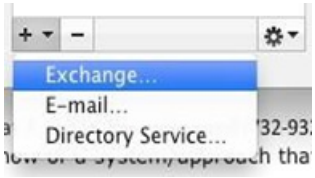
Outlook 2011 Mac Settings for staff and faculty

Last Modified on 02/02/2021 2:50 pm PST

1. In the Menu Bar, click on **Tools > Accounts.**

2. On the bottom left hand side of Accounts window, click on the + (plus) sign. A drop down menu should appear.

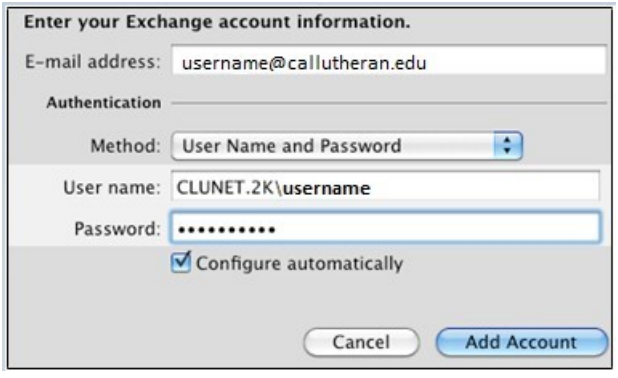
   Click on **Exchange**.



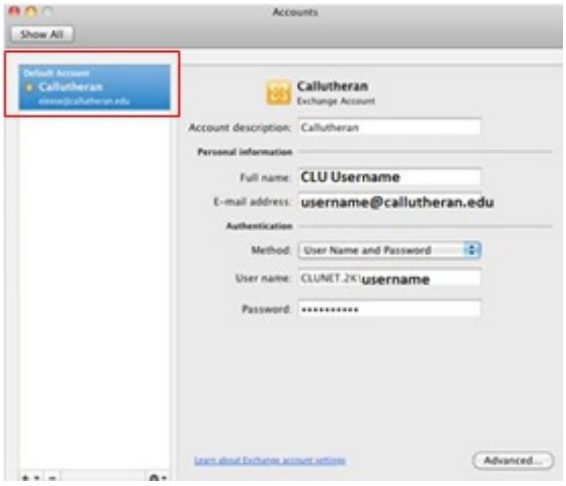
3. Enter your Cal Lutheran Exchange information.

   - **Email Address:** You CLU email account information
   - **User name:** CLUNET.2K\CLUusername (add *clunet.2k* before your username)
   - **Password:** CLU password
   - **Configure automatically:** Check off box

   Click on **Add Account** when you have finished filling out the required fields.



4. Once you see a yellow/orange next to your Outlook, you've successfully added your Exchange email.


Accounts
Show All
Default Account
Callutheran
Callutheran
Exchange Account
Account description: Callutheran
Personal information
Full name: CLU Username
E-mail address: username@callutheran.edu
Authentication
Method: User Name and Password
User name: CLUNET.2K\username
Password:
Advanced...