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.

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”.

   ![Exchange account information](image)

   **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.