Getting Started
1. Start Outlook
2. On Menu Bar Click Outlook > Preferences

Accounts
3. Select Accounts
Configure Outlook 2011 MAC

Exchange

4. Select Exchange Account
Configure Outlook 2011 MAC

Password

5. Enter `Vanderbilt\VUnetID` in username field
   a. Enter `Vanderbilt\VUnetID` in username field
   b. Enter `e-password` in password field

Configure

6. Make sure there is a check in configure automatically field
Configure Outlook 2011 MAC

Add Account

7. Click Add Account and the system should automatically configure your email account.