

Microsoft Outlook for Macs

Setting Up Outlook



Introduction

Microsoft Outlook is the productivity application included in the Microsoft Office suite of applications for Macs which enables you to consolidate your PC-based e-mail into your Mac inbox, unifying your work and home messages, contacts, calendars and tasks.

Summary

Definition
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1. Launch the Microsoft Outlook 2011 application.
2. From the top menu bar select **Outlook** and then **Preferences** (Fig 1, 1).
3. The **Outlook Preferences** screen will appear (Fig 2)..
4. Select **Accounts** from the **Personal Settings** group (Fig 2, 1).
5. The **Accounts** window will appear (Fig 3). Click the **Exchange Account** icon from the **Add An Account** section of the screen to add a Towson University email account (Fig 3, 1).
6. The **Enter your Exchange account information** screen will appear (Fig 4). Type your email address in the **E-Mail address:** box (Fig 4, 1).
7. Keep the **Method** section under **Authentication** set to **User Name and Password** (Fig 4, 2).
8. In the **Username** box, type **towsonu/NetID** and substitute the word **NetID** for your assigned **NetID** (Fig 4, 3).
9. In the **Password** box, enter your password (Fig 4, 4).
10. Place a checkmark in the **Configure Automatically** checkbox if there is not one already there (Fig 4, 5).

Figure 1

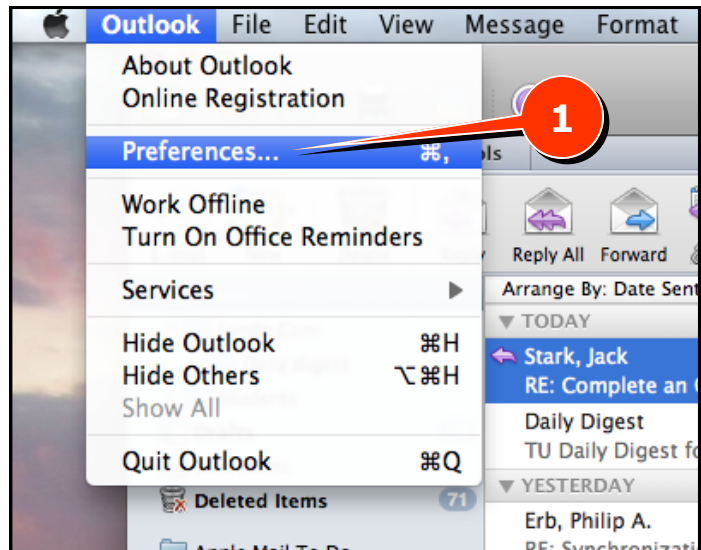
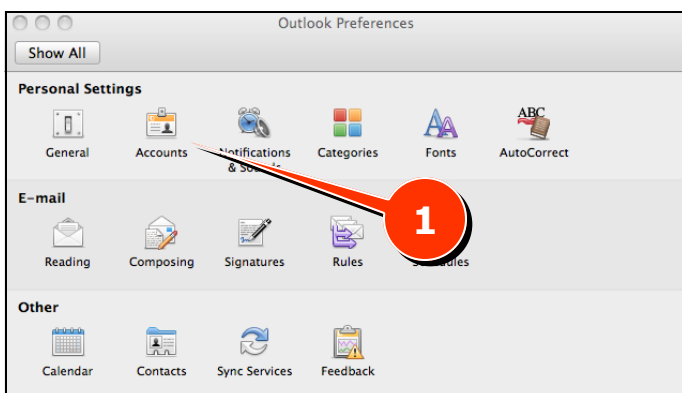
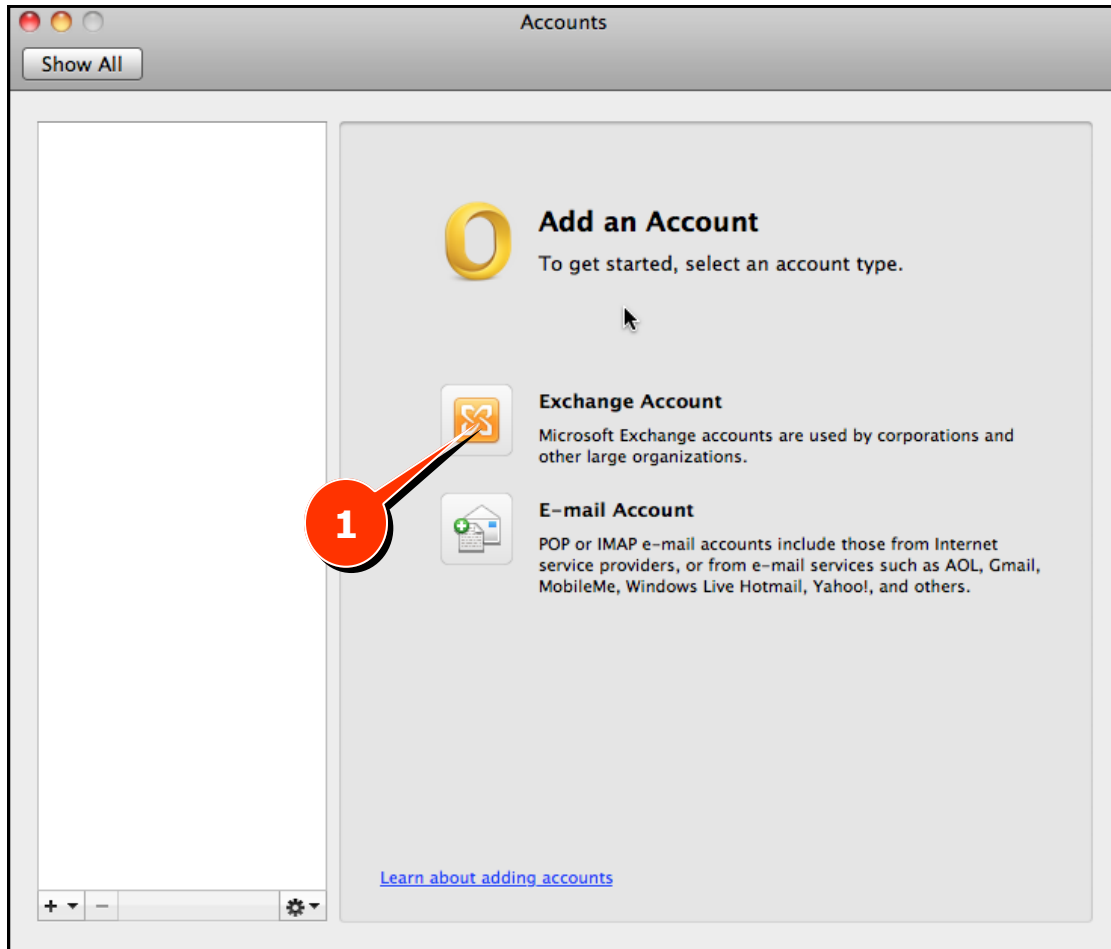


