

## MICROSOFT OFFICE 2011 MAC- HOW TO CONFIGURE OUTLOOK REFERENCE GUIDE

### INTRODUCTION

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Microsoft Office 2011 for the Mac now uses the Outlook application for calendaring, contacts, tasks and notes, replacing Entourage. This new version implements a ribbon-type interface and works great with your campus email exchange account.

### HOW TO CONFIGURE OUTLOOK

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Before beginning, ensure that:

- You have your CSUN username and password.

Follow the steps below to configure Outlook with your CSUN exchange account.

#### **Currently running Entourage as your calendar/email program?**

Once you have installed Microsoft Office 2011 and launch Outlook for the first time, you will be prompted with a window asking you if you want to import your settings from Entourage. Answer **Yes** and verify the screen setups with those below.

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#### ***Setting up your Exchange Email Account***

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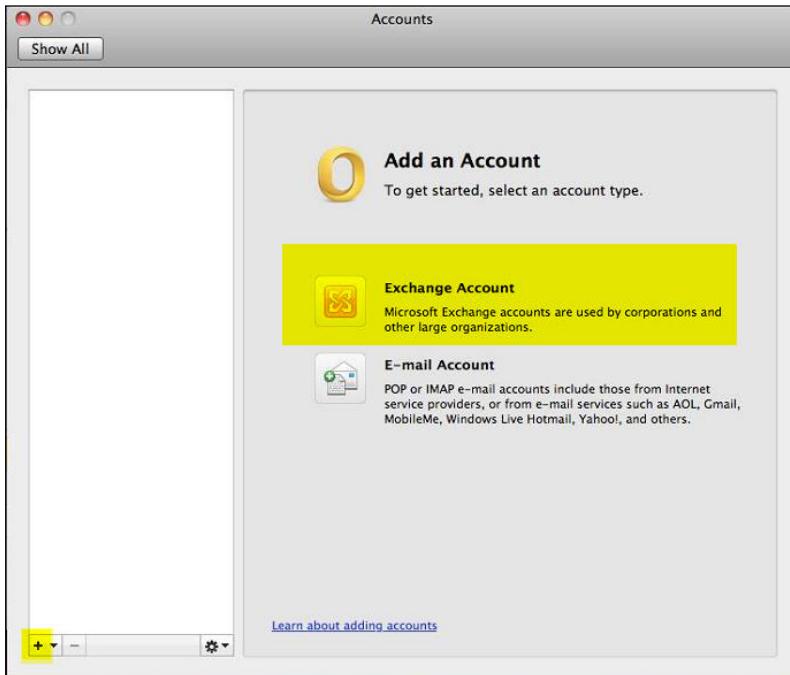
It is quick and easy to set up your Office Outlook 2011. Follow the steps outlined below.

**Add a new account:** Follow steps 1 -6 only if you did not set up and use Entourage prior.

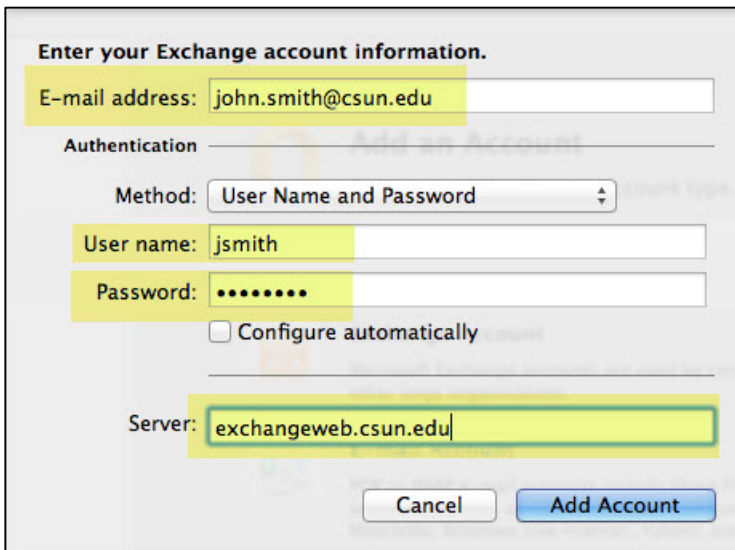
1. Open the **Go** menu at the top of your screen and select the **Applications** option.
2. Double-click the **Office 2011** folder and then double-click the **Outlook** icon.
3. From **Tools** select the **Accounts** option from the menu.



