Microsoft Outlook for Macs
Setting up Outlook

Introduction

Microsoft Outlook is the Email application included in the Microsoft Office suite of applications for Macs. Outlook enables you to consolidate your PC-based Email into your Mac inbox, unifying your work and home messages, contacts, calendars and tasks.

Setting Up Outlook

1. Launch the Microsoft Outlook application.
2. From the top menu bar select Outlook and then Preferences.
3. The Outlook Preferences screen will appear.
4. Select Accounts from the Personal Settings group.
5. The **Accounts** window will appear. Click the **Exchange Account** icon from the **Add An Account** section of the screen to add a Towson University Email account.

![Accounts Window](image)

**Figure 3**

6. The **Enter your Exchange account information** screen will appear. Type your email address in the **Email address** box.

7. Keep the **Method** section under **Authentication** set to **User Name** and **Password**.

8. In the **Username** box, type `towsonu\NetID` and substitute the word **NetID** for your assigned **NetID**.

9. In the **Password** box, enter your password.

10. Check the **Configure Automatically** box if there is not one already there.

11. Click the **Add Account** button.

![Enter Exchange Account Information](image)

**Figure 4**

12. Click the **Always use my response for this server** box, then click **Allow**.

![Server Configuration](image)

**Figure 5**
13. You will be returned to the Accounts screen.

14. Click the Close Button to be returned to the Outlook Main Screen.

Figure 6

15. Mail, Calendar items and Tasks will begin to sync with your computer and be downloaded. This process may take a significant amount of time depending on the size of your mailbox and the items contained within.