Figure 2



11. Click the **Add Account** button (Fig 4, 6).

Figure 3

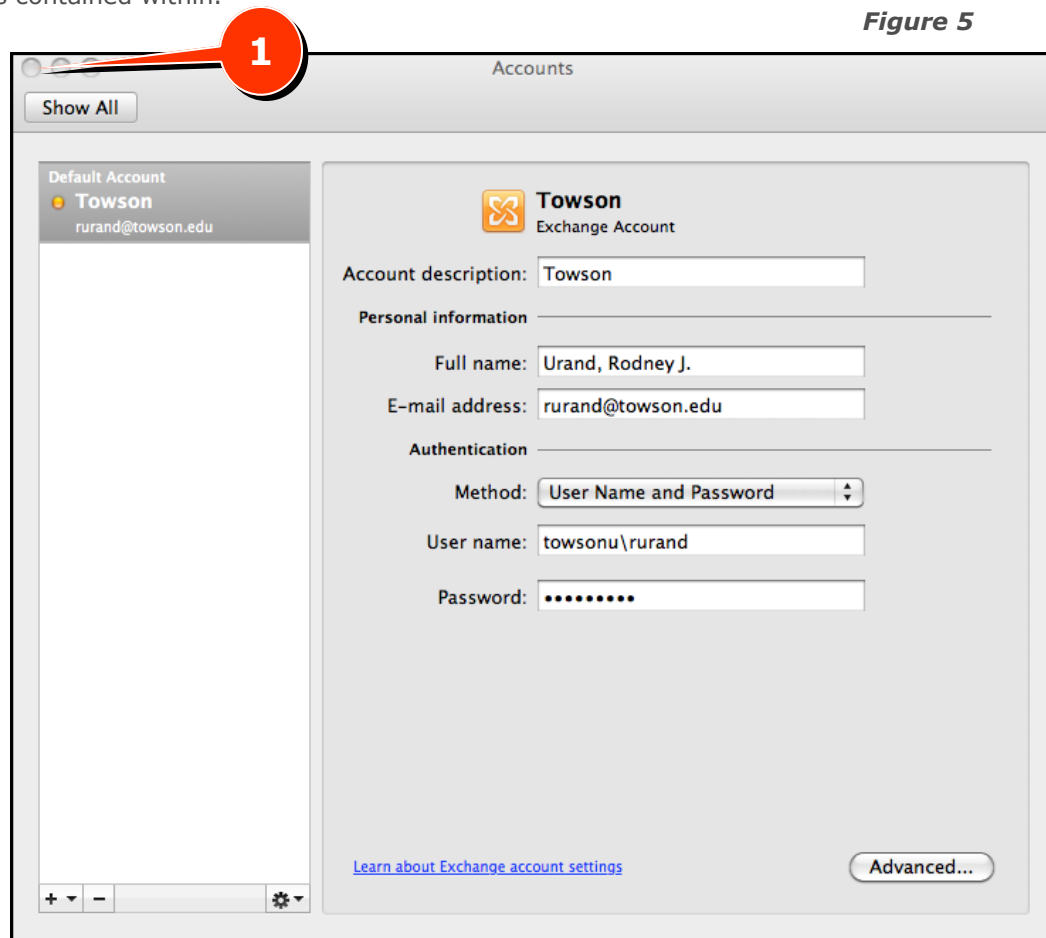


12. You will be returned to the **Accounts** screen (Fig 5).

13. Click the **Close Button** (Fig 5, 1) to be returned to the **Outlook Main Screen** (Fig 5, 1).

Figure 4

14. **Mail, Calendar** items and **Tasks** will begin to sync with your computer and be downloaded. This process may take a significant amount of time depending on the size of your mailbox and the items contained within.

Figure 5

Using Outlook Personal Folder (PST) Files

Each faculty and staff member has an allotted storage space (quota), on the Exchange e-mail server to store your mailbox that includes e-mail, contacts, calendar, tasks, etc. If you need more storage space than the allotted server quota, an option is to store copies of your mailbox as Personal Storage files (PST files) on your H: drive.

Each PST file can contain subfolders to make filing messages easy. You can drag and drop messages from your mailbox to the appropriate PST folder on the H; drive. You can access the items in your PST files when you check your e-mail at work or when you are off-campus.

PST Files do not work with Macintosh Computers. Macs do not support storing PST files to your H: drive. The only safe method for Mac users to use PST files is to use Windows Outlook on Virtual Workspace at: <https://virtualworkspace.towson.edu>