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.