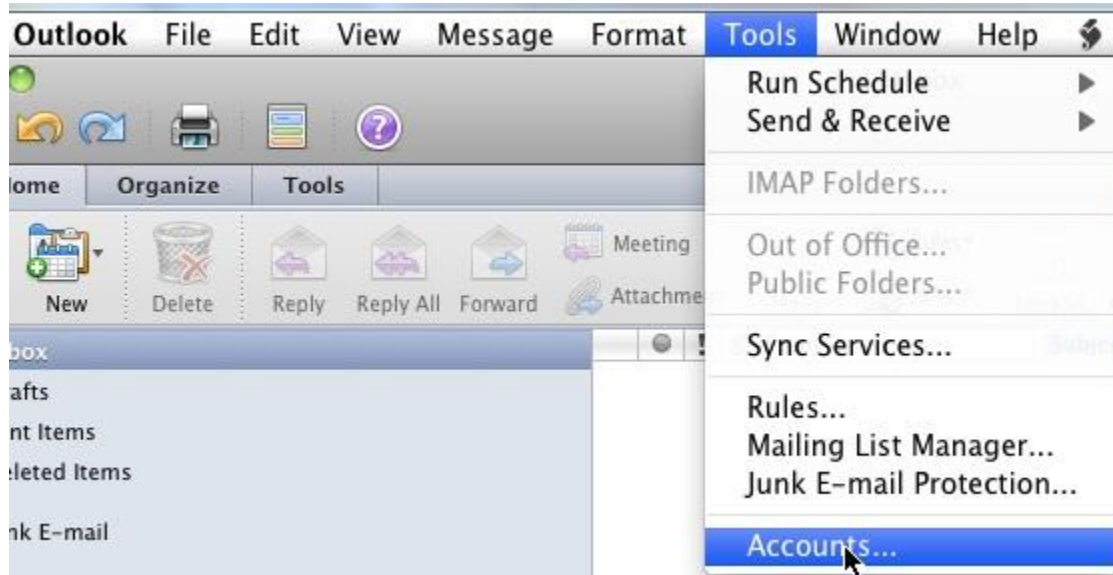


To set up Outlook 2011 for Mac.

1. Open Outlook and navigate to Tools > Accounts.



2. In the Accounts window, click the plus sign (+) in the lower left-hand corner and choose Exchange.
3. In the new window, fill in the following fields, and then click Add Account.

E-mail address: Enter your primary email address for your Exchange mailbox.

Method: Select User Name and Password.

Username: Type the email address

Password: Type your mailbox password.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

Outlook will attempt to determine settings for the new Exchange account automatically. For this step, the instructions depend on whether you have Autodiscovery set up:

NOTE: If an Autodiscover record is configured for the domain name, Outlook will determine settings automatically. You will get a prompt. Select the option Always use my response for this server and click the Allow button.

If no Autodiscover record exists for the domain, Outlook 2011 will prompt you for the server name.

Please use server name: <https://webmail.hostallapps.com/EWS/Exchange.asmx>

4. Click on Add Account.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

Server:

5. Your account is setup.