Accessing Your University Mail Account Using Outlook 2011 For Mac

Audience:
These settings will help you set up Outlook 2011 on a personal machine if you are:
• an undergraduate student, and you started your course in September 2012 or later
• a postgraduate student on a taught course, and you started your course in September 2012 or later

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 **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**.

You may receive this message. Tick the **Always use my response for this server** box and click **Allow**.

Outlook should then set up your mailbox.