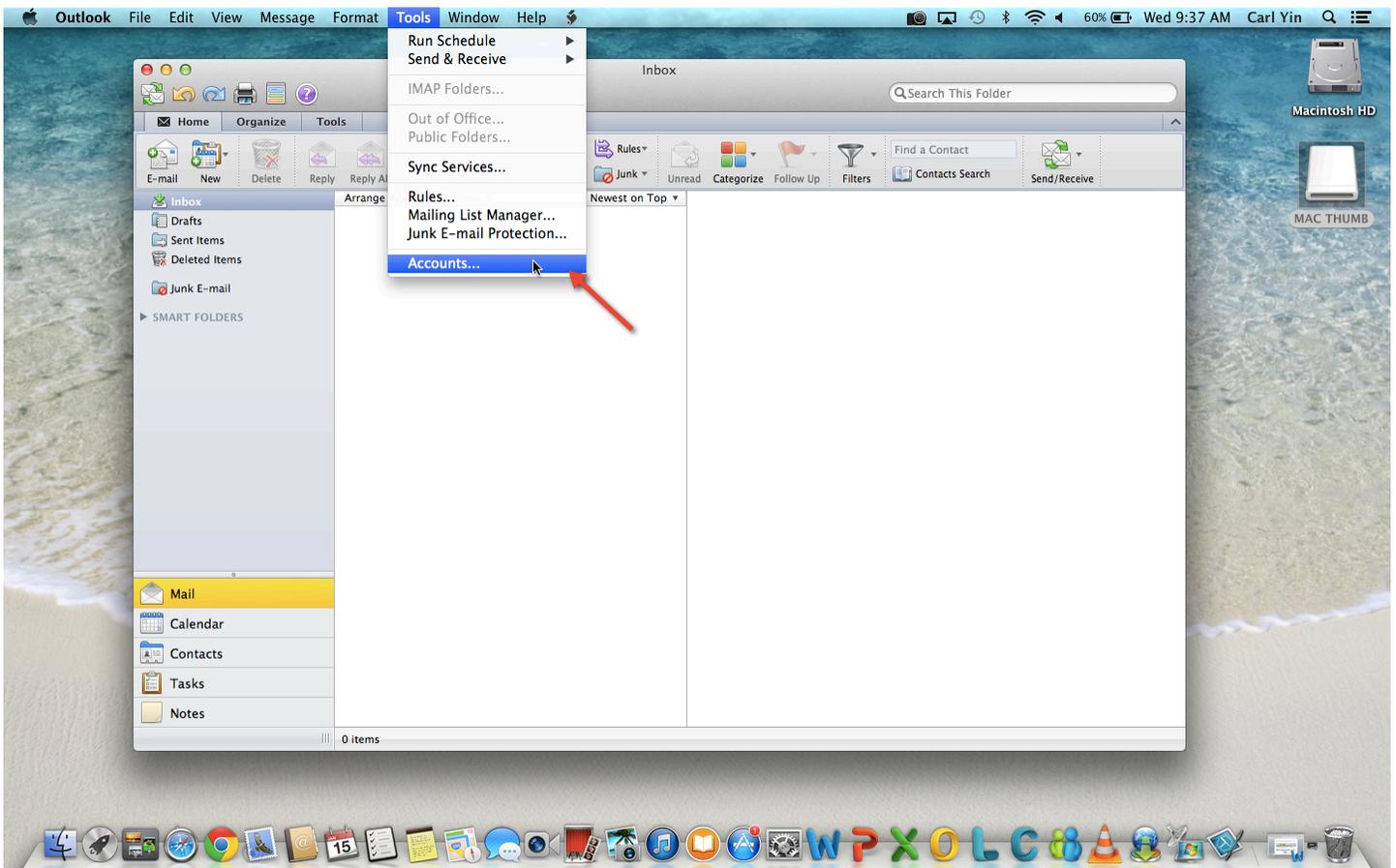


How to set up Outlook 2011 in Mac OS

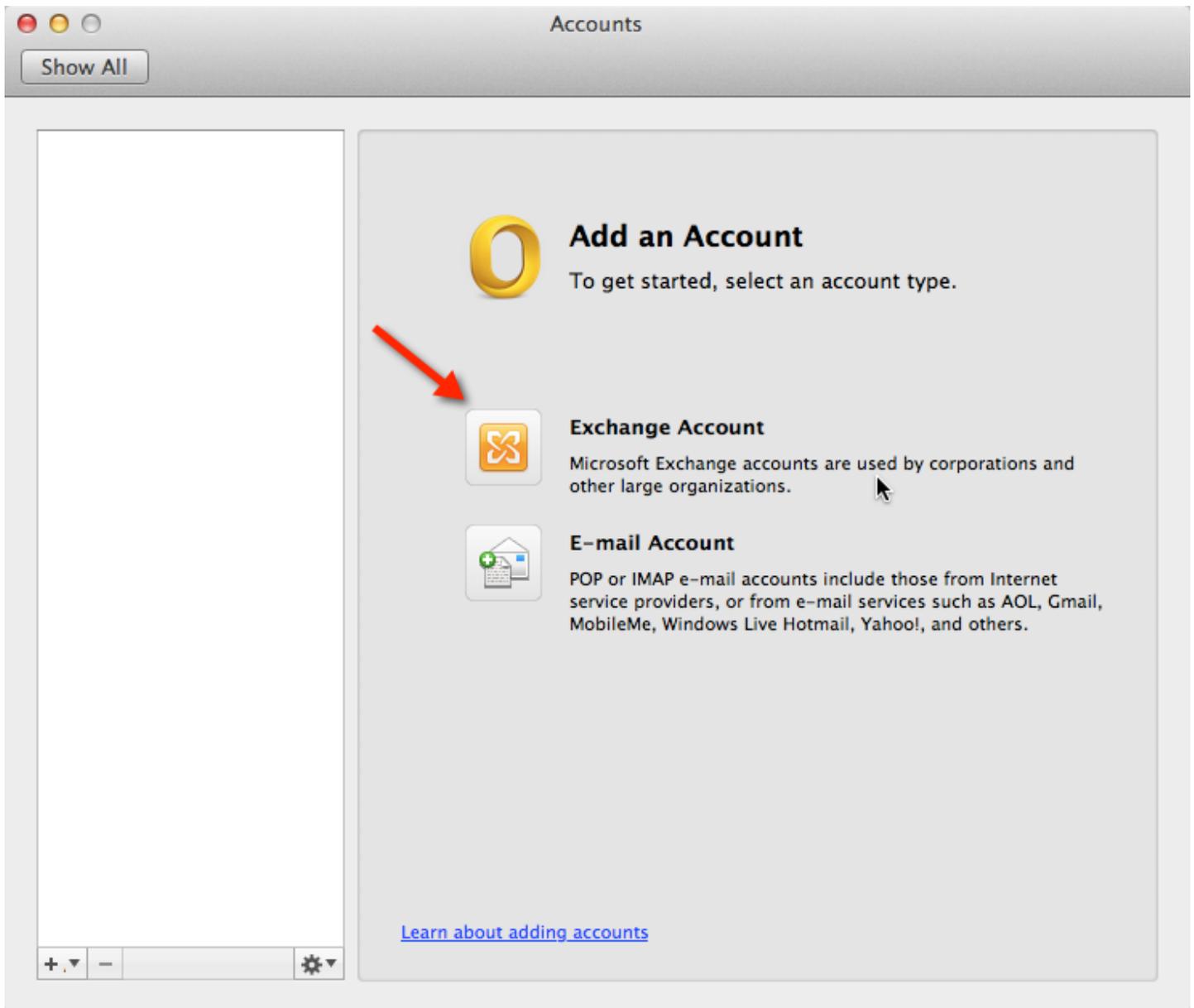
Instruction procedures of how to setup Microsoft Outlook 2011 with Pasadena exchange email on a Mac OS machine.
Please make sure you have Internet access before you follow these procedures.



