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**.
 - 🐔 Finder File Edit View Go Window Help

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	Select Startup Disk on Desktop	☆ ₩↑
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	Go to Folder	<mark>ዮ</mark> ו
	Connect to Server	ЖK

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.

Tools	Window	Help	\$
Run Send	Schedule & Receive		¥ ¥
IMAP	Folders		
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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:	jsmith@rsd7.net	
Authentication	Add an Account	
Method:	User Name and Password	
User name:	jsmith@rsd7.net	
Password:	•••••	
	Configure automatically	
	Cancel Add Account	

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

0	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
	Deny Allow