Office 365 Mail Client Configuration Guide
Microsoft Outlook 2011 (Mac)

**Required Items:** Microsoft Outlook 2011, Mac OS X 10.6 or later

This guide will assist you with configuring your Microsoft Outlook 2011 e-mail client for use with the Office 365 mail system. The setup instructions will be set up in steps. Please be sure to complete all of the setting changes in each step before moving on to the next.

**Step 1:** Launch Microsoft Outlook. If this is the first time launching the application you will be presented with a “Welcome to Outlook” screen.

**Step 2:** Check the box to make Outlook the default application for mail, calendar, and contacts.

**Step 3:** Click the Add Account button.
You will now be presented with the “Accounts” window.

**Step 4: Select Exchange Account.**

*Note:* If you already have another e-mail account configured, click the “+” sign and select “Exchange…”

**Step 5: Enter the Exchange account information as follows:**

**E-mail address:** YSU email address (ending in @ysu.edu for Faculty/Staff and @student.ysu.edu for Students)

**Authentication Method:** User Name and Password

**User name:** YSU email address (ending in @ysu.edu for Faculty/Staff and @student.ysu.edu for Students)

**Password:** YSU password

Verify **Configure automatically** is checked.

**Step 6: Click Add Account.**
Step 7: You may see a dialog box asking if you want to allow an Exchange autodiscover server to configure your settings. Check the box for **Always use my response for this server** and click **Allow**.

Step 8: Verify your YSU e-mail account is now listed on the “Accounts” window and the settings are correct, and then close the “Accounts” window.

Congratulations! You have successfully configured Outlook 2011 to access your Office 365 email. You can also use the Directory Services lookup from “Window -> Contacts Search” to search for YSU email addresses.