Setting up Outlook on Office 2011 for Mac after migration

1. Open Outlook, go the Help menu and click Check for Updates. Install any that are found. Do not proceed until there are no more updates to install:

2. After Updates are installed, start Outlook, go to the Outlook menu and click Preferences:

3. In the Preferences, click Accounts:

4. Delete your existing MSU account before adding the new account.

5. Click the minus [-] sign at the bottom left of the Accounts window, then click Delete when prompted:
6. Select Exchange or Office 365:

7. Enter your email address and NetID account info:
   Email: bob.cat@montana.edu
   User name: b12c345@msu.montana.edu
   Password: NetID Password

8. Click Add Account:

9. Check the “Always use my response for this server” box.

10. Click Allow:

You have successfully configured your new Outlook Office365 account and can close out of Preferences.