Set Up Your CUMC Email in Outlook 2011 for Macintosh

Outlook 2011 is part of the Microsoft Office Suite that is free under a site license for CUMC staff and students, see [http://cumc.columbia.edu/it/getting_help/software.html](http://cumc.columbia.edu/it/getting_help/software.html). Before setting up Outlook please:

- Verify that your account is active by logging in to Web Outlook: [https://mail.cumc.columbia.edu/owa](https://mail.cumc.columbia.edu/owa)
- Make sure that you have changed your Exchange password from any default one that was provided to you. See [http://cumc.columbia.edu/it/howto/domain/change.html](http://cumc.columbia.edu/it/howto/domain/change.html) for instructions.
- Log in to [https://uniapp.cc.columbia.edu/acctmanage/mailforwarding](https://uniapp.cc.columbia.edu/acctmanage/mailforwarding) to verify that mail sent to your @columbia.edu virtual address will be forwarded to your @cumc.columbia.edu account.

### Configuring Your Email in Outlook 2011

Instructions with more screenshots are online at [http://www.cumc.columbia.edu/it/howto/email/profile11.html](http://www.cumc.columbia.edu/it/howto/email/profile11.html)

1. Start Outlook 2011 (in the Finder window select **Applications** - **Microsoft Office 2011** - **Microsoft Outlook**).
   - If this is the first time you’ve opened Outlook, you’ll see the Welcome screen. Select the **Add Account** button, then **Exchange Account** from the Accounts window.
   - If there are no accounts configured in Outlook yet, select **Exchange Account** from the Accounts window.
   - If you already have an account configured, select **Tools** from the top menu bar in Outlook, then **Accounts...** In the Accounts window that appears, select the + (plus) icon in the lower left corner, then **Exchange** from the drop down menu.

2. In the **Enter your Exchange account information** window, type in the following making sure to enter your own Columbia UNI instead of [uni]:
   - **E-mail address:** [uni]@cumc.columbia.edu
   - **User name:** mc\[uni]
   - **Password:** the password for your CUMC email account
   - Make sure that **Method** is set to **User Name and Password**, and **Configure automatically** is checked as shown in the picture to the right.

3. Click the **Add Account** button. The window will display a message that it is **Detecting Exchange Server...** and may take a minute or more to connect to the server.

4. Once the Exchange server has been detected, you’ll see your full name and email account information in the **Accounts** window. Select the red button in the upper left corner to close the window and begin using Outlook.

5. You will see your Inbox and other mail folders in the far left pane of the main Outlook screen, email messages that are in your Inbox or selected folder in the middle, and a preview of any selected item to the far right. To verify that you are fully connected, try sending and receiving a test message to verify that your email account is working properly.