## Mac OSX Outlook 2011 Configuration

- 1. Open Outlook
- 2. Click on Outlook
- 3. Preferences
- 4. Accounts
- 5. Click on + sign at bottom left and choose email
- 6. Enter your account information as on the screen below

Default Account	Enter your account information.	
O Csudh malam@csudh.e	E-mail address: malam@csudh.edu	
	Password: Configure automatically	
	User name: malam	
	Incoming server: owa.csudh.edu : 995	
	Use SSL to connect (recommended)	
	Outgoing server: owa.csudh.edu : 587 Override default port Use SSL to connect (recommended)	
	Cancel Add Account	

- 7. Click on add account
- 8. Click on more options under outgoing server
- 9. Under unqualified domain type csudh.edu (see screen below)
- 10. Click on OK

fault Account	Settings for: owa.c	sudh.edu	
Csudh exch7user@csudh.edu	Authentication: Use	Incoming Server Info ‡	
	User name:		
	Password:		
			_
	Unqualified domain:	h edu	
	Unquanted domain.		
	Server beforeation		
	Learn about POP settings	Cancel	
	Learn about POP settings Password:		
	Password:	Cancel OK	. 005
	Password: Incoming server:	owa.csudh.edu	: 995
	Password: Incoming server:	Cancel OK  ••••••  owa.csudh.edu  Override default port  ✓ Use SSL to connect (recommended)	: 995
	Password: Incoming server:	Cancel OK •••••• owa.csudh.edu Override default port ✓ Use SSL to connect (recommended) Always use secure password	: 995
	Password: Incoming server: Outgoing server:	Cancel OK ••••••• owa.csudh.edu ○ Override default port ✓ Use SSL to connect (recommended) ○ Always use secure password owa.csudh.edu	: 995
	Password: Incoming server: Outgoing server:	Cancel OK owa.csudh.edu Override default port ✓ Use SSL to connect (recommended) Always use secure password owa.csudh.edu ✓ Override default port	: 995
	Password: Incoming server: Outgoing server:	Cancel OK •••••• owa.csudh.edu ○ Override default port ✓ Use SSL to connect (recommended) ○ Always use secure password owa.csudh.edu ✓ Override default port ○ Use SSL to connect (recommended)	: 995

- 11. Click on advanced
- 12. Under delete copies from the server select Never
- 13. Click OK

Default Acc Csud	Server Security
	Delete copies from the server: Never \$
	Download headers only
	Personal Information
	Full name: Exch7 User
	E-mail address: exch7user@csudh.edu
	Server information
	User name: exch7user
	Password:
	Incoming server: ewa.csudh.edu 1 95
	Learn about POP account settings
	Cancel OK
	<ul> <li>✓ Override default port</li> <li>Use SSL to connect (recommended)</li> <li>More Options</li> </ul>
	Learn about POP account settings Advanced