



HOW TO Guide:  
Setting Up Outlook on MAC

## Version History

Version	Date	Changes
V1.0	25/11/2013	Initial release

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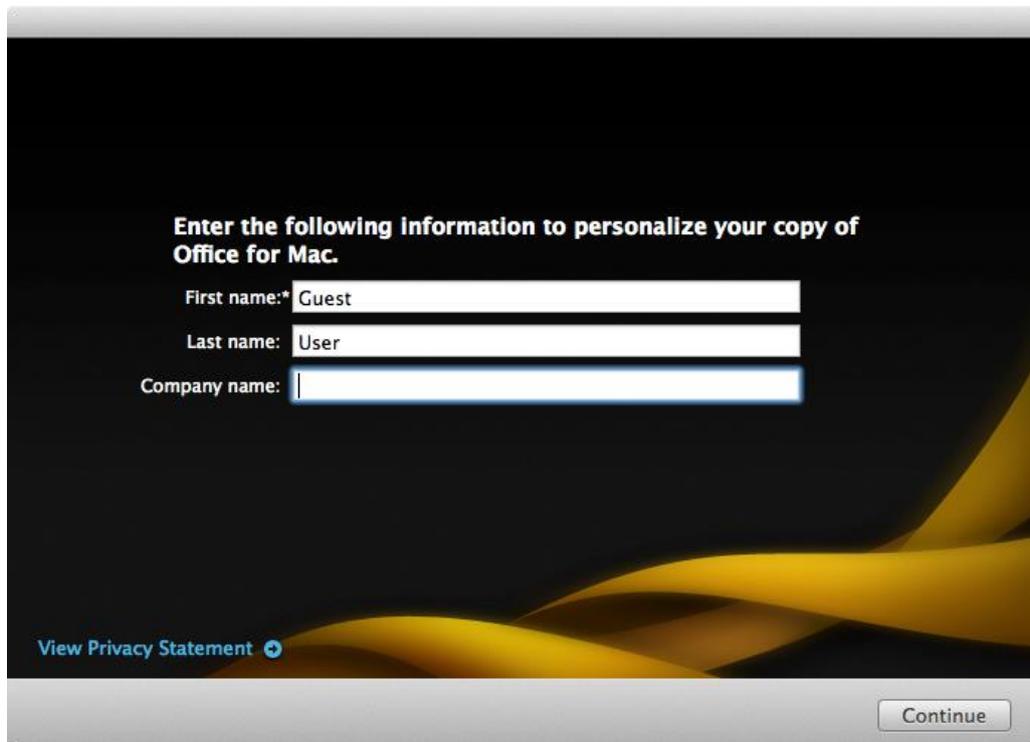
## Important information:

- It is recommended that you have your office up to date to ensure that the program runs correctly

## Setting up Email on MAC:

Step 1: If this is your First Time Setting up Outlook for Mac on your Computer You will see the screen below.

Follow the on screen prompts and click continue if this is not your first time continue to step 4



Enter the following information to personalize your copy of Office for Mac.

