Setting up Outlook 2011

Required Software: Mac OS X (10.5.8-10.9+), Microsoft Office 2011 for Mac

1) Launch Outlook and click ‘Add Account’

2) Click ‘Exchange Account’
3) Enter your full email address (Students/Staff/Faculty: first.last@duke.edu Daytime Students graduating May 2015: first.last@fuqua.duke.edu) and under Authentication Method choose ‘User Name and Password’, enter ‘netid@duke.edu’ for your User name and type your password in the appropriate field. De-Check ‘Configure automatically’ and type ‘outlook.office365.com’ in the ‘Server:’ field. Once complete click ‘Add Account’

4) If prompted, put a checkmark in ‘Always use my response for this server’ and click ‘Allow’

5) Your account is now created.