Apple OSX adding Exchange account using Outlook 2011

1. Open Outlook and from the Outlook drop-down menu, select **Preferences**.

2. In the Outlook Preferences menu, select **Accounts**.

3. On the Accounts screen, select **Exchange Account**.
4. Enter in the following information:
   **Email address** - enter in your entire email address (e.g. First.Last@lehman.cuny.edu)
   **Method** - select **User Name and Password**
   **Username** - enter your username (e.g. lc\first.last)
   **Password** - enter the password associated with your email address.
   Leave the box “Configure automatically” Checked.
   Click “Add Account”.

   Please contact the IT Center Help Desk Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.