First name:\*

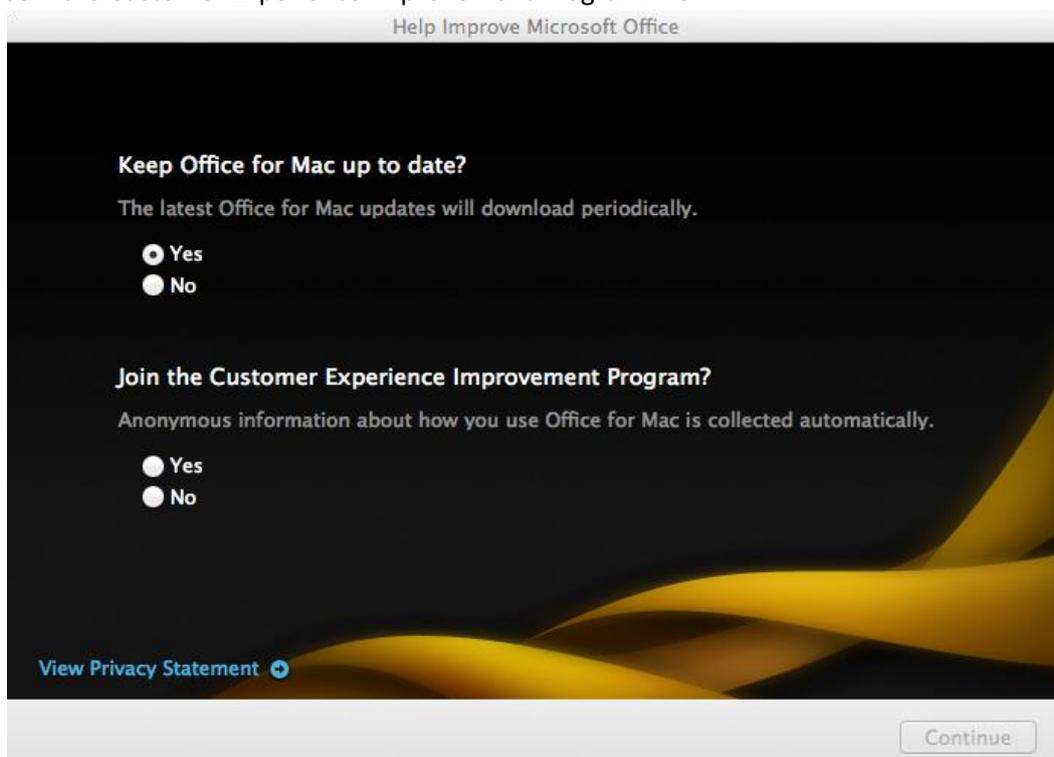
Last name:

Company name:

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Step 2: Keep Office for Mac up To Date: Select Yes

Join the Customer Experience Improvement Program: No



Help Improve Microsoft Office

**Keep Office for Mac up to date?**  
The latest Office for Mac updates will download periodically.

Yes  
 No

**Join the Customer Experience Improvement Program?**  
Anonymous information about how you use Office for Mac is collected automatically.

Yes  
 No

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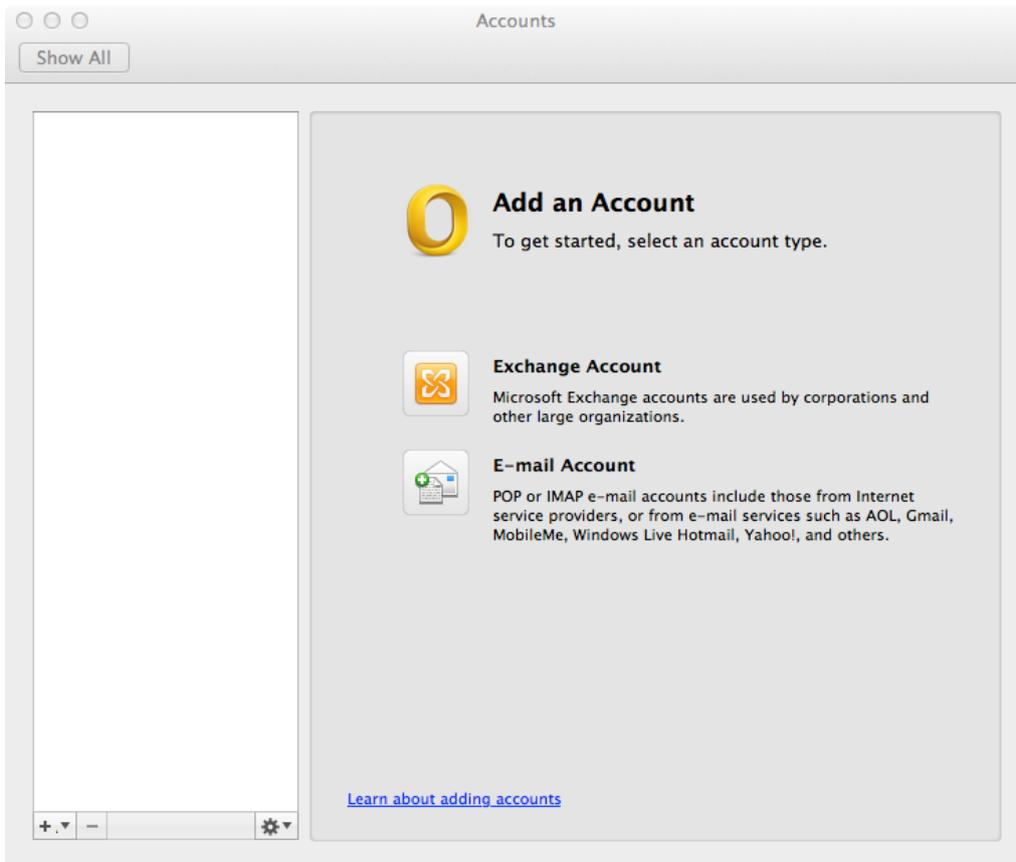
Step 3: Tick Make Outlook the Default Application for e-mail, calendar and contacts  
Click **Add Account**



