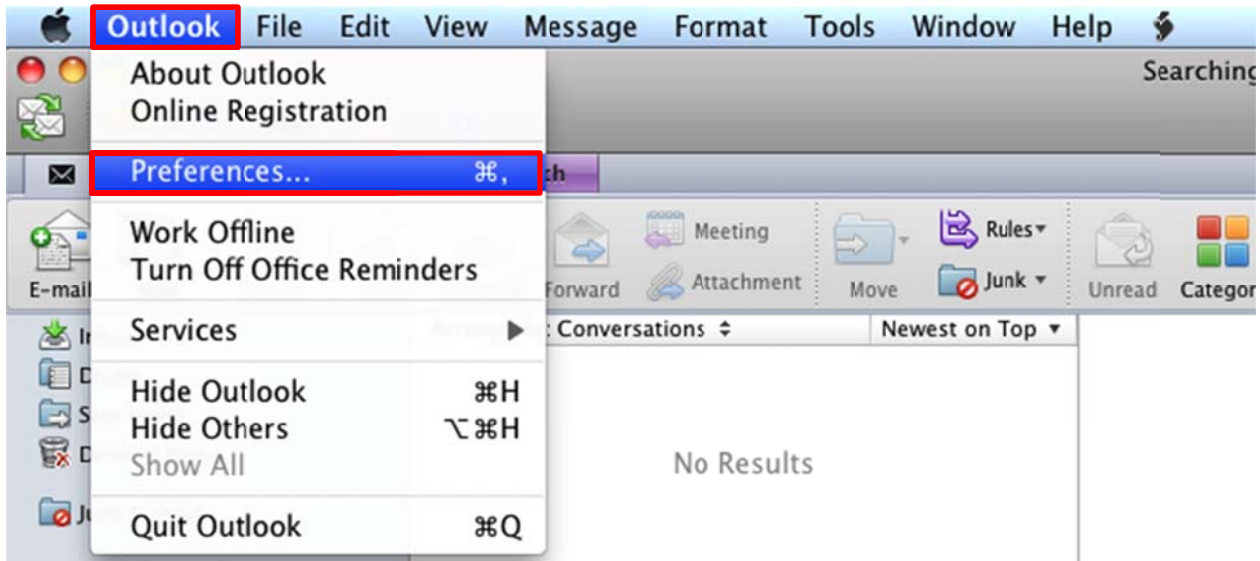


Configure Outlook 2011 MAC

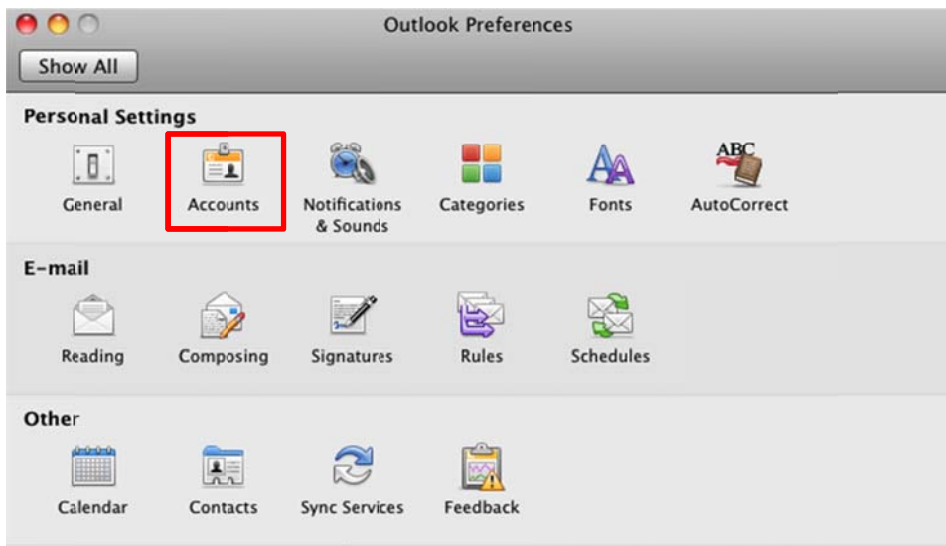
Getting Started

1. Start Outlook
2. On Menu Bar Click **Outlook > Preferences**



Accounts

3. Select **Accounts**



Configure Outlook 2011 MAC

Exchange

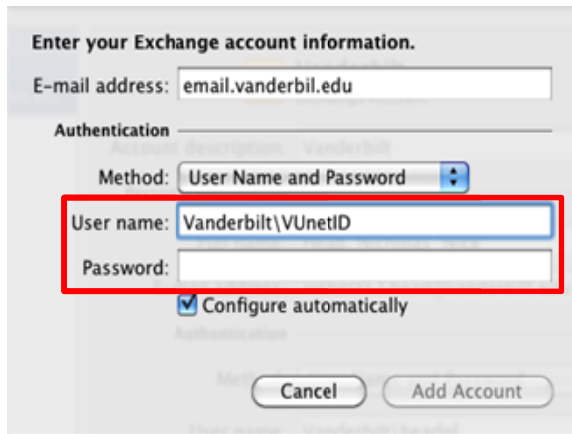
4. Select Exchange Account



Configure Outlook 2011 MAC

Password

5. Enter **Vanderbilt\VUnetID** in username field
 - a. Enter **Vanderbilt\VUnetID** in username field
 - b. Enter **e-password** in password field



Enter your Exchange account information.

