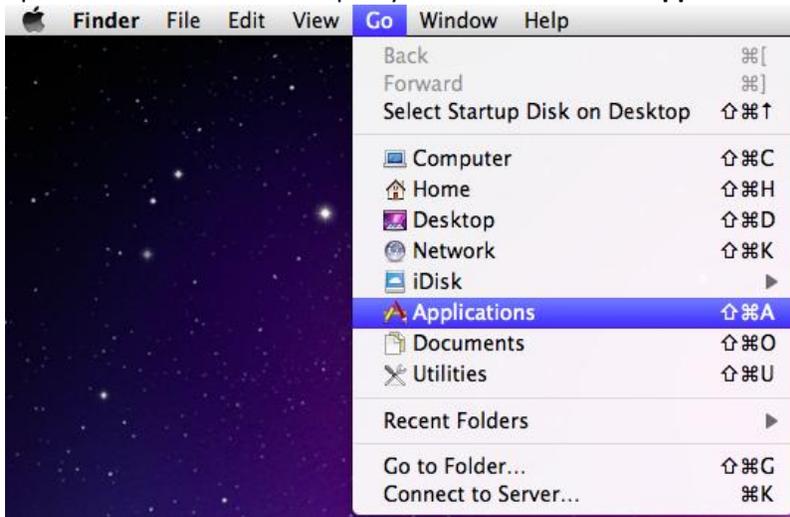
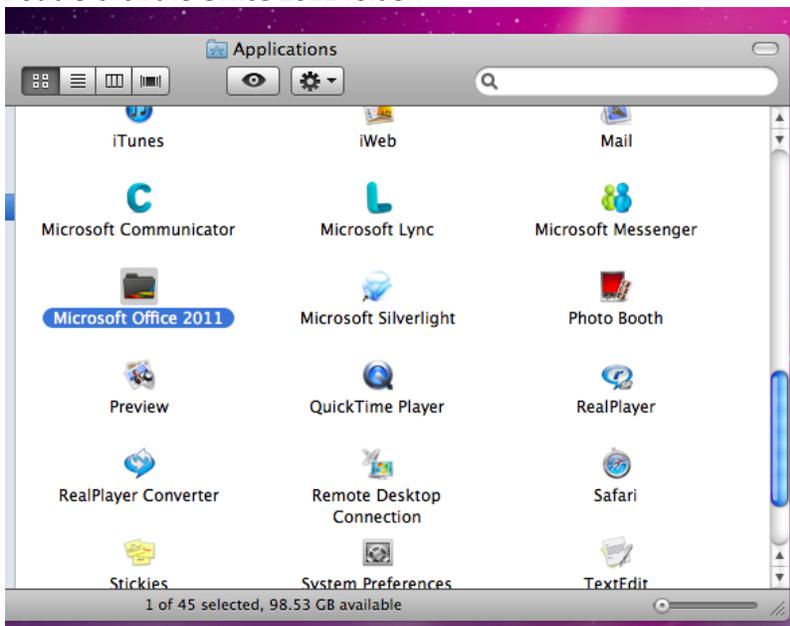


HOW TO SETUP THE OUTLOOK CLIENT ON YOUR MAC

1. Close all open programs
2. Open the **Go** menu at the top of your screen and click **Applications**.



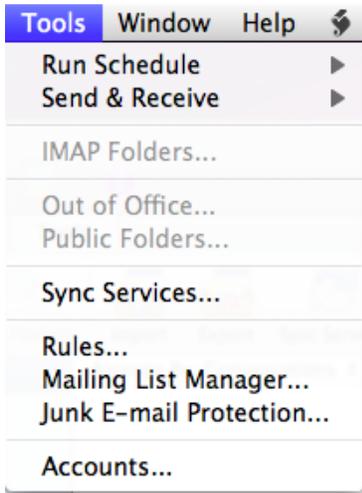
3. Double-click the **Office 2011** folder.