4. From the **Accounts** window, select the **Exchange Account** icon or select the plus (+) sign in the lower left corner and select **Exchange** from the left pane.

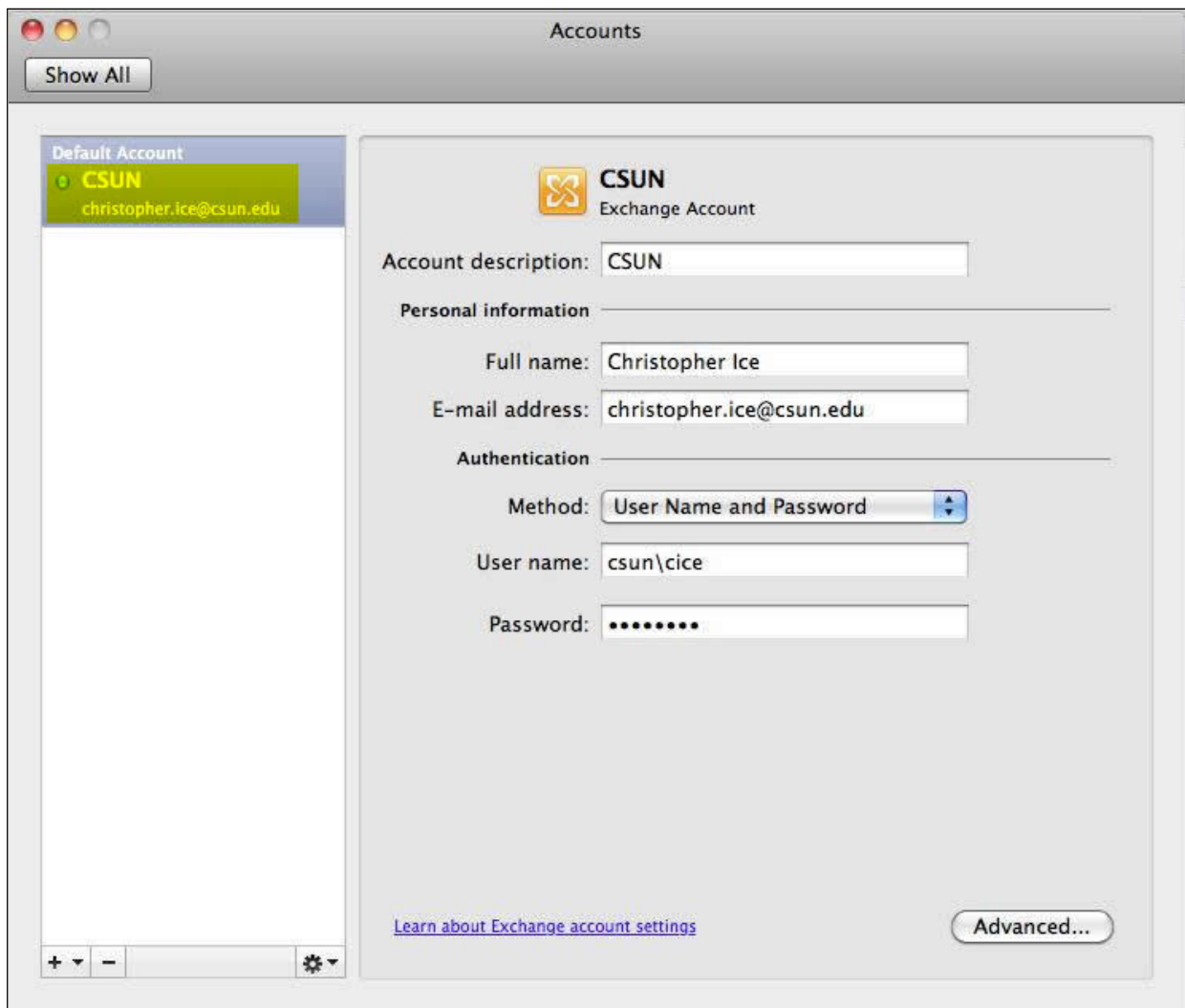


5. In the **Enter your Exchange account information** window, Enter your **email address**, **Username** and **Password** and **Server information**.

