

EMAIL CLIENT SETUP



MAC

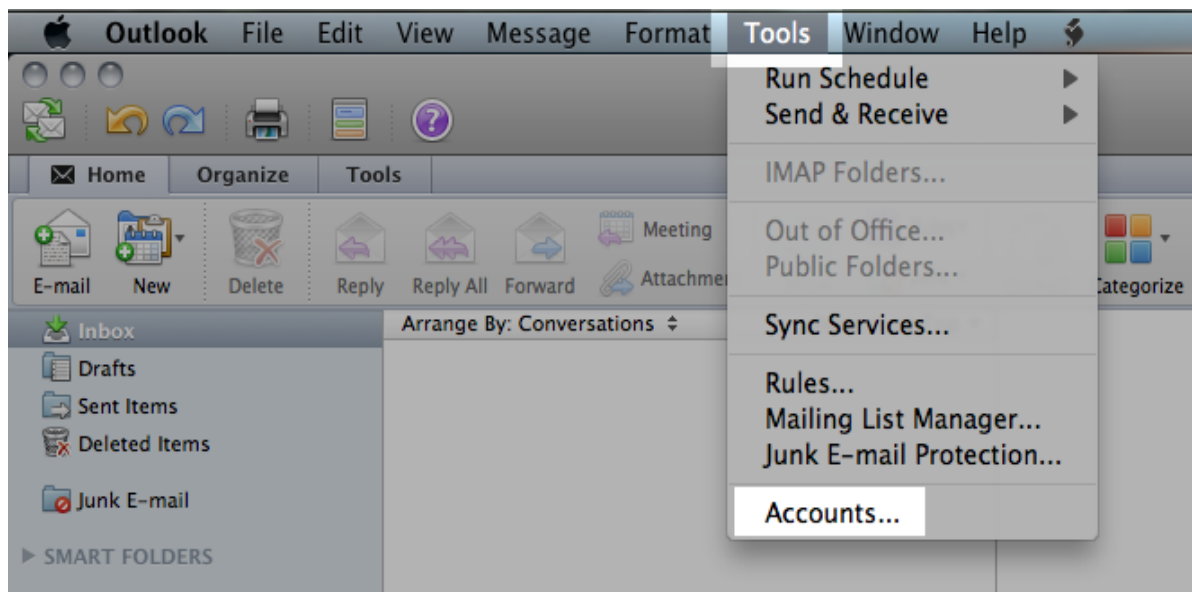
SETTING UP OUTLOOK CLIENT ON MAC

...in **9** easy steps

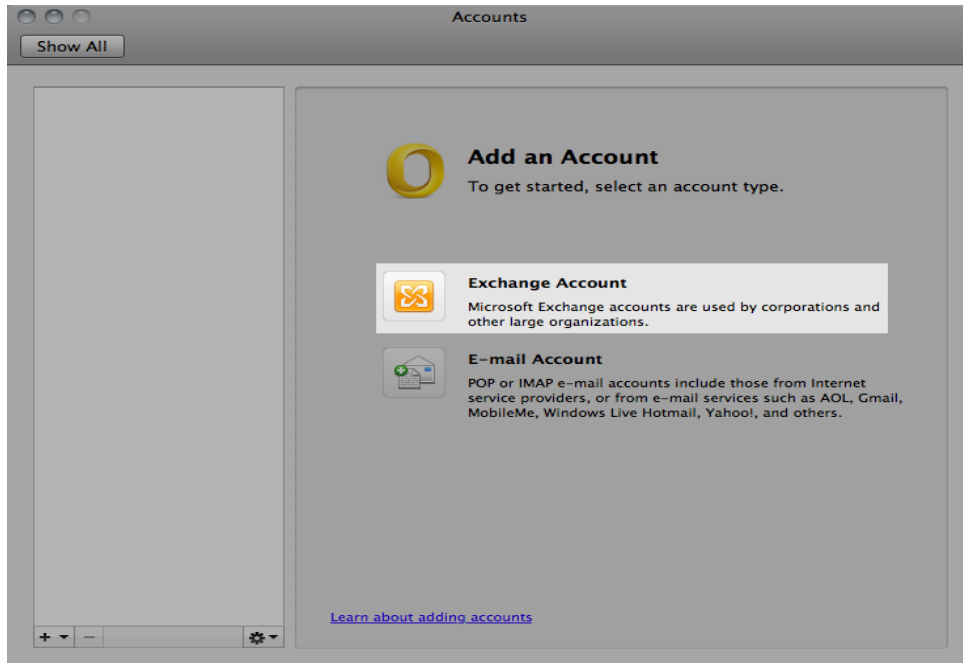
1. Click on the **Outlook** icon.



