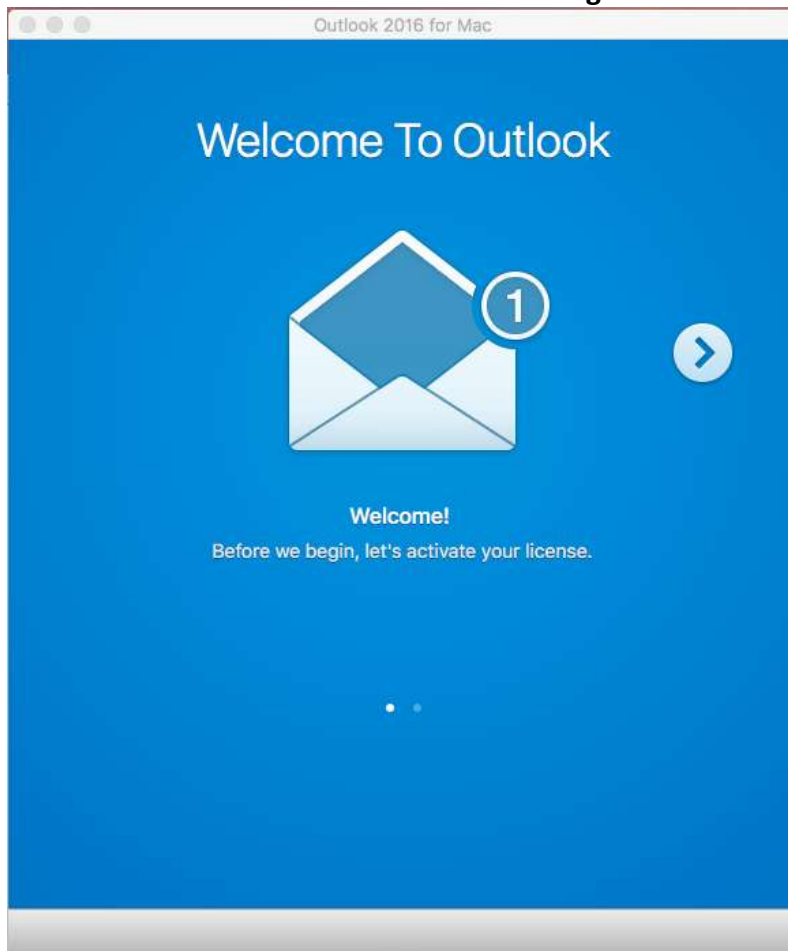


Setting up UT Email for Mac 2011/2016

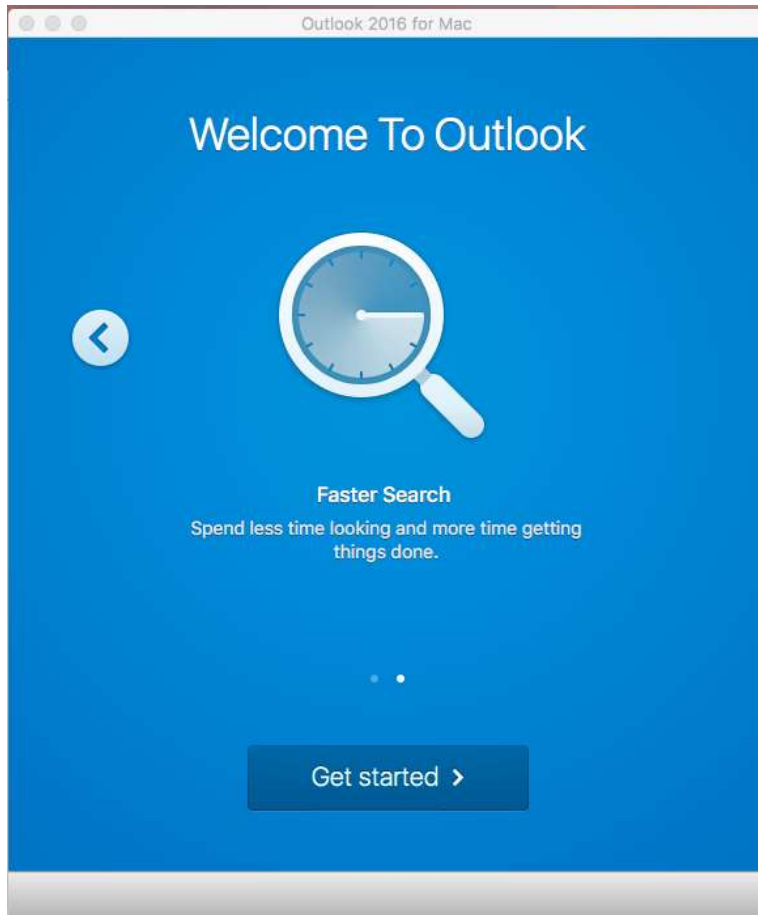
1. Open Outlook
2. If this is the first time you have set up an account with Microsoft Outlook, proceed to next step. If you are setting up an additional account, go to **Tools – Accounts** and proceed to step 6.



