Outlook 2016 and 2011 for Mac

Configuring an Office 365 Mailbox
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Configuring an Office 365 Mailbox in Outlook 2016 for Mac

Requirements:
- An Office 365 Account
- You have run the most recent Microsoft updates. For more information on how to update your machine visit this site:

2. In Outlook, select Tools > Accounts.

3. In the Accounts box, select Exchange or Office 365. (If you don’t see this screen, it’s possible you already have one or more accounts in Outlook 2016 for Mac. Just click the + at the bottom of the screen to add another account.)
4. In the Enter Account Information window that appears enter the following information:
   - **Email Address**: Your University address (i.e. s.ibis@miami.edu)
   - **User Name**: Your University address (i.e. s.ibis@miami.edu)
   - **Password**: Your password
   - Leave **Configure Automatically** checked
   - If prompted for the server address, enter outlook.office365.com
5. Click **Add Account** when done.

6. You might see a redirection message. If so, check **Always use my response for this server** > **Allow**.
7. When properly set up, your account will appear in the left hand side of the Accounts window with a green circle next to it. Outlook will begin to populate with your messages.
Configuring an Office 365 Mailbox in Outlook 2011 for Mac

1. Open Microsoft Outlook 2011.
2. Click **Outlook** from the toolbar and select **Preferences**.

3. In the Outlook Preferences window, select **Accounts** underneath Personal Settings.
4. In the Accounts window select **Exchange Account** from the center panel. If that is not present, click the + symbol in the bottom left corner of the window and then select **Exchange**.

![Image of Add an Account window]

5. In the Enter Account Information window that appears enter the following information:
   - **Email Address**: Your University address (i.e. s.ibis@miami.edu)
   - **User Name**: Your University address (i.e. s.ibis@miami.edu)
   - **Password**: Your password
   - Leave **Configure Automatically** checked
   - If prompted for the server address enter outlook.office365.com

6. Click **Add Account** when done.
7. If you receive a window requesting to autodiscover place a check in the box next to *Always use my response for this server* and then click *Allow*.

8. When properly set up, your account will appear in the left hand side of the Accounts window with a green circle next to it. Outlook will begin to populate with your messages.
Adding the University Directory

If you wish to manually add the University directory to your Mavericks or higher machine, please follow these steps.

1. Click the Apple icon in the upper right hand corner of the desktop and select **System Preferences**.

2. In the System Preferences window, select the **Internet Accounts** icon.
3. In the right hand side of the window that opens, scroll down and click **Add Other Account**...

4. You will then be asked to choose an account type. Choose **Add an LDAP account** and click **Create**.
5. In the window that opens, fill in the following information and click **Create**:
   - **Description**: The display name for the directory (e.g. UM Directory)
   - **Server**: ldap.cgcent.miami.edu
   - **Scope**: Subtree
   - **Search Base**: cn=users,dc=cgcent,dc=miami,dc=edu
   - **Authentication**: Simple
   - **Username**: Your University e-mail address (e.g. s.ibis@miami.edu)
   - **Password**: Your account password

6. Click **Create**.
7. Open the Contacts app.
8. The directory you added will appear underneath the **Directories** heading with the title you gave it (e.g. UM Directory).
9. Type a name in the search field and the app will automatically start searching the directory for that name.