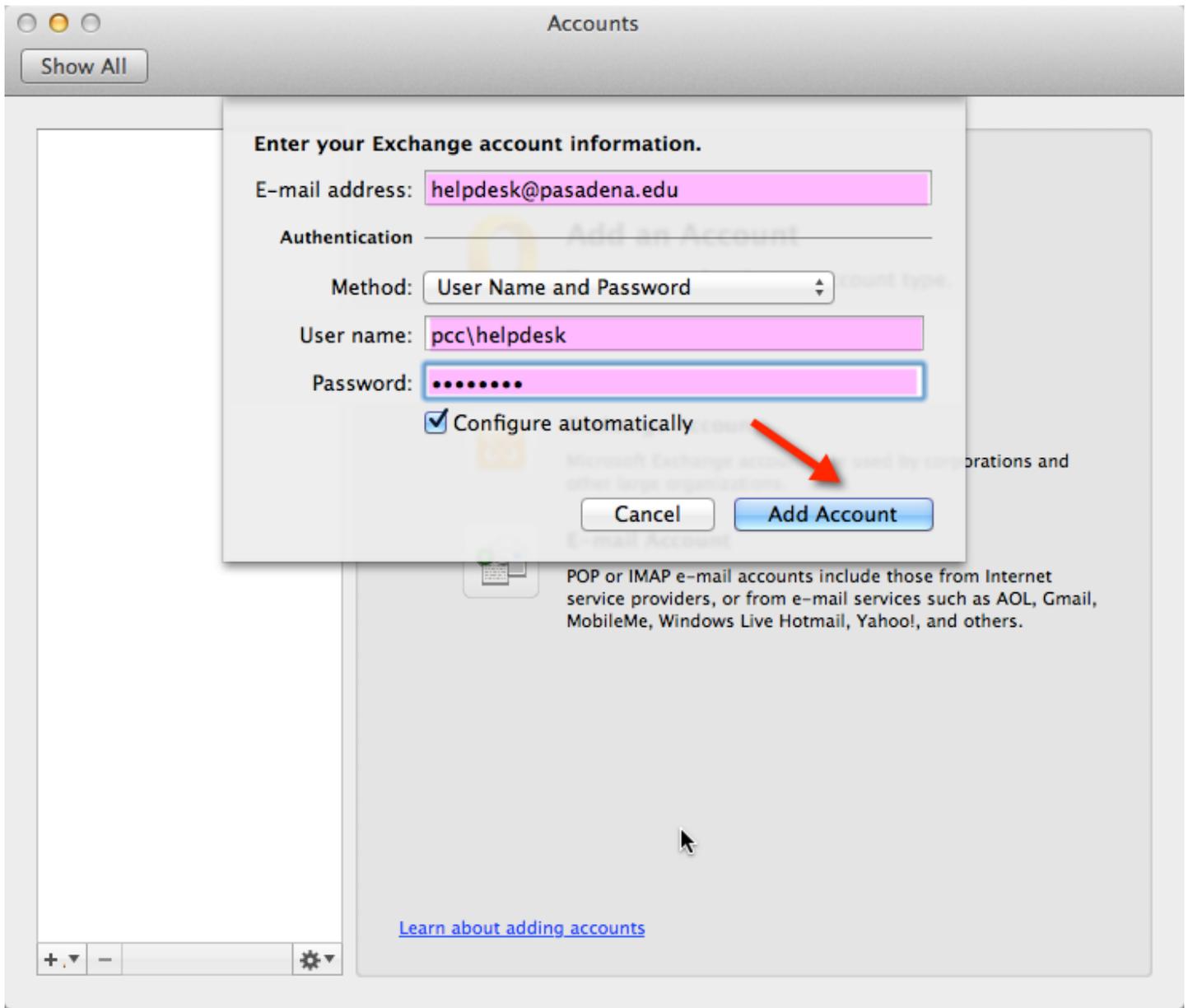
Click on the **Microsoft Outlook Application** from your dock or your application folder
Microsoft Outlook screen will pop up



On the **Tools Menu**, Click on **Accounts**
Accounts screen will pop up



Under Add an Account Screen, click **Exchange Account**

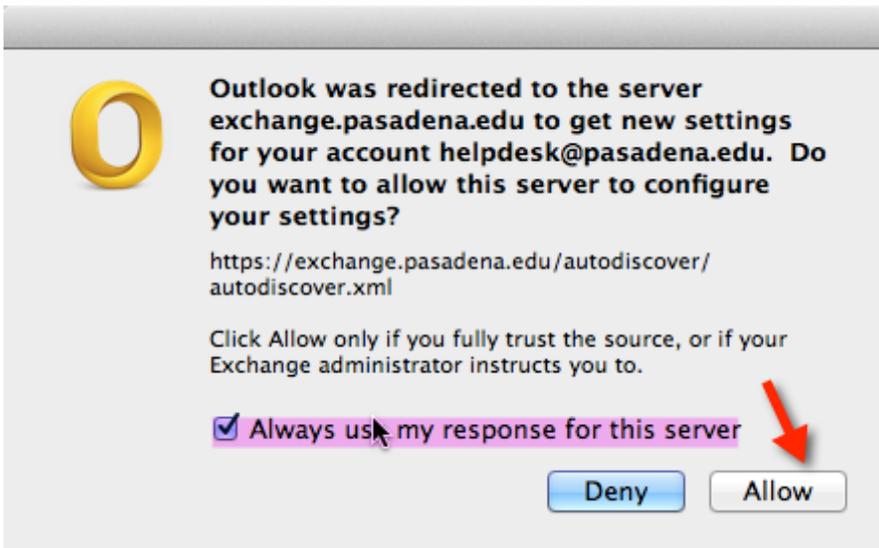


Type in **your Pasadena email address** in **Email Address** field. For example, I input helpdesk@pasadena.edu

