Setting up UT Email for Mac 2011/2016

1. Open Outlook
2. If this is the first time you have set up an account with Microsoft Outlook, proceed to next step. If you are setting up an additional account, go to Tools – Accounts and proceed to step 6.

3. At the Welcome to Outlook screen click the right arrow.
4. Click **Get Started** and then **All Set**
5. At the Set up my Inbox window click Add Account.

6. Select Exchange or Office 365
7. Enter the following information:
   a. Email Address: Enter your First.Last@utoledo.edu (Staff) or First.Last@rockets.utoledo.edu (Student) email address.
   b. Method: User Name and Password
   c. User name: Enter in your UTAD Userid followed by @rockets.utoledo.edu (this is known as your Universal Principal Name) (Ex: rrocket@rockets.utoledo.edu)
   d. Password: Enter your UTAD password
   e. Check Configure automatically
   f. Click Add Account

8. It will proceed Detecting Exchange Settings for a couple of minutes.
Once completed you will be presented with the following screen. This indicates a successful configuration.

You may close the accounts screen.
This should take you into Outlook and email should start appearing.