Step 4: Start here if you are adding another account Go to Step 5 if it's a new setup.  
Go to your navigation bar on the top of your screen in your outlook client and click **Tools** and then **Accounts**



Step 5: Click **Exchange Account**



Step 6: E-mail address: Enter your Email Address

Method: User Name and Password

User Name: Will be supplied vm\  
service providers, or from e-mail services such as AOL, Gmail,

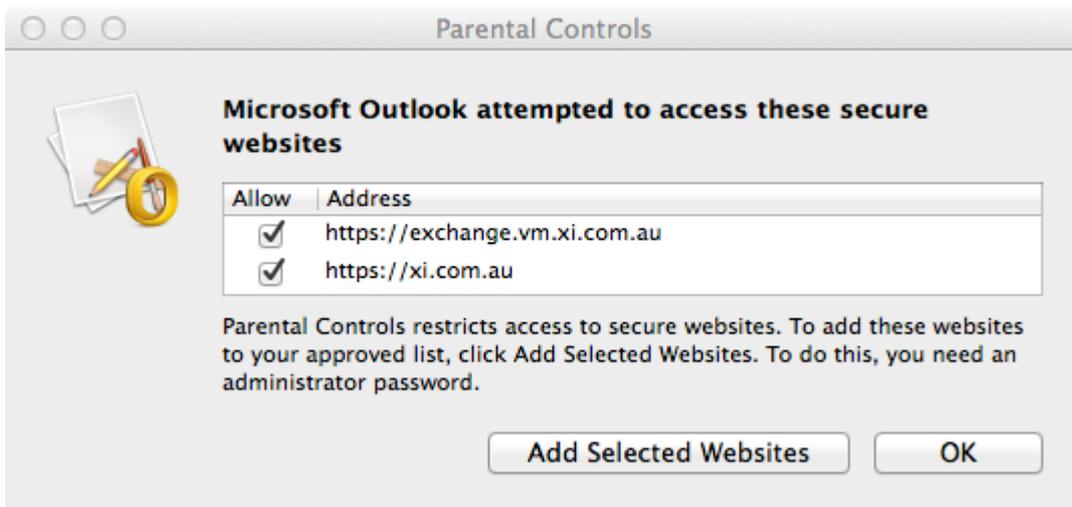
Password: Will be supplied

Click Add Account

The screenshot shows a dialog box titled "Enter your Exchange account information." It contains the following fields and controls:

