

## Set up Outlook 2011 on a Mac

01. Launch Microsoft Outlook 2011. If it's not locked to the dock you can find it in **Finder > Applications**.

If this is your first email account to be setup in Outlook you will automatically be taken to step 2.

If you are adding an additional account to your Outlook click on the Outlook drop down menu. Select **Preferences > Accounts**.

02. You may be prompted to create an account. Click **Exchange** or **Office 365**.

Note: If you do not see this prompt select the **+** button in the bottom left-hand corner of the Accounts screen. Select **Exchange** to add the account manually.

03. Enter your **UAL email address, username, and password**.

04. Click **Add Account**.

05. Select '**Always use my response for this server**' and **Allow**.