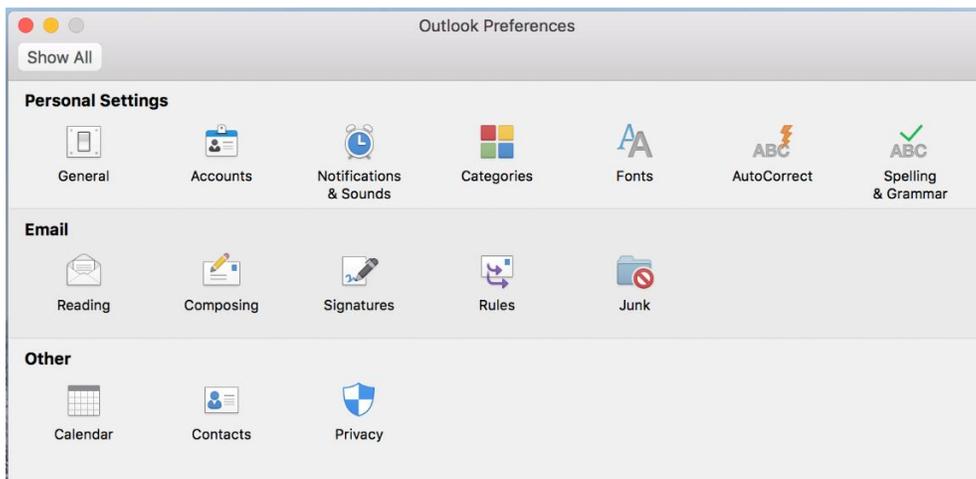


Apple OSX adding Exchange account using Outlook 2016 /2019

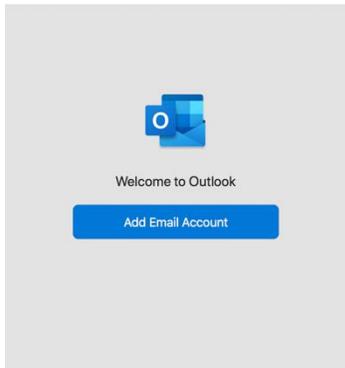
1. Open Outlook and from the Outlook drop-down menu, select Preferences.



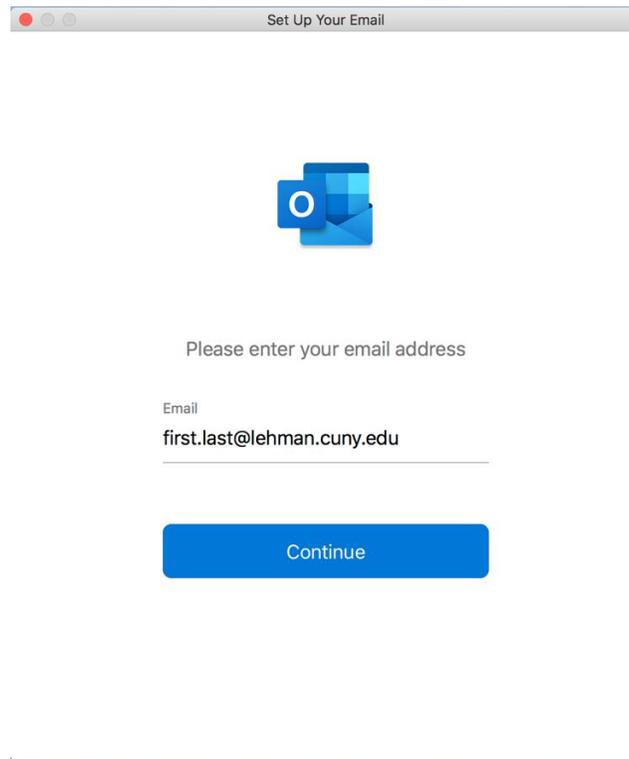
2. In the Outlook Preferences menu, select Accounts.