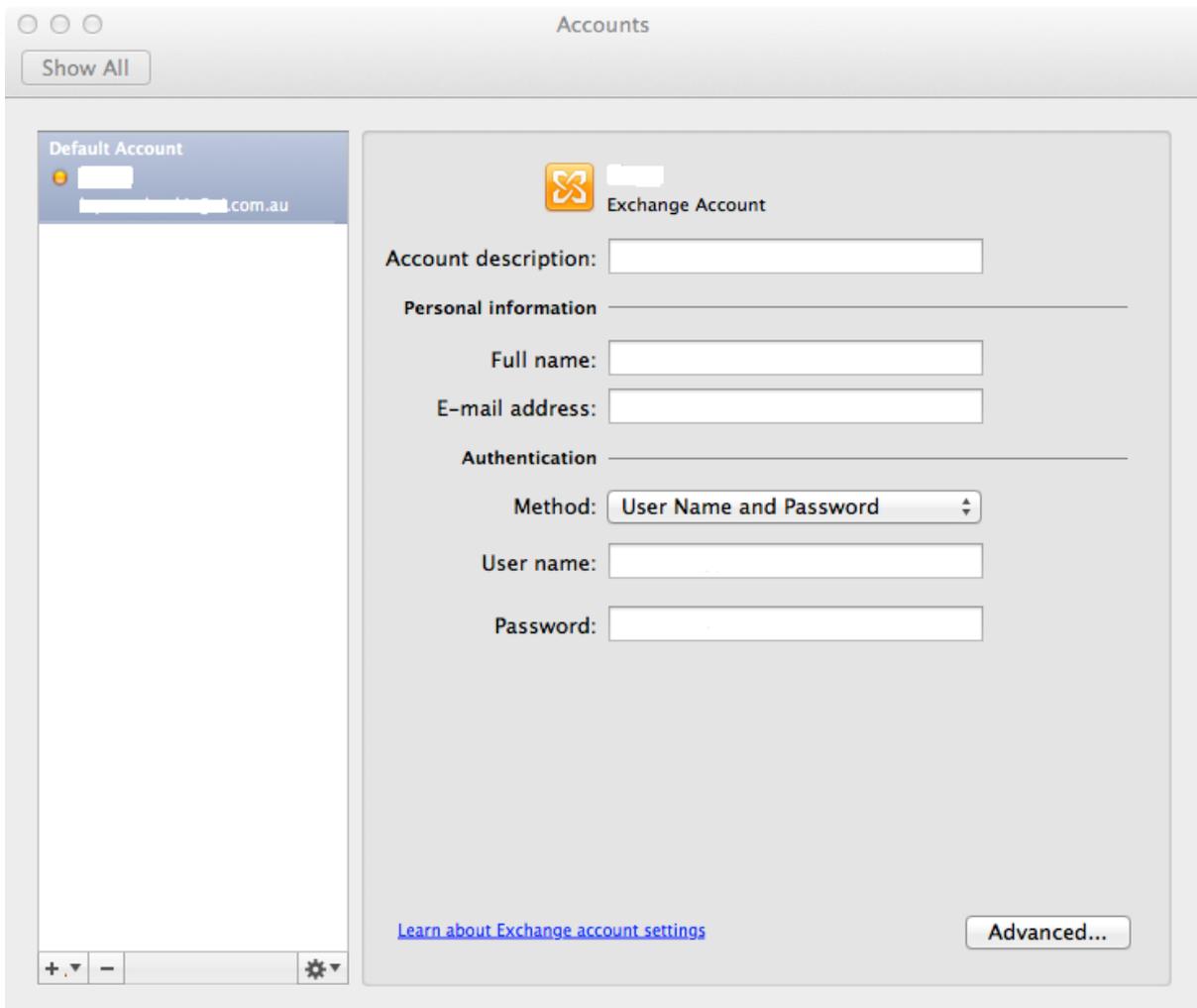
- E-mail address: [ ]
- Authentication: [ ]
- Method: User Name and Password [ ]
- User name: DOMAIN\username or name@example.com [ ]
- Password: [ ]
- Configure automatically
- Buttons: Cancel, Add Account

Step 7: If Parental Controls Appears click add selected Websites if not continue on to Step 8



Step 8:

All the information should be filled out in the picture below.  
Click Advance in the bottom right.



Step 9: In the Server box under the Microsoft Exchange heading input the following **https://exchange.vm.xi.com.au/EWS/Exchange.asmx**  
Click OK

The screenshot shows a dialog box with three tabs: 'Server', 'Delegates', and 'Security'. The 'Server' tab is active. The dialog is divided into two main sections: 'Microsoft Exchange' and 'Directory service'.  
**Microsoft Exchange section:**  
- 'Server:' field: `https://exchange.vm.xi.com.au/EWS/Exch`  
- Port field: `443`  
-  Override default port  
-  Use SSL to connect (recommended)  
-  Download headers only  
**Directory service section:**  
- 'Server:' field: (empty)  
- Port field: `3268`  
-  Override default port  
-  Use SSL to connect (recommended)  
-  Log in with my Exchange account credentials  
- 'Maximum number of results to return:' field: `1000`  
- 'Search base:' field: (empty)  
At the bottom right, there are 'Cancel' and 'OK' buttons. A link '[Learn about Exchange account settings](#)' is located at the bottom left.

Step 10: Press Send/ Receive in outlook and your email should start appearing.

