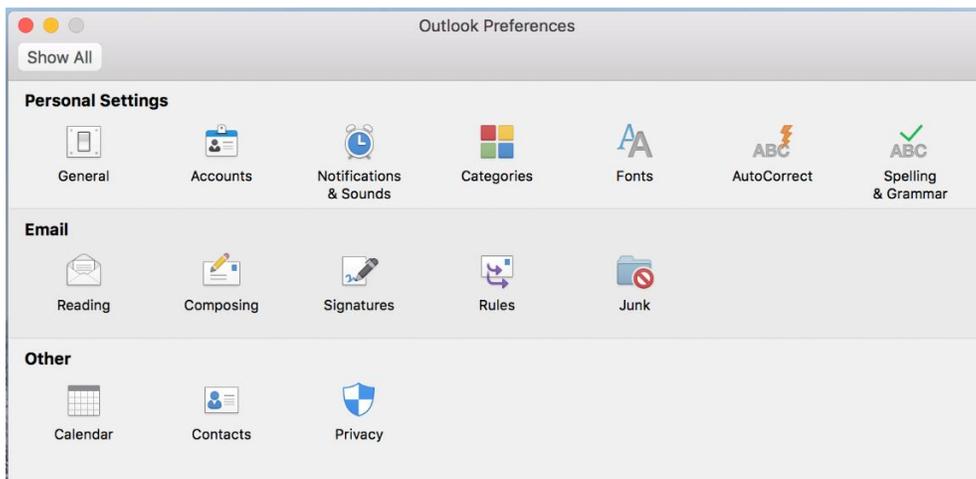# Apple OSX adding Exchange account using Outlook 2016 /2019
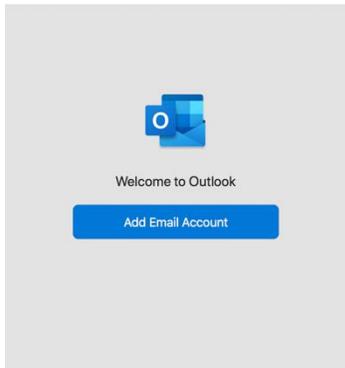
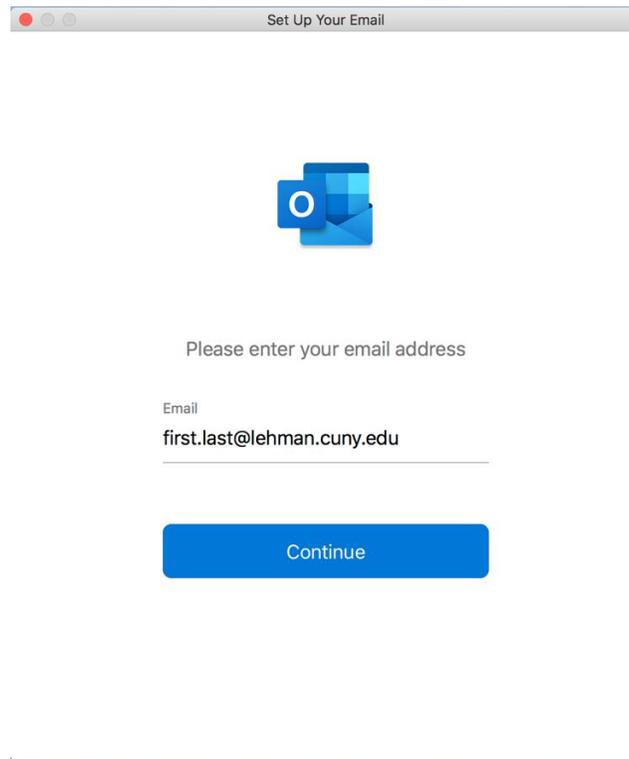1. Open Outlook and from the Outlook drop-down menu, select Preferences.