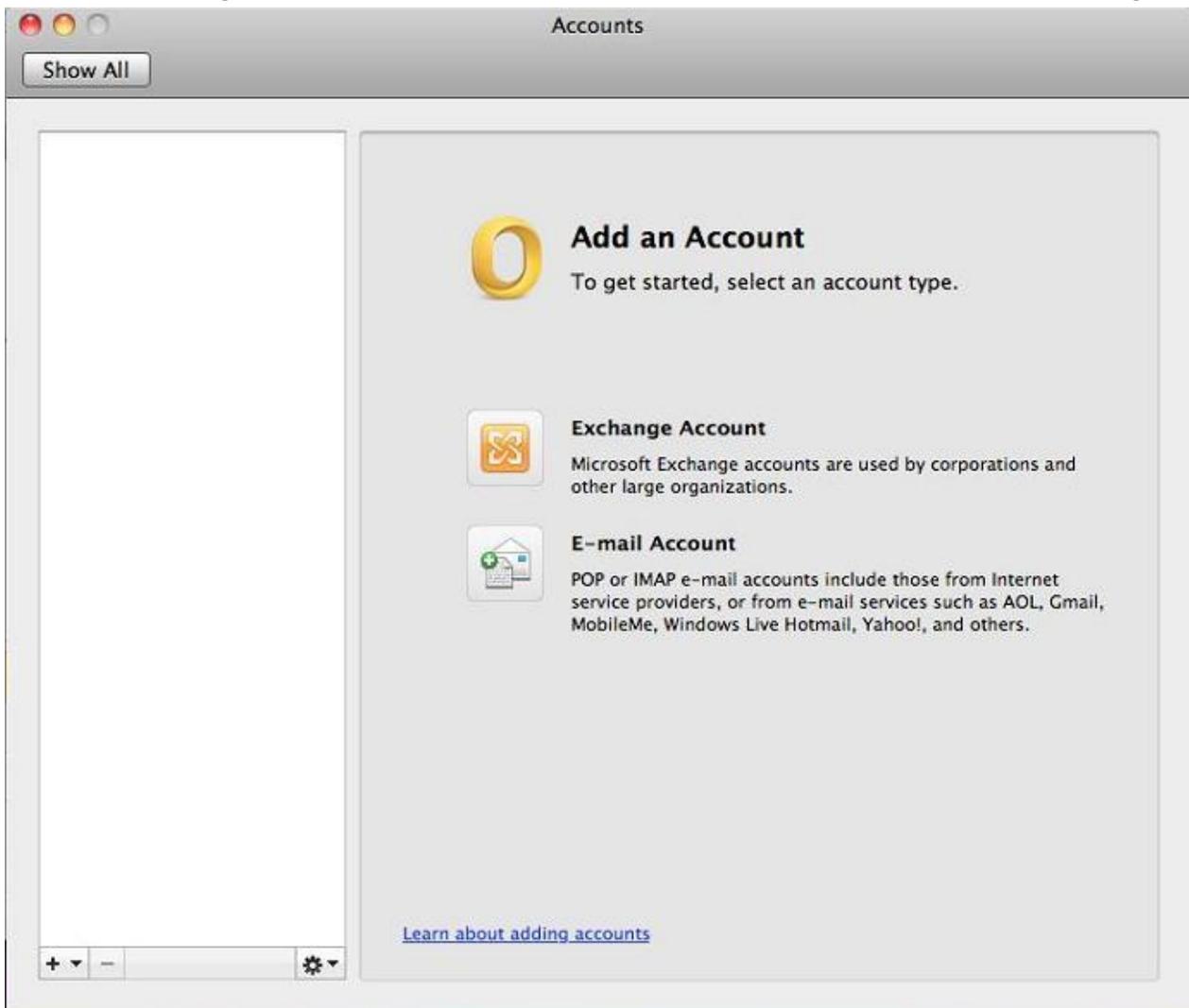
4. Double-click the **Microsoft Outlook** icon.



