Objective

- Configure Outlook 2011 as your email client (software) for your new UAConnect email account

✓ Configure Outlook

1) Open Microsoft Outlook for Mac, verify the program window is in focus, and choose Outlook → Preferences → under Personal Settings select Accounts.

2) Next, at the Accounts window if you have one or more existing email accounts you will see a screen similar to what is displayed below. Click on the plus (+) sign in the bottom left hand corner to add your UAConnect account. Choose Exchange ... and you will be prompted with the screen below. Proceed to Step 4.
3) **Note:** If you do **NOT** have an existing email account(s) then you will see an image as displayed below. At the **Accounts** window, click on the **Exchange Account** image. Proceed to **Step 4**.

4)  
   a. Enter your full email address, your NetID and NetID password for the **User name** and **Password** fields.  
   b. **Configure automatically** should be checked.  
   c. Click **Add Account**.
5) You may be prompted to **Allow** the mail server certificate, followed by a confirmation screen. Outlook will launch with your configured options. Simply close the window using the red button on the top left, and your email account is now configured.

**Optional:**

For more information on UAConnect or to learn about optional features such as Lync (IM Chat and Live Meeting), UAConnect and Mobile Devices, FAQ’s, and Training please visit: [http://uits.arizona.edu/uaconnect](http://uits.arizona.edu/uaconnect)