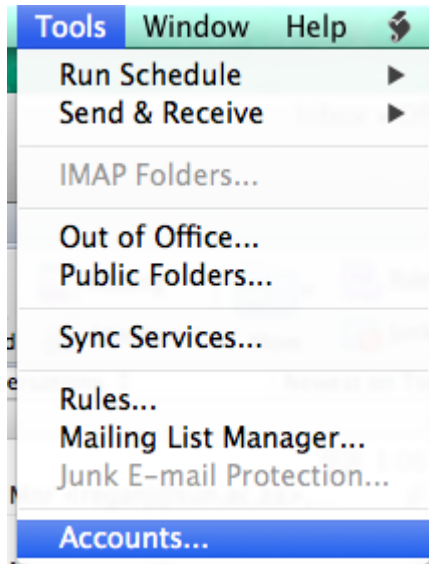
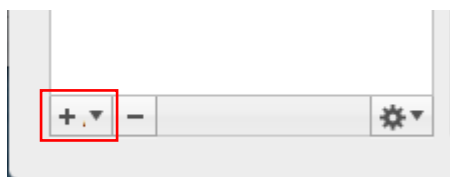


How to setup Office 365 based email for Outlook2011 on OSX

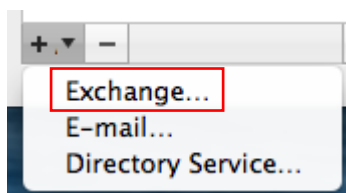
Open **Outlook**, click on **Tools** and then click on **Accounts**



Click on the **Add** button (+)



Click on **Exchange**



Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

Enter your **email address**, **username** and **password** in the provided spaces

Un-tick **Configure automatically**

Add **Server address**

Click on **Add Account**

Enter your Exchange account information.

E-mail address:

Authentication

Method:

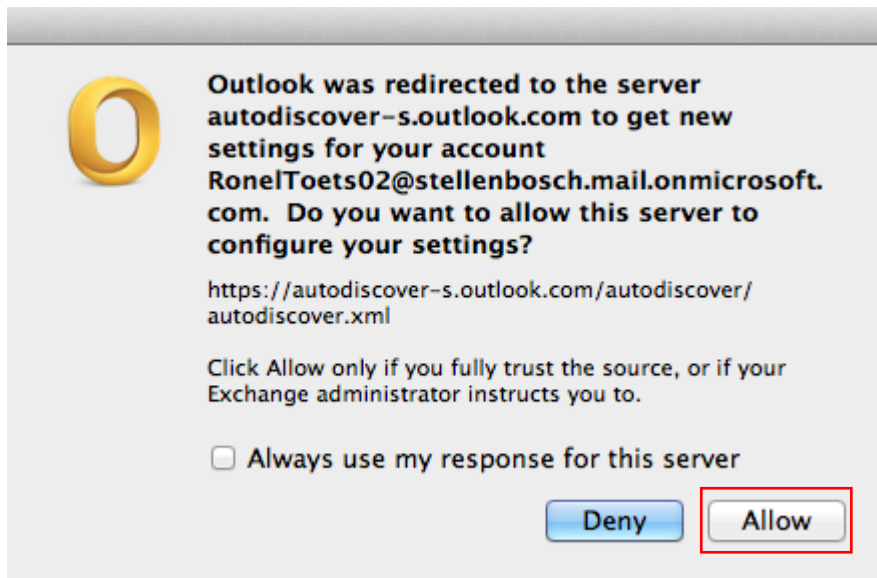
User name:

Password:

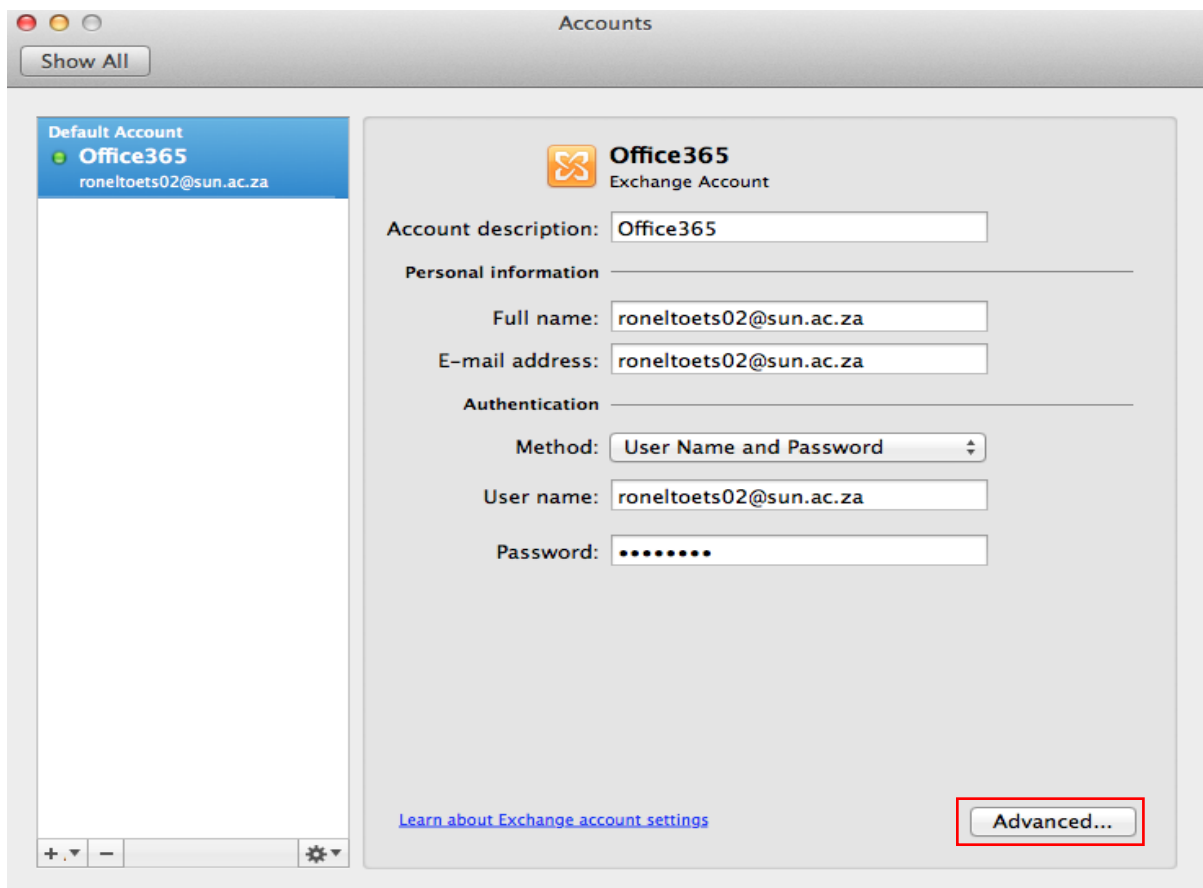
Configure automatically

Server:

Click on **Allow** for the Server redirect



Click on **Advanced**



Add the Directory Service Server Address

The screenshot shows the 'Server' tab of a configuration window. It is divided into two sections: 'Microsoft Exchange' and 'Directory service'. The 'Directory service' section is highlighted with a red box. The 'Server' field in this section contains the text 'stbad01.stb.sun.ac.za'. Below it are three checkboxes: 'Override default port' (unchecked), 'Use SSL to connect (recommended)' (checked), and 'Log in with my Exchange account credentials' (checked). There are also fields for 'Maximum number of results to return' (set to 1000) and 'Search base'. At the bottom right, the 'OK' button is highlighted with a red box.

Microsoft Exchange

Server: :

Override default port

Use SSL to connect (recommended)

Download headers only

Directory service

Server: :

Override default port

Use SSL to connect (recommended)

Log in with my Exchange account credentials

Maximum number of results to return:

Search base:

[Learn about Exchange account settings](#)

Click **OK** when finished