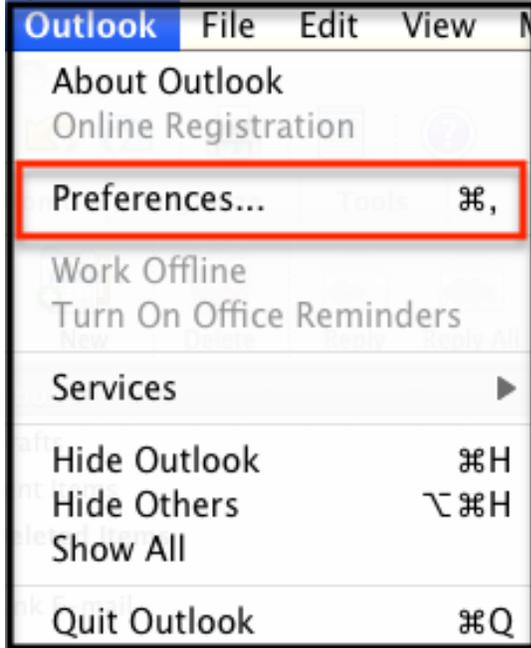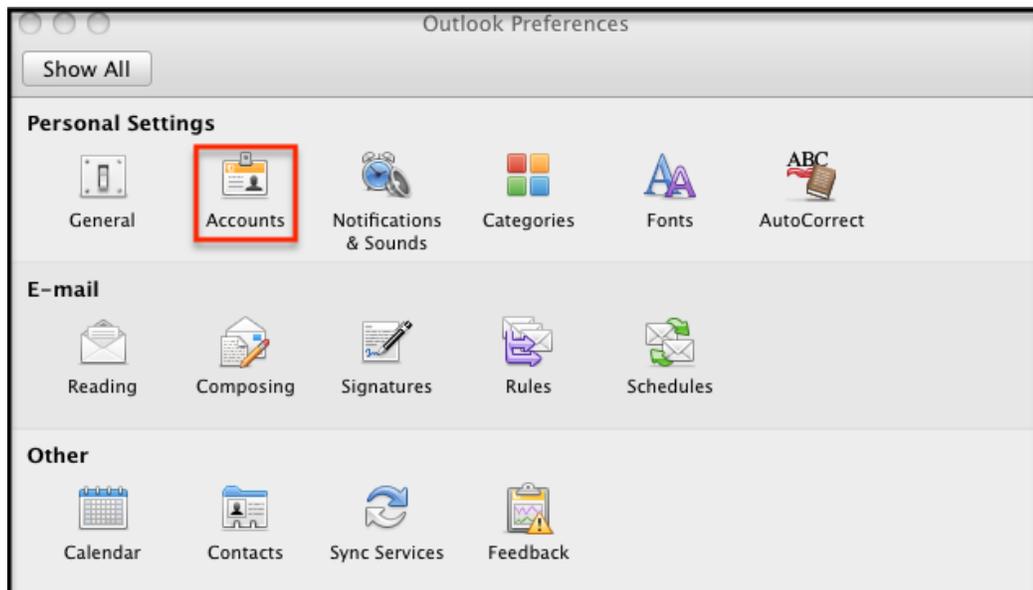# Apple OSX adding Exchange account using Outlook 2011
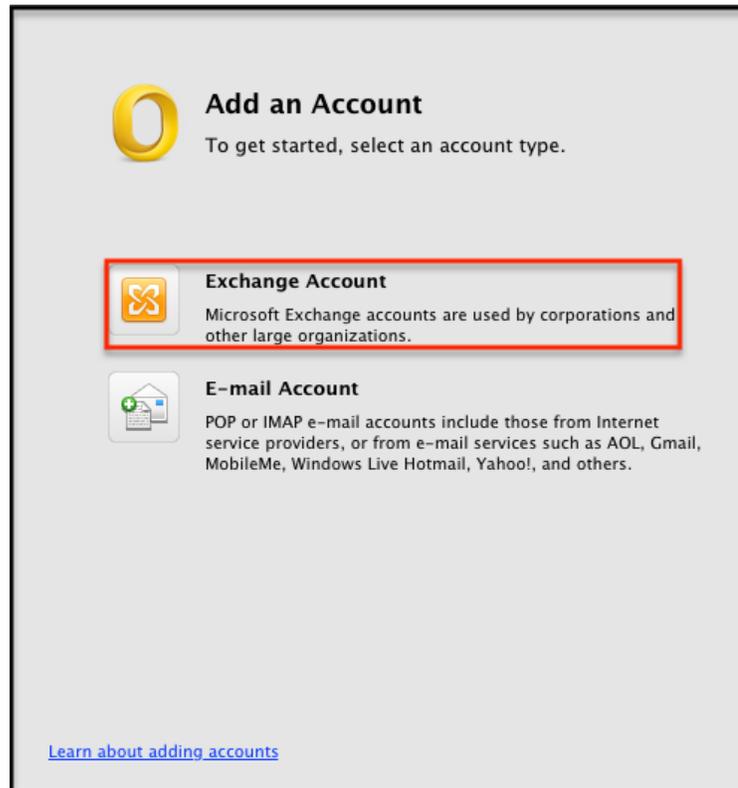
1. Open Outlook and from the Outlook drop-down menu, select **Preferences**.

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.