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NEW PROFILE FOR OUTLOOK MAC

Start Outlook.

In the menu, at left most, choose "Outlook" and then "Preferences". Outlook File Edit М View About Outlook **Online Registration** Preferences... ж, At Outlook Preferences select "Accounts". 00 **Outlook Prefer** Show All Personal Settings 8 Notifications General Accounts Categorie & Sounds

In the "Accounts" screen select your profile from the list at left, then click "—" at the bottom of the window to delete your profile.

Now click "+" to the right to create a new profile. In the rolldown menu choose "Exchange..."

+	•	-		
Exchange				
1	E-mail			
	Directory Service			

From the new window you have to fill these fields:

- "E-mail address"
- "User name"
- "Password"

"Configure automatically" must be ticked.

Click "Add Account" and restart Outlook.

Show All	
Default Account Enter your Exch	ange account information.
E-mail address:	
Authentication	
Method:	User Name and Password \$
User name:	DOMAIN\username
Password:	
	Configure automatically
	Server Information
	Cancel Add Account
	Password:
	Incoming server: : 993
	Override default port
	Use SSL to connect (recommended)
	Outgoing server:
	Override default port
	✓ Use SSL to connect (recommended)
	More Options
Le	arn about IMAP account settings Advanced
+ • - *	

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