E-mail address:

Authentication

Method:

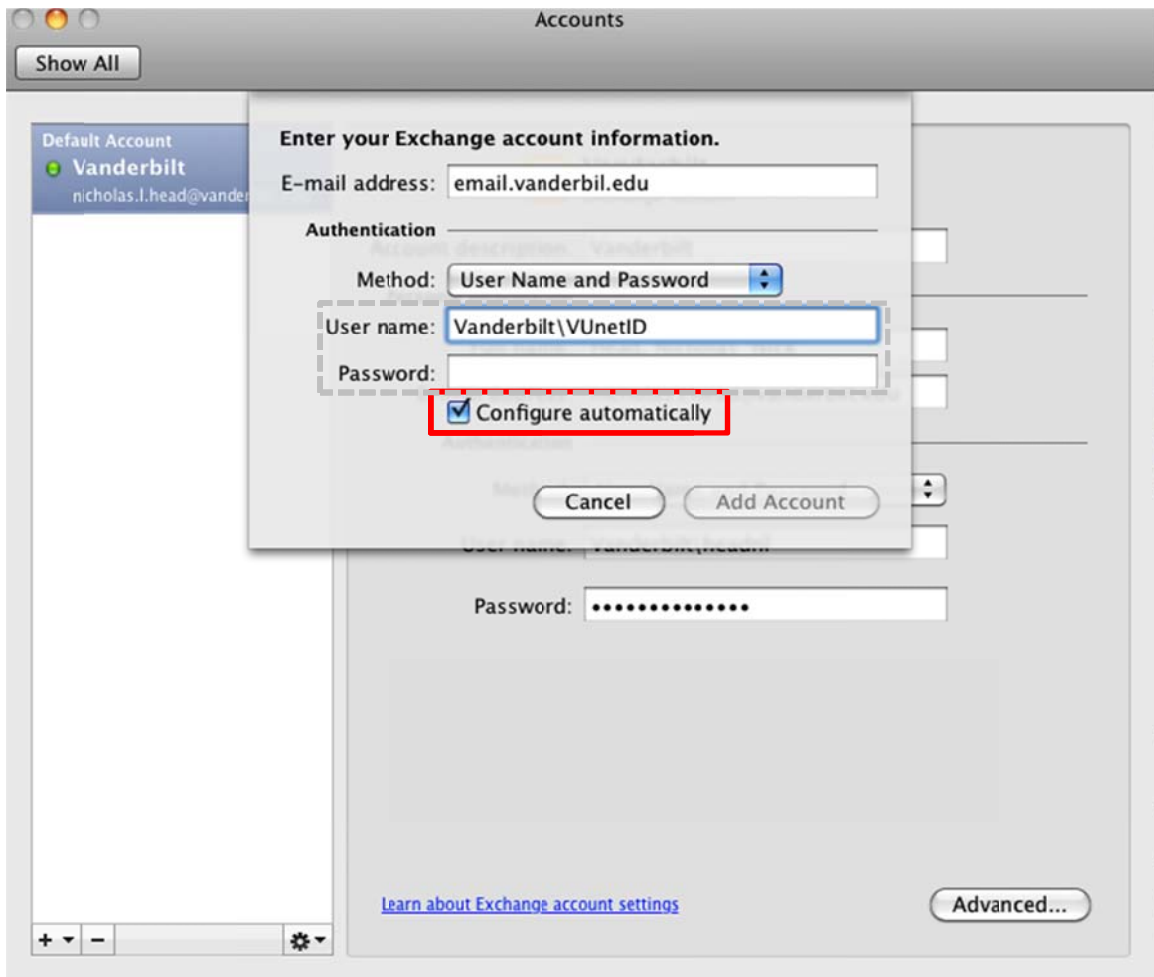
User name:

Password:

Configure automatically

Configure

6. Make sure there is a check in configure automatically field



Accounts

Show All

Default Account
Vanderbilt
nicholas.l.head@vander

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

[learn about Exchange account settings](#)

Configure Outlook 2011 MAC

Add Account

7. Click **Add Account** and the system should automatically configure your email account

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically