Mac User: Add your email to Outlook 2011

You can use Outlook to manage multiple e-mail accounts. Before you can send and receive e-mail messages, you first have to set up an e-mail account.

**Let's set up your e-mail account.**

To complete this procedure, you must have your new Outlook e-mail account.

1. On the Tools menu, click Accounts (also written as Tools > Accounts in this tutorial).

2. On the bottom of Add an account pop-up menu, Click on the triangle and select Exchange.

3. Enter your e-mail address and your EASI password, and then click Add Account.

*Note: If Outlook recognizes your e-mail provider (for example, Office 365), the Configure automatically check box remains selected, and Outlook attempts to configure your server information automatically.*
4. Outlook asks you for permission to automatically get the new setting. Click the allow button.

5. Verify your account personal information and server information, and then close the Accounts dialog box.