

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



Please enter your email address

Email

john.smith@sonoma.edu

Continue

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



Method

Username and Password

Email Address

YourSeawolfID@sonoma.edu

DOMAIN\username or Email

SOLAR\YourSeawolfID

Password

●●●●●●●●●●

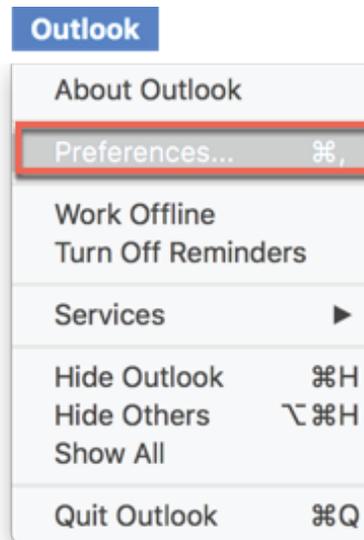
Show Password

Server (optional)

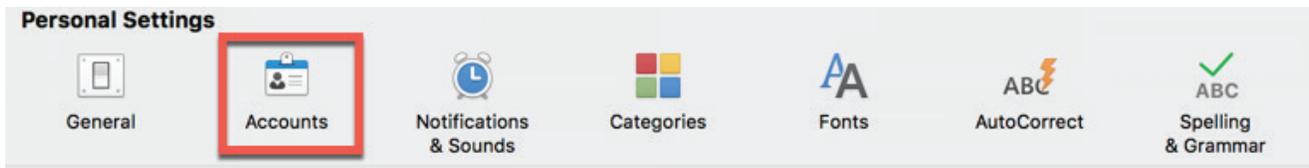
Add Account



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".



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



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.