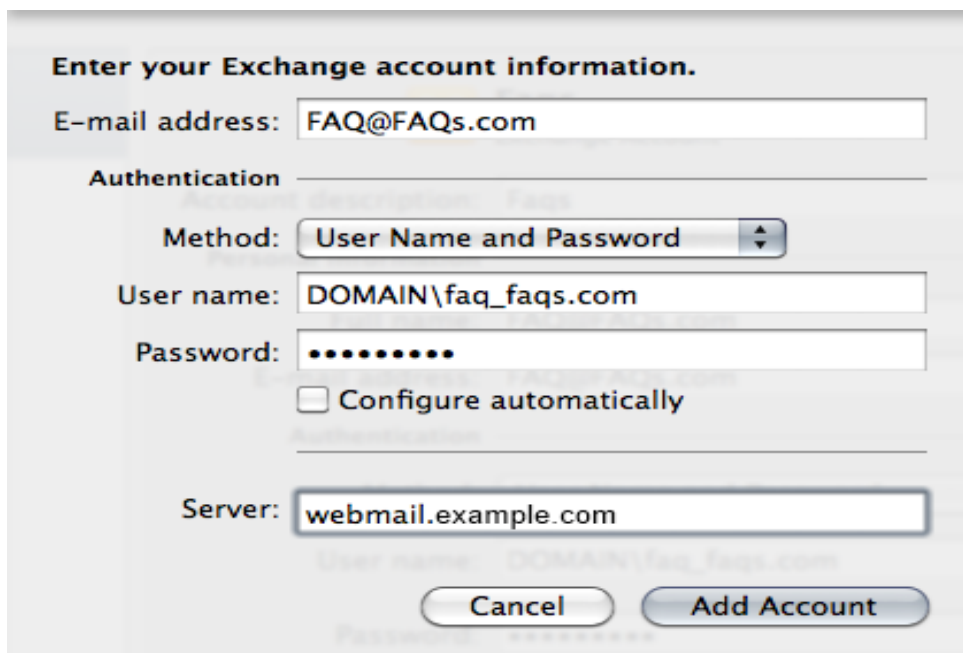
2. Click on **Tools** and then on **Accounts**.



3. Click on **Exchange account**.



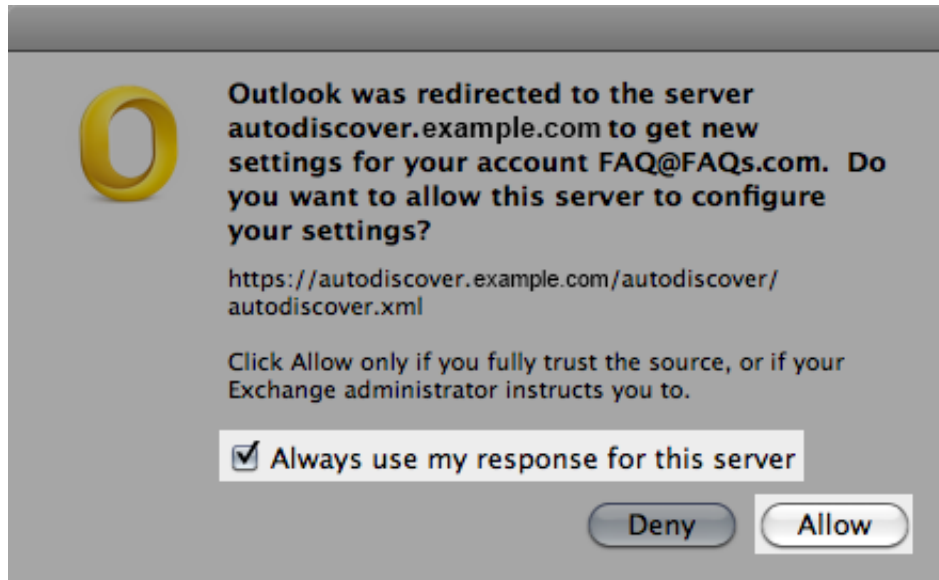
4. Enter your email address in the **E-mail address** field
5. Enter your email address in the **User Name** field
6. Enter your **Password**
7. Select **Configure Automatically**



