



# Microsoft Outlook 2011 (for Mac)

## Email Setup Guide

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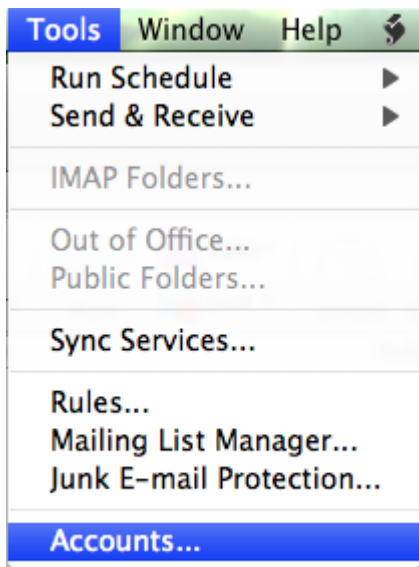


## A. Introduction

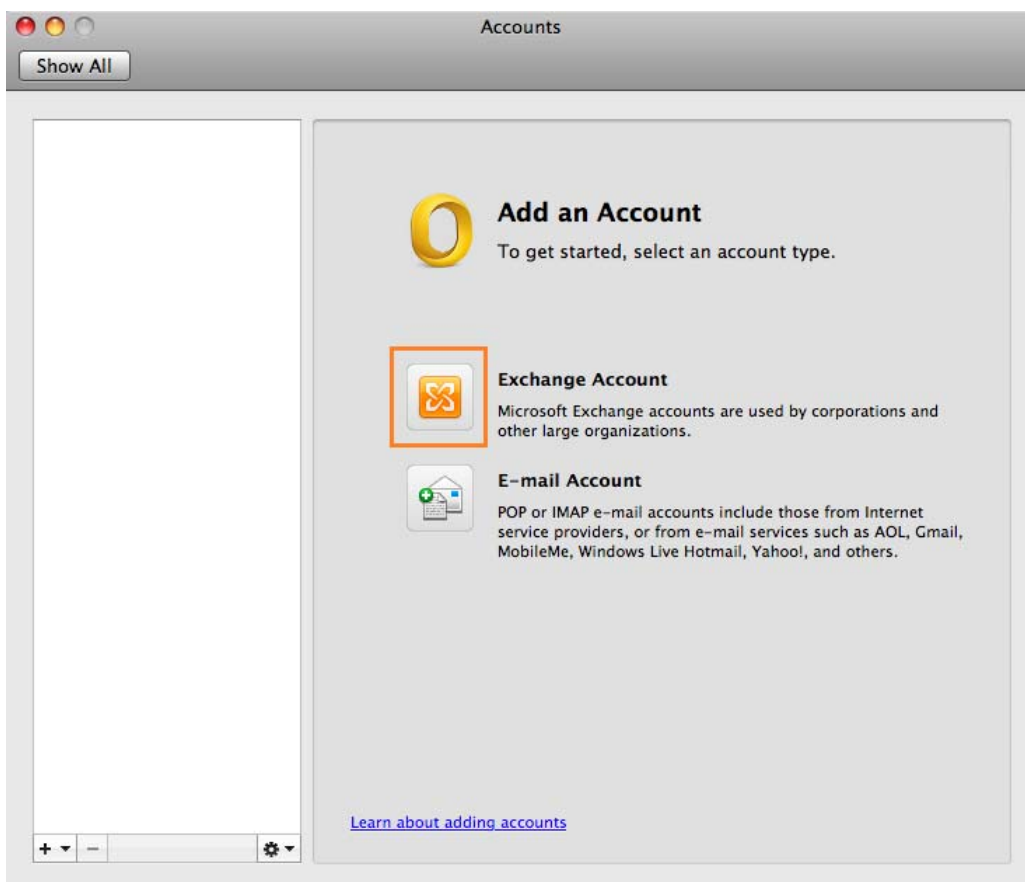
This document shows the step by step instructions on how to configure your NUS email account in Outlook 2011.

