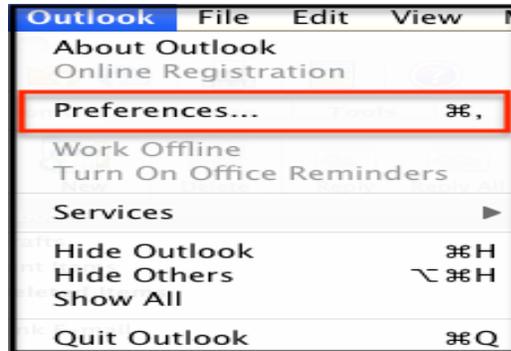
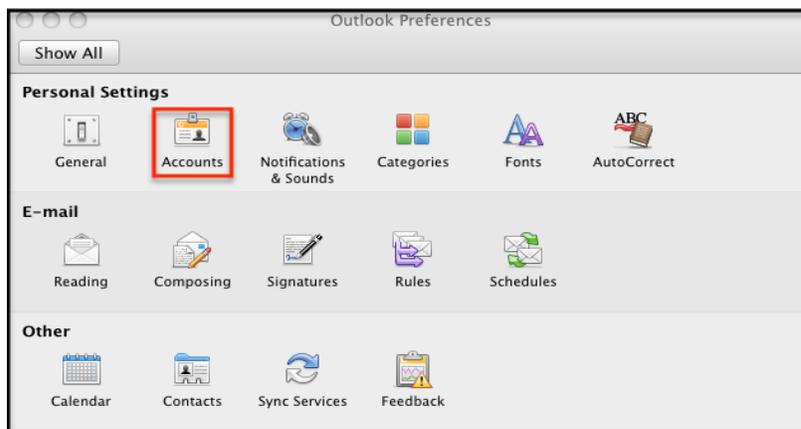


Configuring Exchange account ON Apple Mac using Outlook 2011 client software:

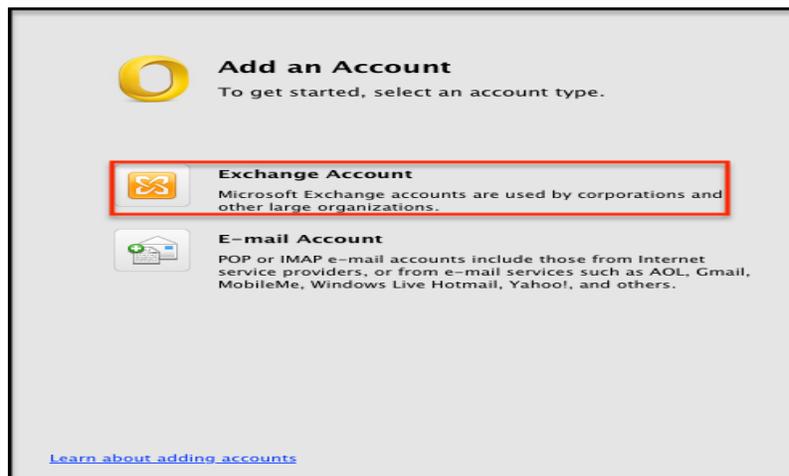
1. Open Outlook and from the Outlook drop-down menu, select **Preferences**.



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



3. On the Accounts screen, select **Exchange Account**.



4. Enter the following information as indicated below:
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. **first.last**)
Password - enter the **password** associated with your email address.
Leave the box “**Configure automatically**” Checked.
Click “**Add Account**”.

The screenshot shows a dialog box titled "Enter your Exchange account information." with the following fields and controls:

- E-mail address:
- Authentication section:
 - Method:
 - User name:
 - Password:
 - Configure automatically
- Buttons: and

Red boxes highlight the E-mail address, Method, User name, Password, and Add Account fields. Red arrows on the right point to four corresponding red rectangular boxes.

NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-111 or help.desk@Lehman.cuny.edu if further assistance is needed.