**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**.

   ![Figure 1](image1)

3. The **Outlook Preferences** screen will appear.
4. Select **Accounts** from the **Personal Settings** group.

   ![Figure 2](image2)
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.

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.

12. Click the **Always use my response for this server** box, then click **Allow**.
13. You will be returned to the **Accounts** screen.

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

![Accounts Screen](image)

**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.