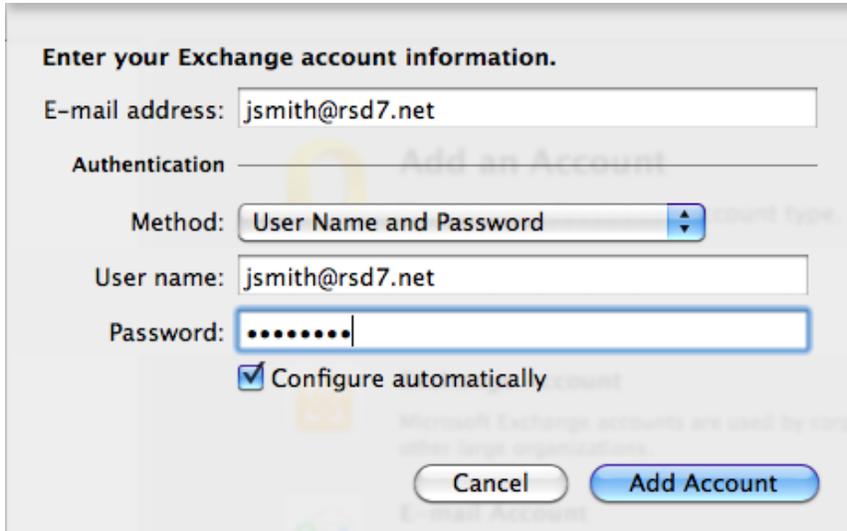
5. Once Outlook opens Click **Tools** and then **Accounts** in the top menu.



6. Click on the **Exchange Account** icon or click on the '+' in the lower left hand corner and select **Exchange**.



7. Enter your full official Reynolds e-mail address.
8. Select **User Name and Password** for Method.
9. Enter your Reynolds e-mail address in the “User name” field.
10. Enter you Email Address password into the “Password” field. Not your computer log in password.
11. Select **Configure automatically**.
12. Click **Add Account** to complete setup.



Enter your Exchange account information.

E-mail address:

Authentication

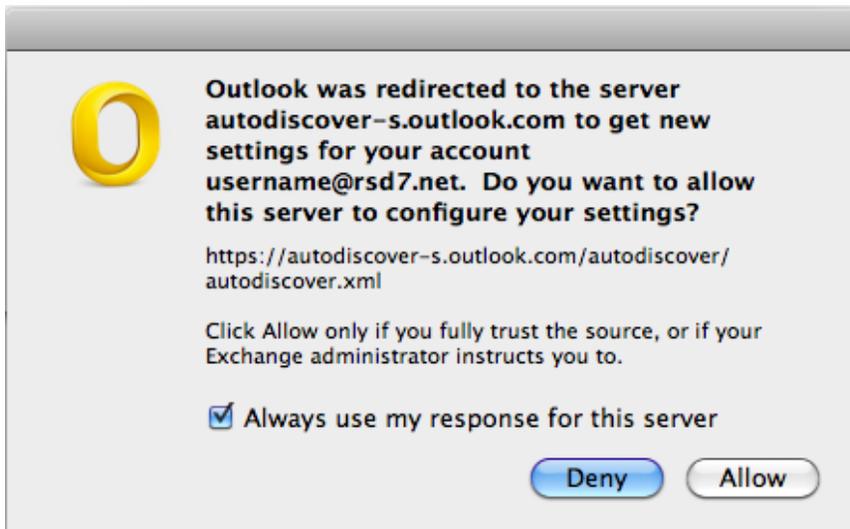
Method:

User name:

Password:

Configure automatically

13. A pop up box will come up twice. Select **Always use my response for this server** and click **Allow**.



 **Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account username@rsd7.net. Do you want to allow this server to configure your settings?**

<https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml>

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server