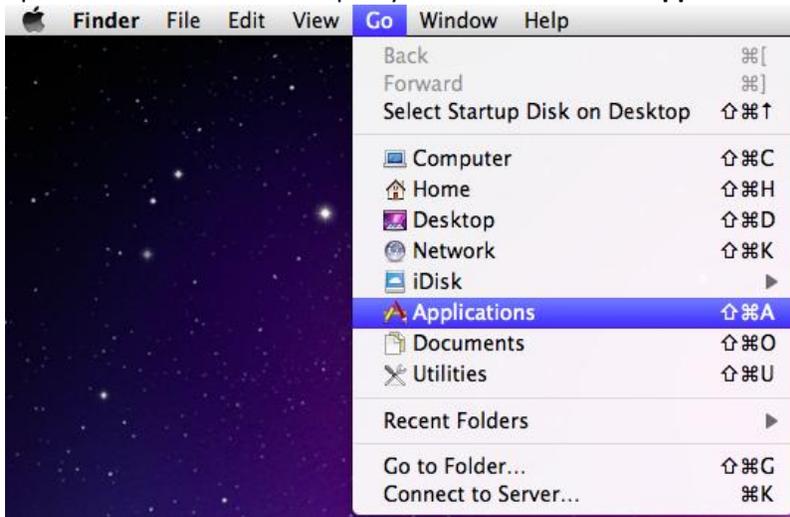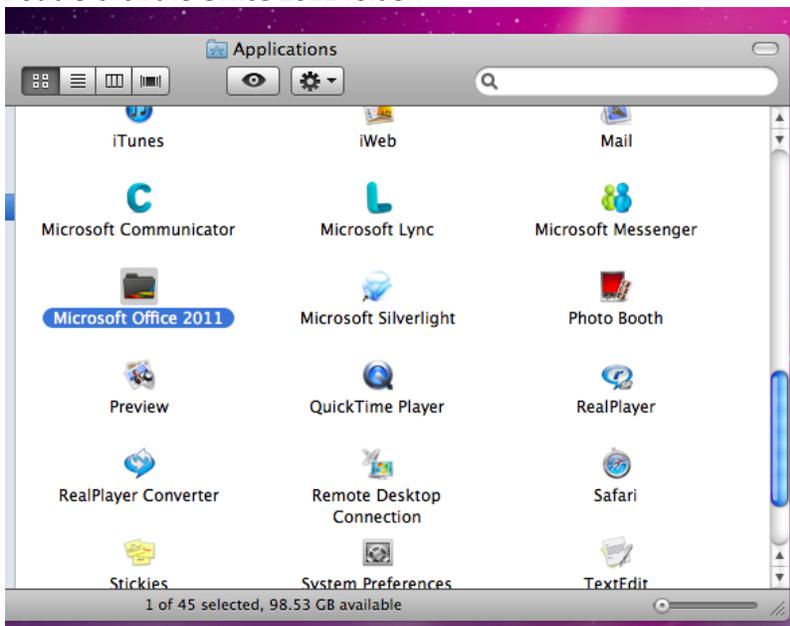# HOW TO SETUP THE OUTLOOK CLIENT ON YOUR MAC

