

Exchange Email Setup for Outlook in Mac OSX

1. If you have already installed Outlook, open the app. You will be asked to enter your email address

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2. Enter your SSU email address, replace SeawolfID (the SOLAR\ is necessary) with your own username and fill in the Password field. Click Add Account to proceed

IT.SONOMA.E

Method		
Username and Password	0	
Email Address		
YourSeawolfID@sonoma.edu		
DOMAIN\username or Email		
SOLAR\YourSeawolfID		
Password		
•••••		
Show Password		
Server (optional)		
Add Account		



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3. If you already have an existing account and need to add another, open Outlook. Click in the top left corner on "Outlook" and choose "Preferences".

Outlook					
About Outlook					
Preferences	Ж,				
Work Offline Turn Off Reminders					
Services	►				
Hide Outlook Hide Others Show All	日光 日光ブ				
Quit Outlook	₩Q				

4. Under "Personal Settings", choose "Accounts"

Personal Settings						
General	Accounts	Notifications & Sounds	Categories	Fonts	AB AutoCorrect	ABC Spelling & Grammar

5. In the Accounts window, click the plus symbol in the bottom left corner and choose "New Account". This will bring you back to the same window from Step 1. What you enter into the available fields will depend on the email account you are trying to add.





