How To Setup Outlook 2011 For Mac

1. Double click the outlook icon from the dock or application folder.

2. At the welcome to outlook for mac screen check the make outlook my default application for email box and select the add account button.

3. After selecting the add account button the account screen will appear select exchange account.

4. After selecting the exchange account you will be prompted to put your Howard University email address in the email field and in the username and password field enter your email username and password and select add account.
5. You have successfully setup outlook once you see the green connection circle next to your account name.