2. In the Outlook Preferences menu, select Accounts.

3. On the Accounts screen, select Add Email Account.

4. Enter in the following information:
   Email address – enter in your entire email address (e.g. first.last@lehman.cuny.edu)
   Select Continue

5. Enter in the following information:
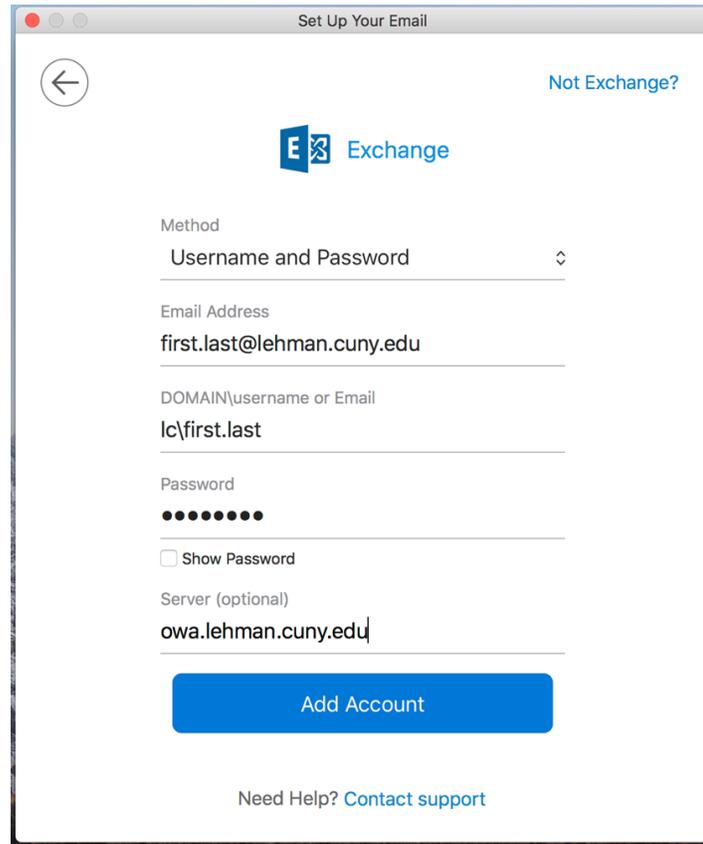
Method – Select Username and Password

Email - enter in your entire email address (e.g. first.last@lehman.cuny.edu)

Domain\username or Email – enter your username (e.g. lc\first.last)

Password – enter the password associated with your email address.

Server – enter in "owa.lehman.cuny.edu"

Click "Add Account".

6. Click on Done.
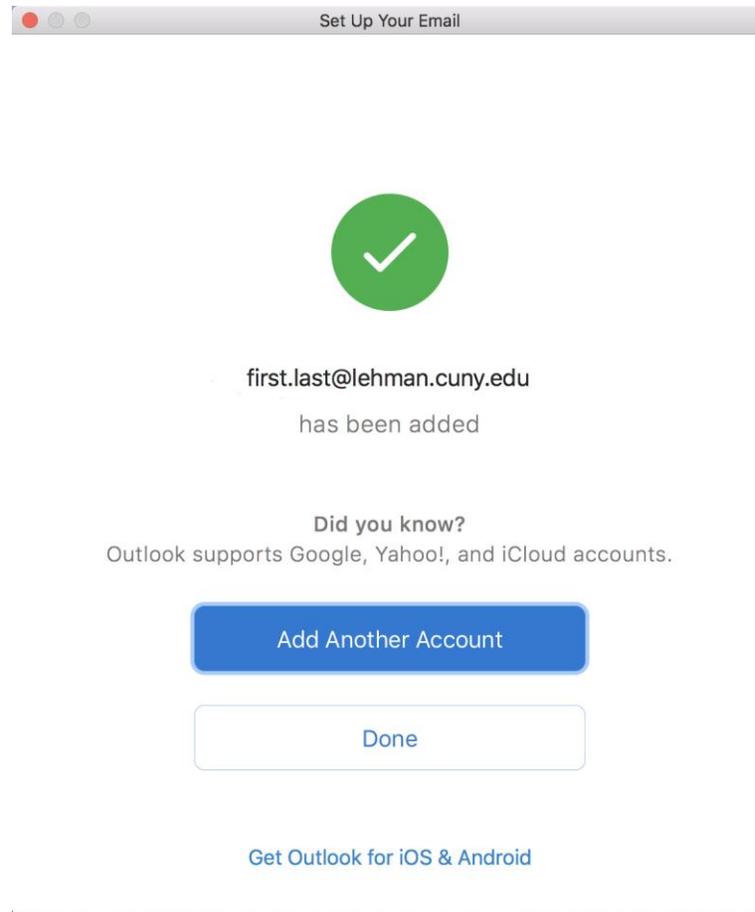
NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.