INTRODUCTION

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

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.

Setting up your Exchange Email Account

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


**NEED HELP?**

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