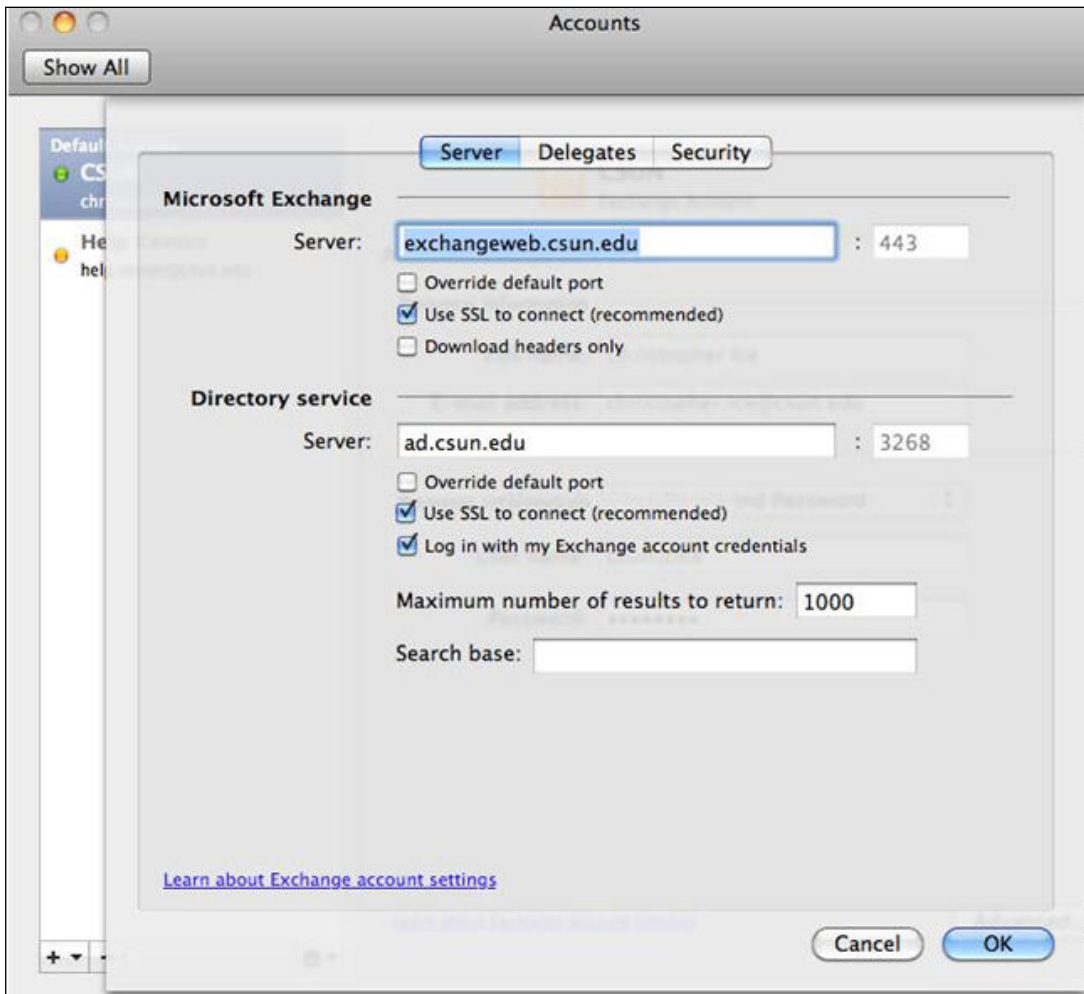


6. Select the **Add Account** button.

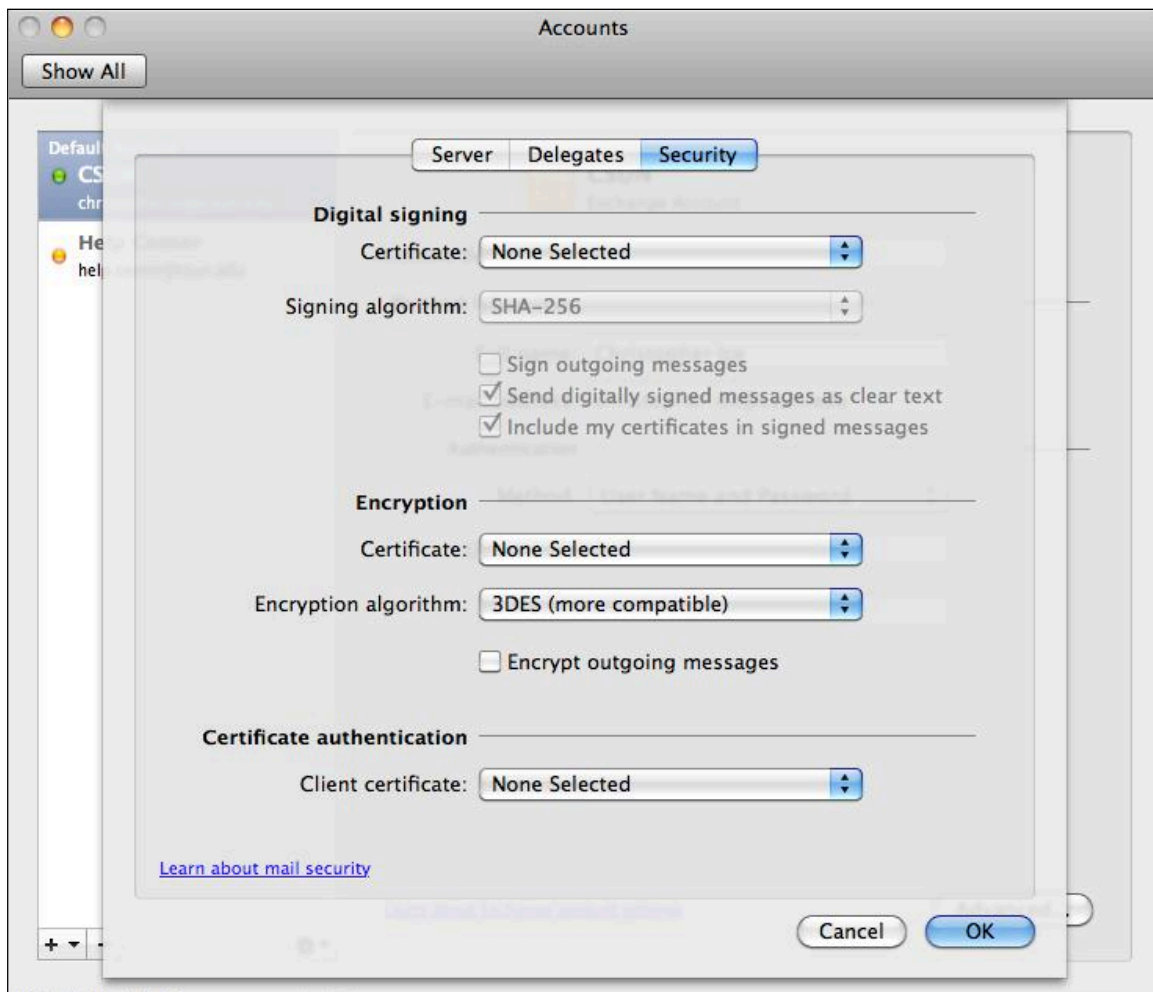
**OR** if your exchange account is set-up, from the left-hand pane, select your **CSUN Exchange Account**.



7. Verify, enter or correct all information in the following fields (use the figure above as a reference, but use your own name/account information):
  - a. Account description
  - b. Full name
  - c. E-mail address
  - d. Method
  - e. User name
  - f. Password
8. Select the **Advanced** button located at bottom right.
9. From the **Server tab** verify that your server fields read as displayed in the figure below and correct accordingly.



10. From the **Security tab** verify the fields are completed as those displayed in the figure below



11. Your Outlook client should now be configured. Select the **OK** button.

12. Close the **Accounts** window to begin using Outlook 2011.

For Outlook 2011 FAQ's go to Office for Mac 2011: Outlook FAQ

[http://www.pcworld.com/businesscenter/article/210924/office\\_for\\_mac\\_2011\\_outlook\\_faq.html](http://www.pcworld.com/businesscenter/article/210924/office_for_mac_2011_outlook_faq.html)

## NEED HELP?

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Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, Room 33).