This document is for faculty and staff who wish to access their Loyola email account using Outlook 2011 for Mac.

Setting Up Your Outlook 2011 Mailbox on a Mac


   - If this is the first account you're creating in Outlook 2011, select Exchange Account.
   - If you had previously created an account for a different email address, click the + in the lower-left corner and then select Exchange Account.

2. On the Enter your Exchange account information screen:

   - Type your Loyola email address.
   - Make sure User Name and Password is selected as the authentication method.
   - Type your Loyola email address again.
   - Type your Loyola password.
   - Make sure Configure automatically is selected.
   - Click Add Account when complete.
3. Outlook will perform an online search to find your email server settings.

- If Outlook is able to set up your account, you'll see it in the left pane of the **Accounts** dialog box.
- Close the **Accounts** dialog box to begin using Outlook.

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**Additional Notes**

- Outlook 2011 is being provided for all Loyola Macs as part of the email migration. If you wish to purchase a copy for personal use you can do so at a significant discount ($19.95) as part of Loyola’s Varsity Buys program. Please visit [www.luc.edu/its/exchange/purchase.shtml](http://www.luc.edu/its/exchange/purchase.shtml) for more information.