

Connect Outlook for Mac to Andrews University Departmental E-mail Account

This guide assumes that a departmental account has been created in the Microsoft Exchange email system.

1. Open **Outlook for Mac**
2. Navigate to: **Outlook > Preferences > Accounts**
3. Select the **Advanced** button
4. Select **Delegates**
5. In the “People I am a delegate for:” section, select the **+**
6. Enter the username of the departmental email account then select **Find**.
7. Select the departmental account from in the list, then select **OK**.
8. Select **OK**.
9. If prompted for login credentials, enter the username of the user that has rights to the departmental account, then select **OK**.
Enter the username in the format: inside\username
Then enter the Andrews password
10. When a message appears for *autodiscover.andrews.edu*, do the following:
 - Check **Always use my response for this server**
 - Select **Allow**
11. When departmental account appears in the left pane, the account is successfully setup. Allow ample time for synchronization.