## B. Configure Outlook 2011

1. From Microsoft Outlook 2011, click on **Tools > Accounts...**



2. Select **Exchange Account**.



3. Enter the following fields:

**E-mail address:** your full NUS email address, for example [ccetest1@nus.edu.sg](mailto:ccetest1@nus.edu.sg)

**Method:** select *User Name and Password*

**User name:** enter your domain prefix, followed by backward slash and NUS user name

For staff, enter **nusstf**\username

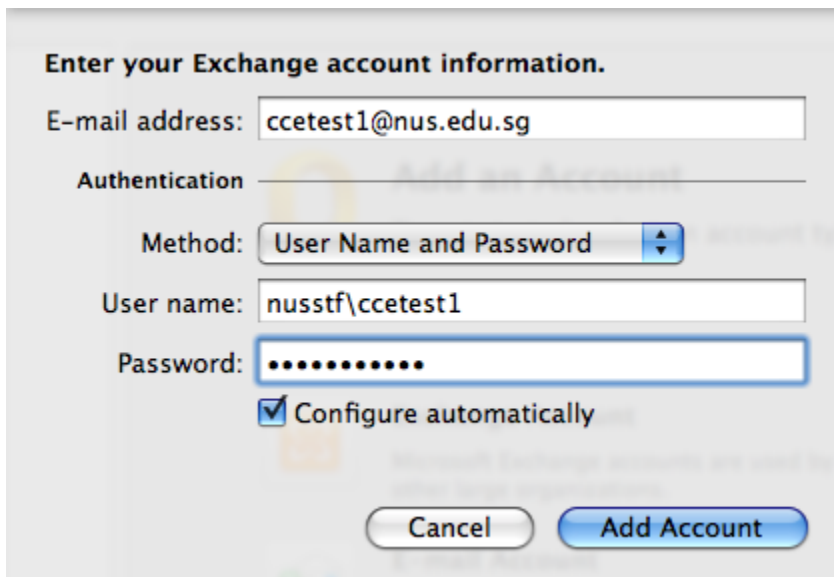
For student, enter **nusstu**\username

For visitor, enter **nusext**\username

**Password:** enter your NUS email password

Tick on **Configure automatically**

Click **Add Account**



**Enter your Exchange account information.**

E-mail address:

Authentication

Method:

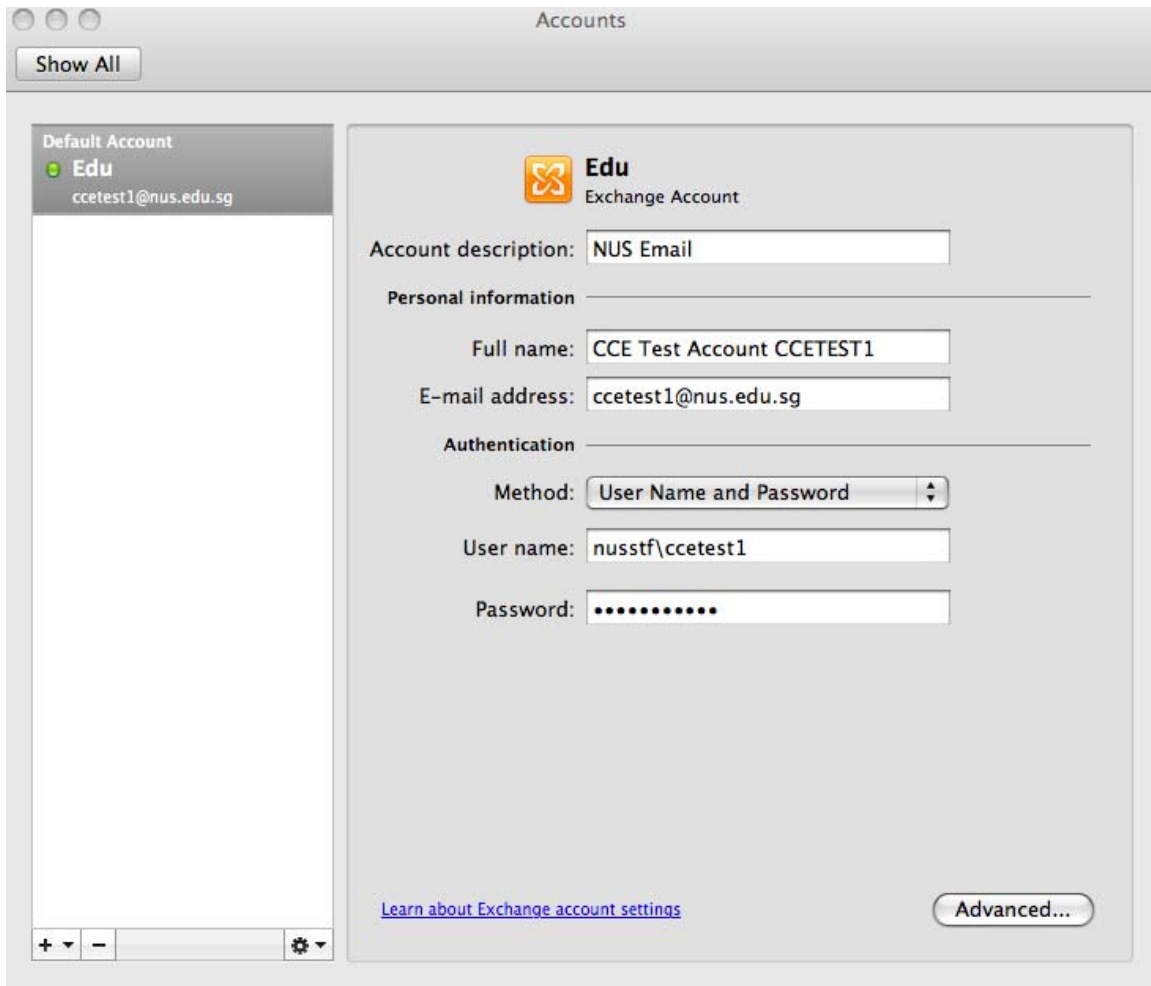
User name:

Password:

Configure automatically

4. Outlook 2011 will now automatically detect your Exchange account and configure your email settings.

5. Once successful, you will see the following screen with your email account information and settings.



8. You could now start using Outlook 2011 to receive/send emails with your NUS account.