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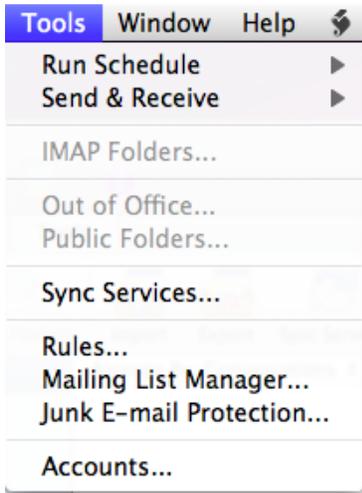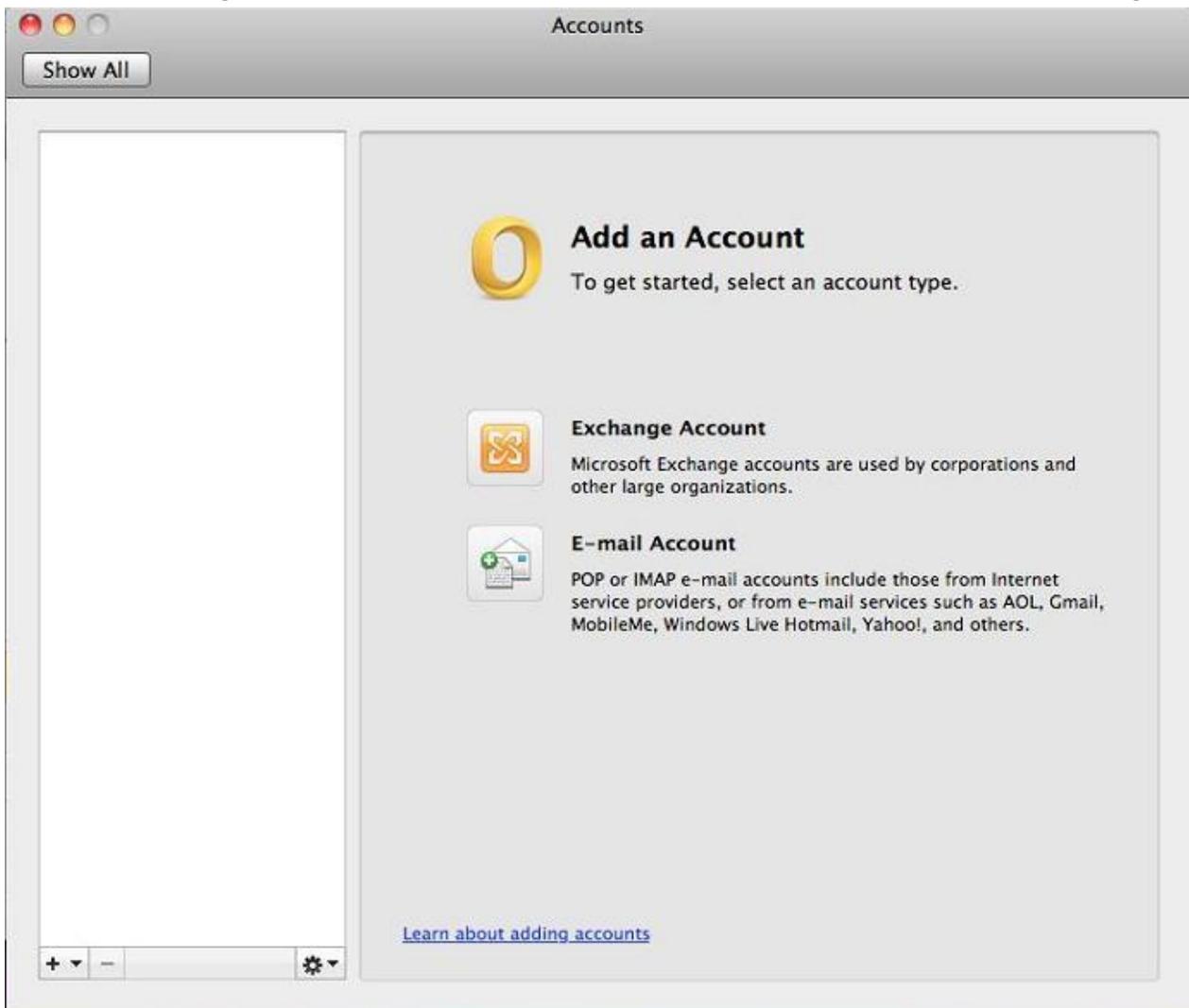

3. Double-click the **Office 2011** folder.

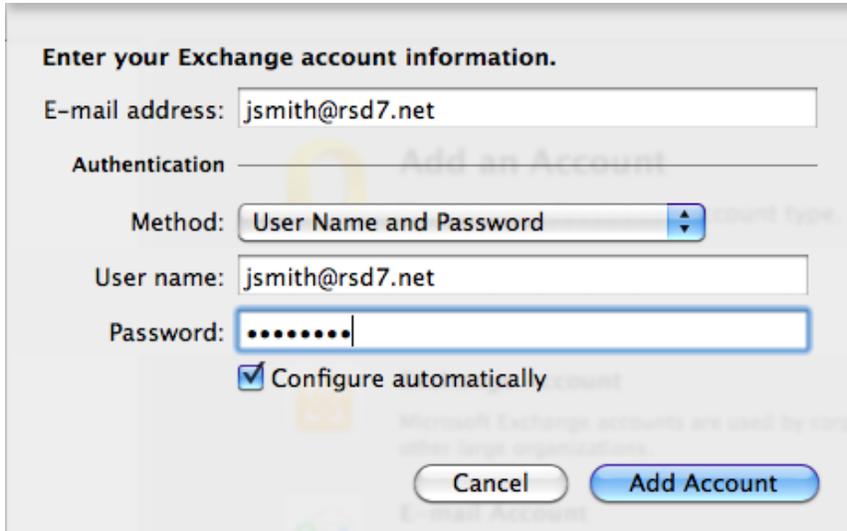4. Double-click the **Microsoft Outlook** icon.

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.

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