

Apple Mac, Outlook 2011

These instructions are meant to be used when setting up a Metropolia Exchange account in Mac Office 2011 Outlook.

NOTE! Outlook is NOT included in the MS Office 2011 for Mac Home & Student version.

Metropolia e-mail can be used in Mac also in other ways:

- [Exchange startup in the Apple Mail application, Mac OS X 10.6 Snow Leopard or newer](#)
 - [Using e-mail with an IMAP connection](#)
 - [Using e-mail in a web browser](#)
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Setting up a Metropolia e-mail in the Outlook application (MS Office 2011 Mac UK)

1. Start the Outlook application

The Outlook application is usually located in /Applications/Microsoft Office 2011/Outlook(.app).

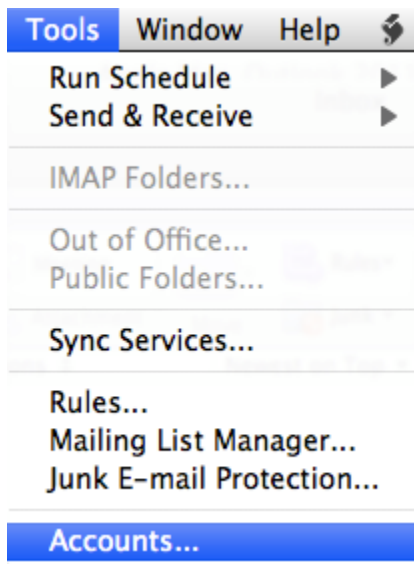
2a. Adding user name in the Welcome window

If you are starting Outlook for the first time the Welcome to Outlook for Mac window pops up. Click on the **Add Account** button in the bottom part of the window.

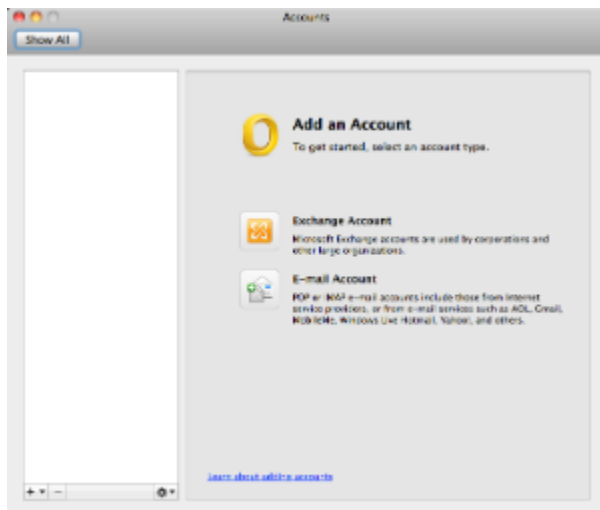


2b. Adding account manually

If you have already used Outlook in your computer you can add a new account in Outlook's Tools menu in **Accounts...**



3. In the Accounts window, select Exchange account as the type of the new account



4. Enter your Metropolia e-mail account information

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

☒ Configure automatically

E-mail address: your Metropolia e-mail address

Authentication Method: User Name and Password

User name: Metropolia account (usually the account name is enough – sometime the account has to be given in the format PK\account).

Password: your Metropolia account password

Configure automatically: on

After you have confirmed the information click on the **Add Account** button.

Wait for a moment while the account is verified and the connection to the Exchange server is established.

If there are a lot of messages in your Exchange e-mail box it can take a while before the content is transferred to the local disk of your Mac computer.

During the initial transfer the computer may seem slow but that is normal.

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