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

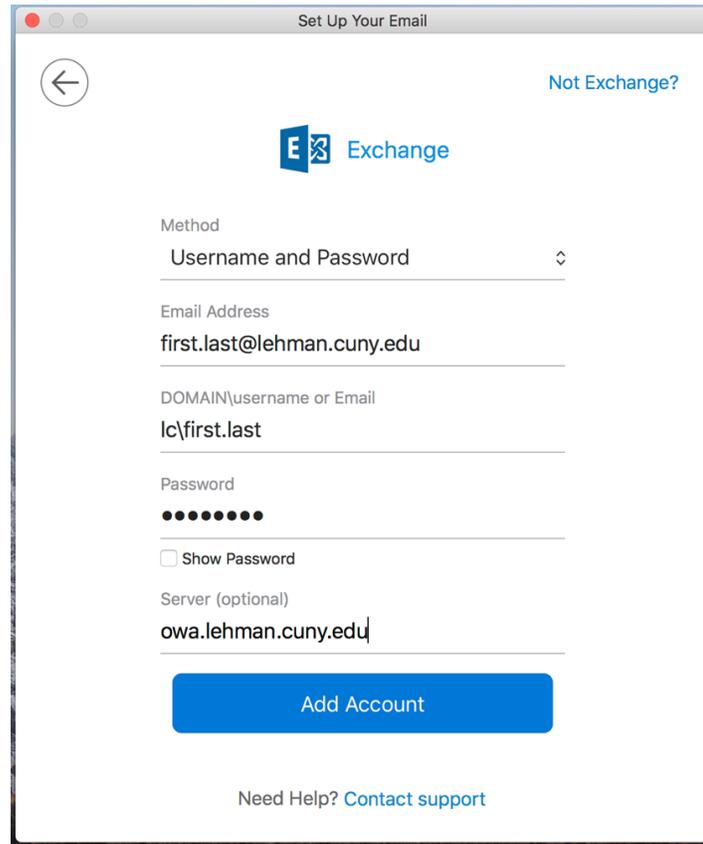
Email - enter in your entire email address (e.g. first.last@lehman.cuny.edu)

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”.



The screenshot shows a window titled "Set Up Your Email" with a back arrow in the top left and a "Not Exchange?" link in the top right. The Exchange logo is centered. Below it, the "Method" dropdown is set to "Username and Password". The "Email Address" field contains "first.last@lehman.cuny.edu". The "DOMAIN\username or Email" field contains "lc\first.last". The "Password" field is masked with dots, and there is a "Show Password" checkbox. The "Server (optional)" field contains "owa.lehman.cuny.edu". A blue "Add Account" button is at the bottom, and a "Need Help? Contact support" link is at the very bottom.

Set Up Your Email

Not Exchange?

Exchange

Method
Username and Password

Email Address
first.last@lehman.cuny.edu

DOMAIN\username or Email
lc\first.last

Password
●●●●●●●●

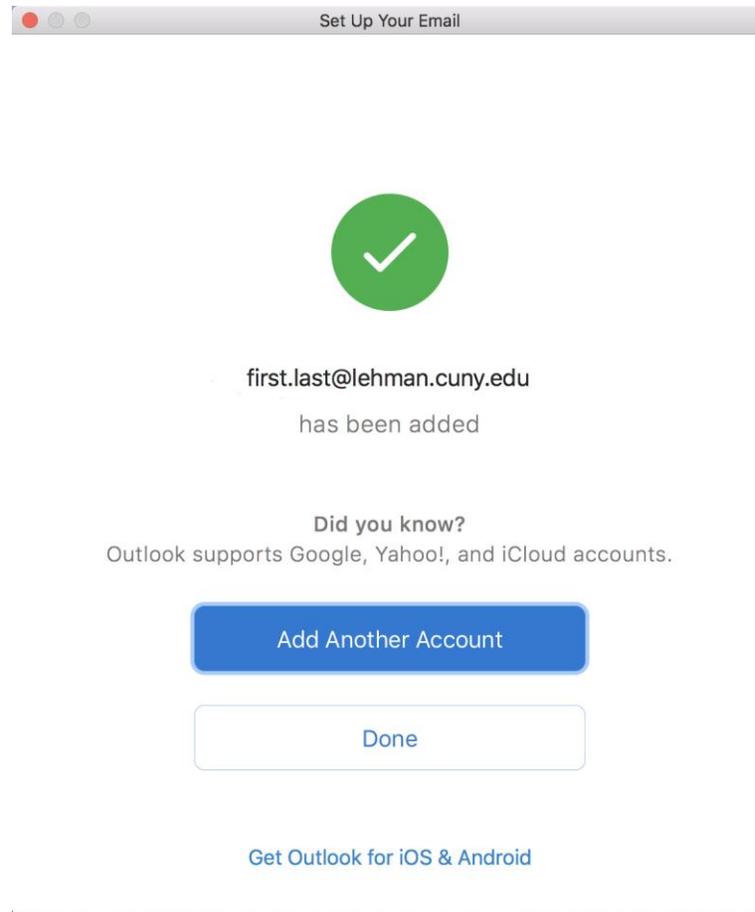
Show Password

Server (optional)
owa.lehman.cuny.edu

Add Account

Need Help? [Contact support](#)

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.