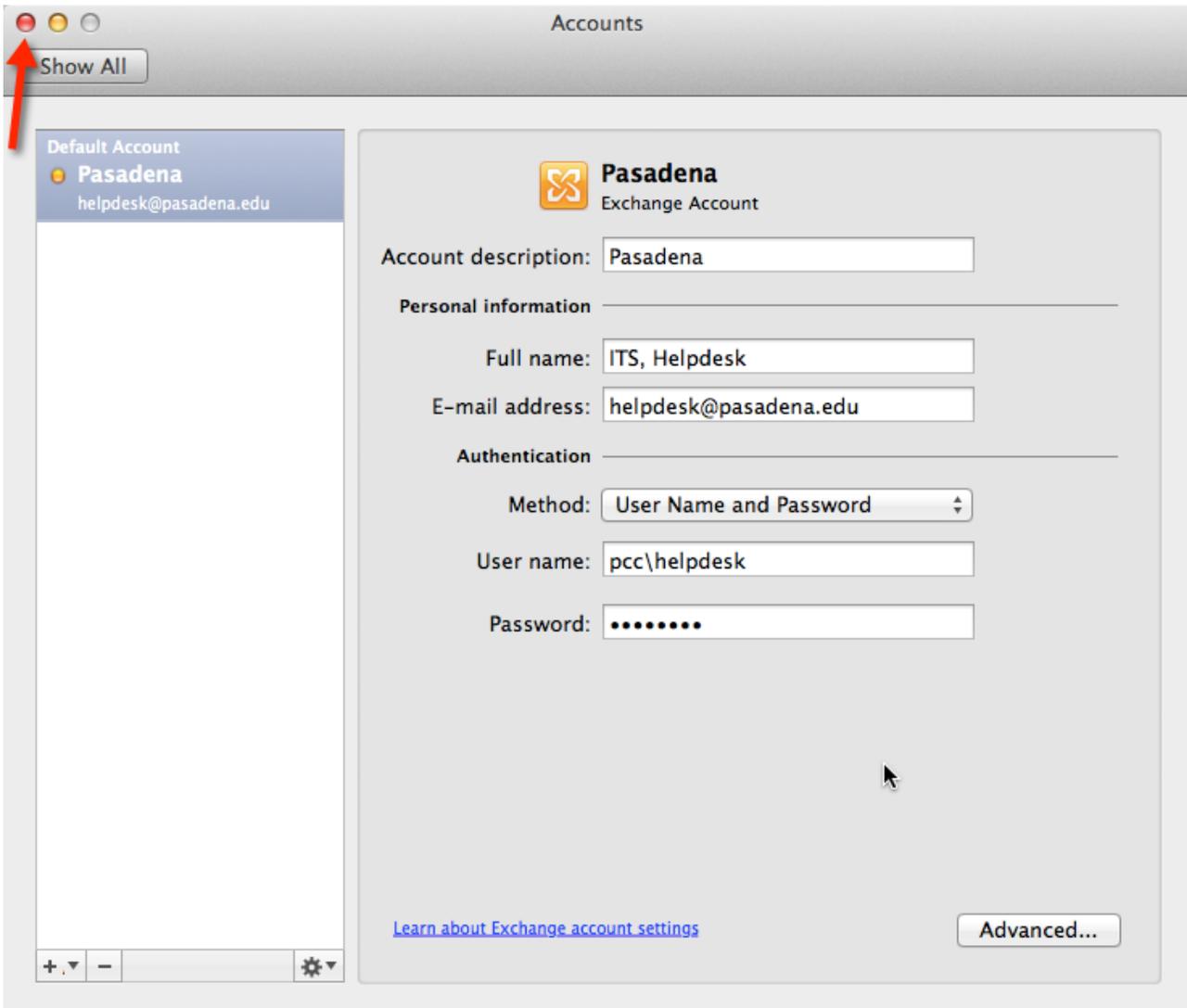
Type in **pcc\your Lancerpoint username** in **User name** field. For example, I input pcc\helpdesk

