Accessing Your University Mail Account Using Outlook 2011 For Mac

Audience:
These settings will help you set up Outlook 2011 for Mac on your personal machine if you are:
- a postgraduate researcher
- a member of staff

To add an account, go to the Tools menu and click on Accounts…

From the Accounts screen, go to the bottom left of the screen and click the down arrow next to the + sign.
Choose “Exchange” from the drop-down list.

In the box labelled **Enter your Exchange account information**, enter your email address as *username@exmail.nottingham.ac.uk*

Set the authentication method to **User Name and Password**

Enter your username as *username@ad.nottingham.ac.uk*
Enter your password and ensure that the **Configure automatically** box is ticked. Click **Add Account**.

Outlook should then set up your mailbox.