## 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

0	Outlook was redirected to the server exchange.pasadena.edu to get new settings for your account helpdesk@pasadena.edu. Do you want to allow this server to configure your settings?									
	https://exchange.pasadena.edu/autodiscover/ autodiscover.xml									
	Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.									
	🗹 Always usk my response for this server 🍾									
	Deny Allow									

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

Show All	Accounts
Default Account Pasadena helpdesk@pasadena.edu	Pasadena   Exchange Account   Account description:   Pasadena
	Personal information Full name: ITS, Helpdesk E-mail address: helpdesk@pasadena.edu
	Authentication Method: User Name and Password User name: pcc\helpdesk
	Password:
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+.* - *	Learn about Exchange account settings Advanced

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

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		1024 items									Inbox : Updating	server	-	145/412 🔀

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