Type in **your Lancerpoint password** in **Password** field

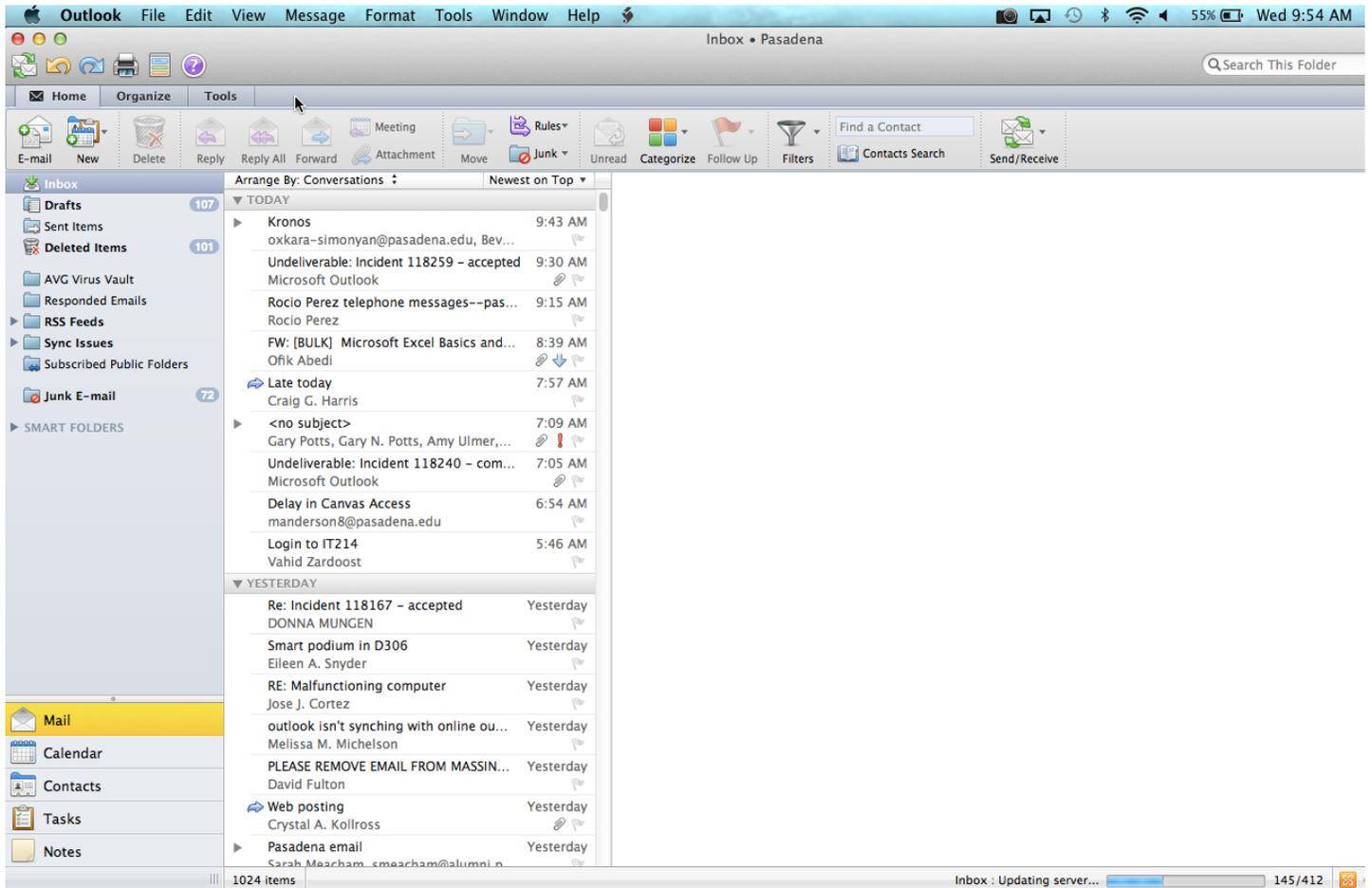
Make sure **Configure automatically** is selected and then click on **Add Account**



In the dialog box that asks if you want to allow the server to configure your settings, select the **Always use my response for this server** check box, and then click on **Allow**



Double-check all the information on the screen. Close the Accounts Dialog box



Congratulations, your Microsoft Outlook 2011 is setup with Pasadena exchange email