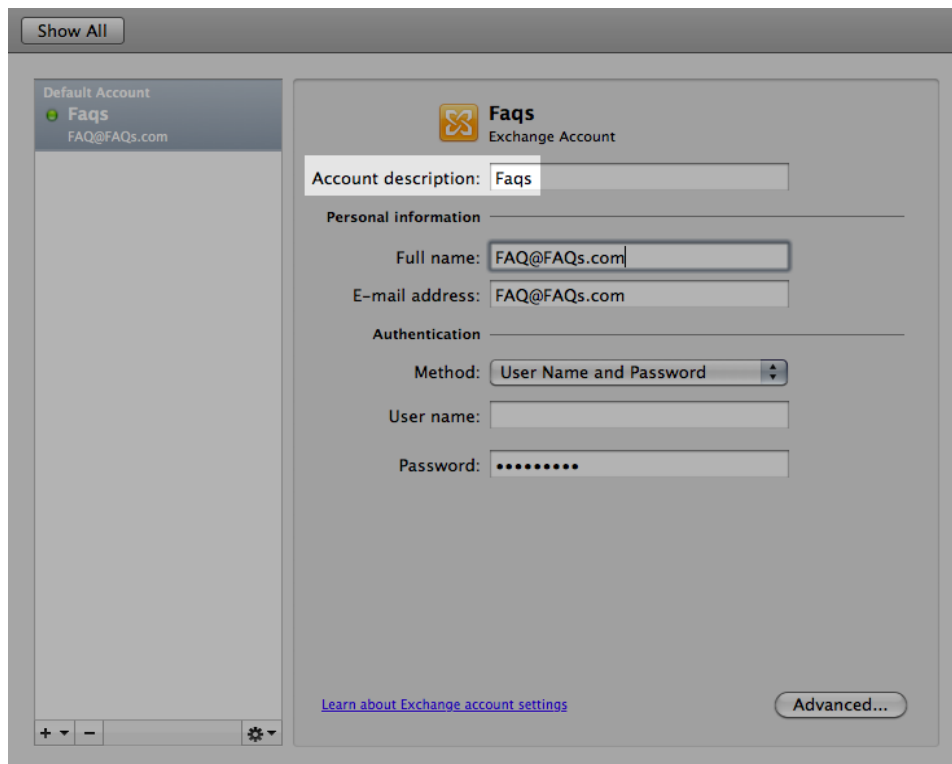
The screenshot shows the 'Enter your Exchange account information' dialog box. It contains the following fields and options:

- E-mail address:** FAQ@FAQs.com
- Authentication:** (Section header)
- Method:** User Name and Password
- User name:** DOMAIN\faq_faqs.com
- Password:** (Masked with dots)
- Configure automatically**
- Server:** webmail.example.com
- Buttons:** Cancel and Add Account

8. Check the box **Always use my response for this server** and then click on **Allow**.



9. Give your account a name in the **Account description** field.



Congrats! You have successfully installed Outlook on your Mac.