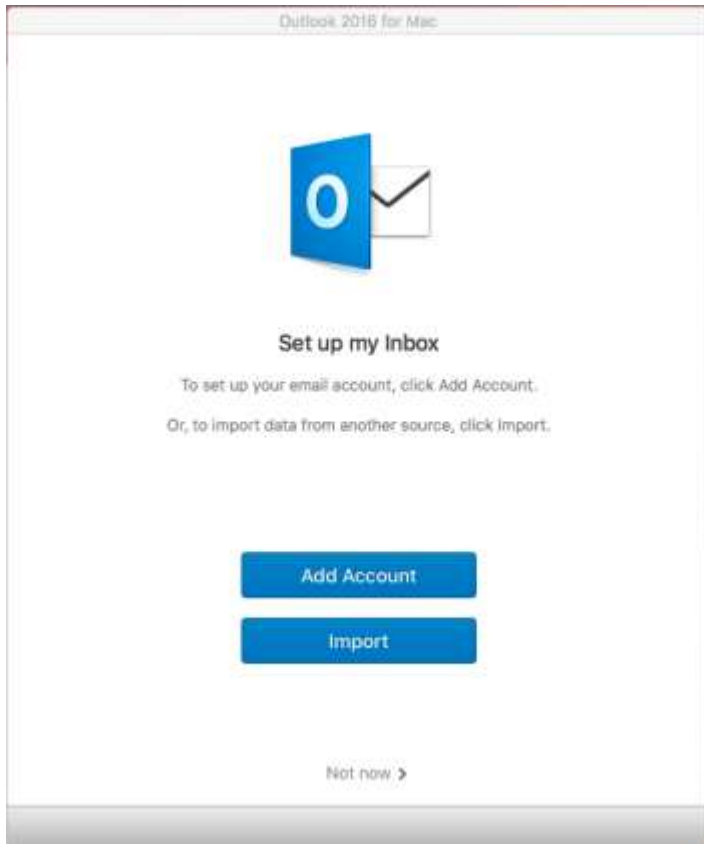
3. At the Welcome to Outlook screen click the **right arrow**.



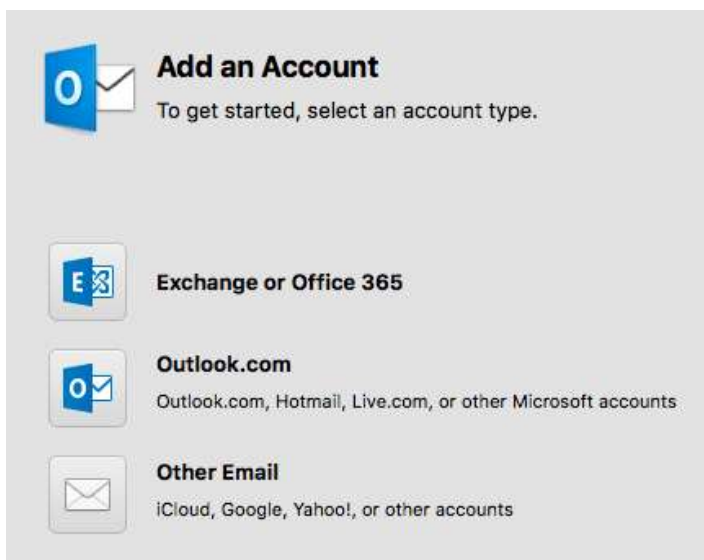
4. Click **Get Started** and then **All Set**



