

Outlook 2011 for Mac

Set up Your Loyola Email Account

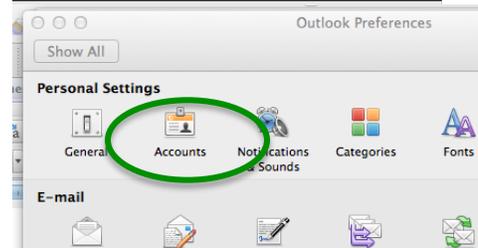
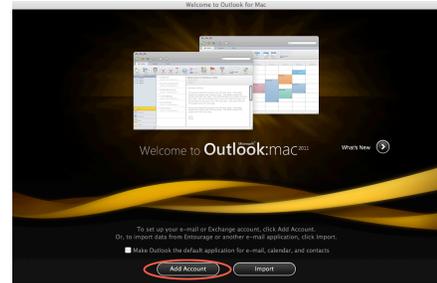
1. Open MS Outlook from the *Dock* at the bottom of the screen. If the icon is not visible, select the finder on the far left of the Dock, click **Applications** from the left pane, then double click **Microsoft Office 2011** and double click **Microsoft Outlook** to launch the application.

If this is the first time Outlook is opened, this Welcome screen displays follow these instructions.

2. Click **Add Account** then **Continue**.
3. In the Accounts window that displays, click **Exchange Account**.

OR, if this is not the first time that Outlook has been opened on this machine, follow these instructions.

2. From the *Menu Bar* at the top of the screen, click **Outlook**, then **Preferences** to open the Preferences Window.
3. In the Preferences window, select **Accounts** to open the Accounts screen. Click the “+” in the lower left of the window, then select **Exchange** from the drop down menu to add an account.



Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatic download of new messages

Enter ad\ for the DOMAIN
e.g. ad\sgmonthie

4. For either case, fill in your account information as shown here.

Accounts

Show All

Default Account

Loyola
sgmonthie@loyola.edu

Loyola
Exchange Account

Account description:

Personal information

Full name:

E-mail address:

Authentication

Method:

User name:

Password:

[Learn about Exchange account settings](#)

5. After processing for a minute or so, the main window will open and your email, calendar appointments and all Exchange information will be filled in. The Accounts screen will display as shown here with your Loyola Exchange Account information displaying.

Enable Another Loyola User to Add Appointments to your Calendar

You can give a *delegate access* to your Microsoft Exchange calendar, address book, and inbox, and you can set permissions that define the activities that delegates can carry out for you.

To use delegation, you and your delegate must have Microsoft Exchange accounts.

1. On the **Tools** menu, click **Accounts**.
2. Click the account that you want to add a delegate to, click **Advanced**, and then click the **Delegates** tab.
3. Under **Delegates who can act on my behalf**, click **Add** .
4. Type the name of the person that you want to add as a delegate, and then click **Find**.
5. Click the delegate's name, and then click **OK**.
6. For each item type, use the pop-up menu to select the permission level that you want to set for the delegate. For more information about the permission levels for delegates, click the help button on the Outlook Ribbon Menu and search delegate.

Note: Before a delegate can access your items, he or she must add you to the **People I am a delegate for** list in his or her Microsoft Exchange account.