5. At the **Set up my Inbox** window click **Add Account**.



6. Select **Exchange or Office 365**



Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

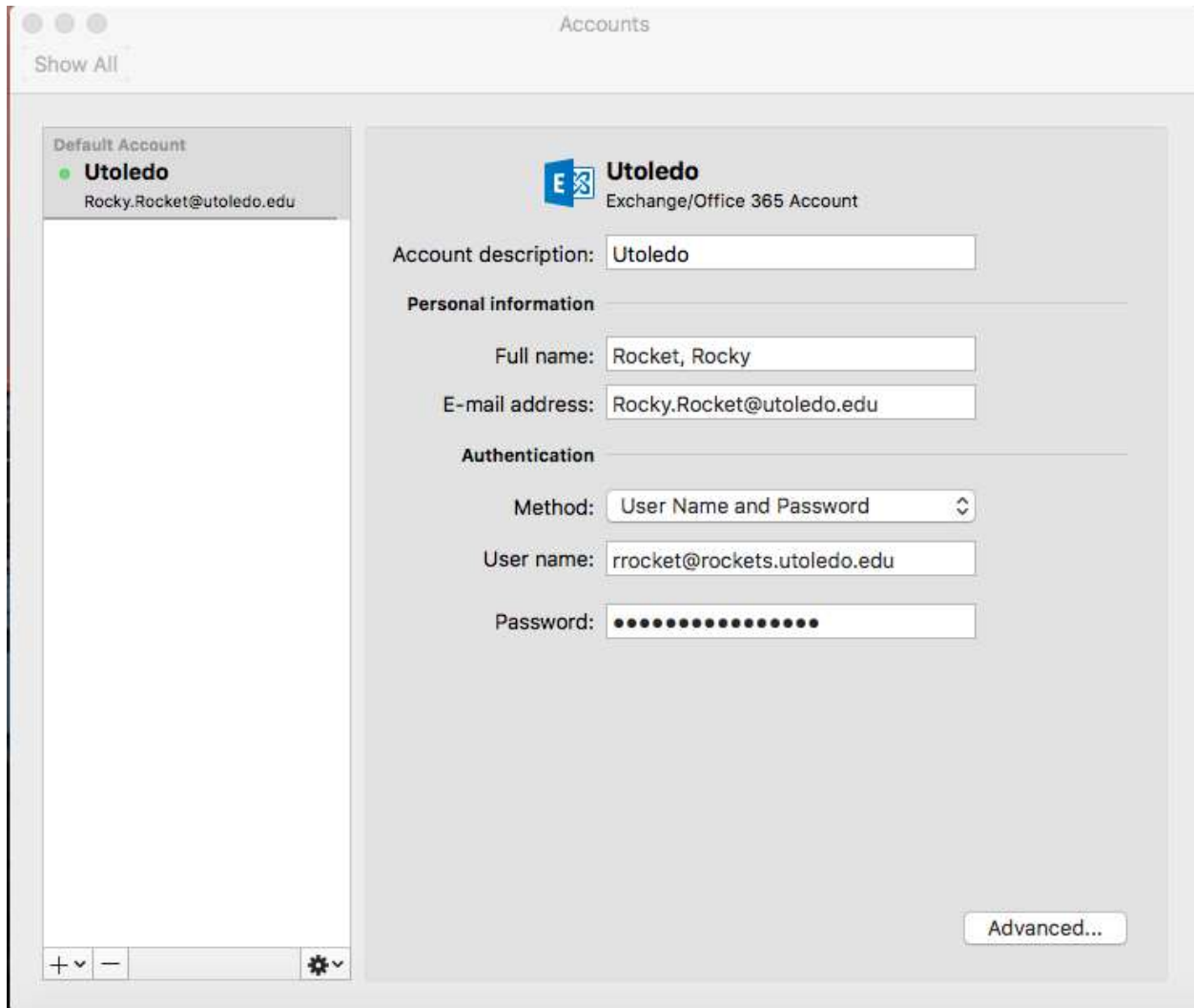
Password:

Configure automatically

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.