Information Management and Technology

Set up Outlook 2011 on a personally owned Mac

This guide describes how staff and students can set up Outlook 2011 on a Mac to access their LSE email account via Office 365. This type of connection synchronises your email, calendar and task list, and provides access to the global address list.

Requirements

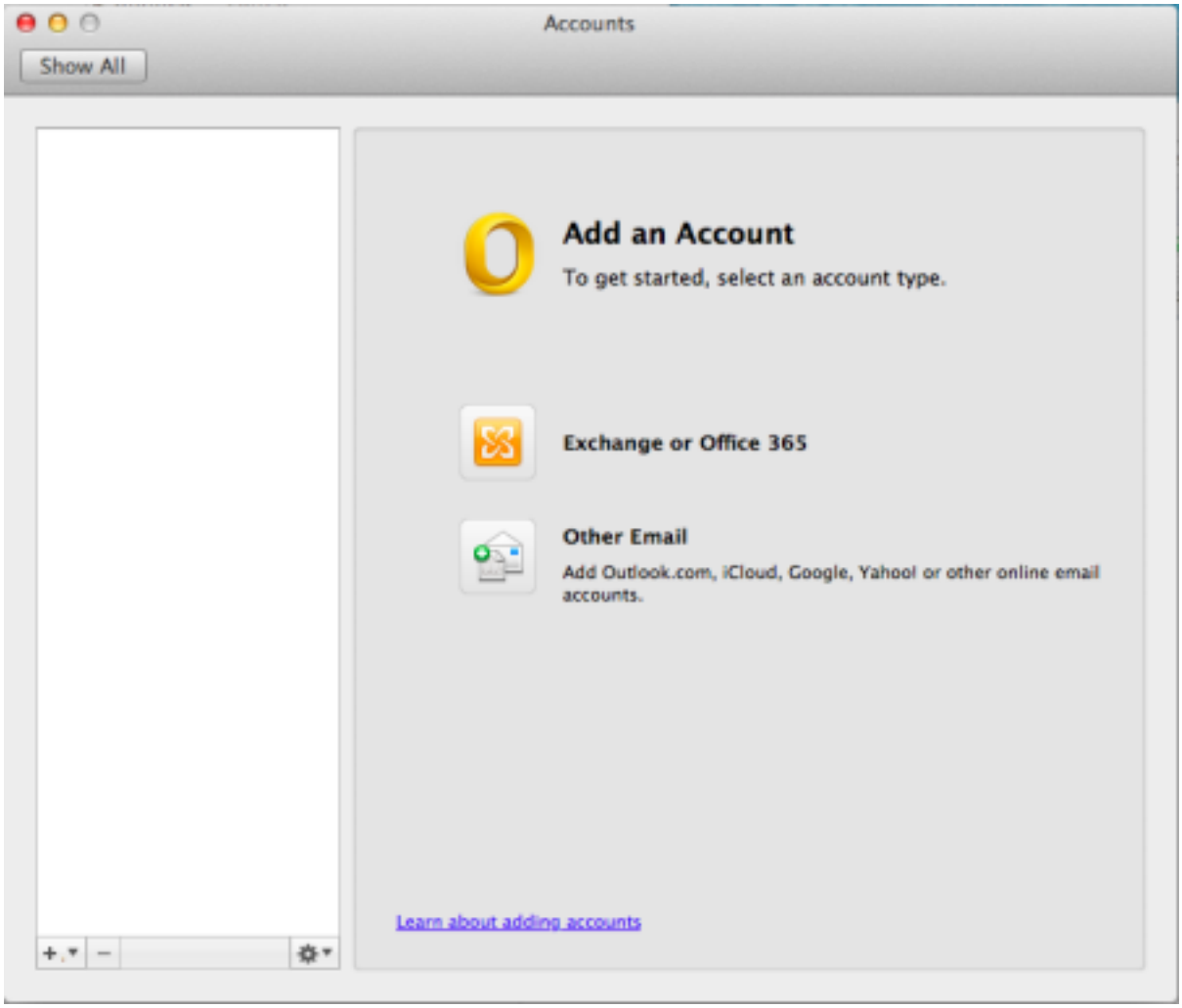
You should be familiar with Mac OS X and Outlook 2011. You should have an active Internet connection.

Set up Outlook 2011

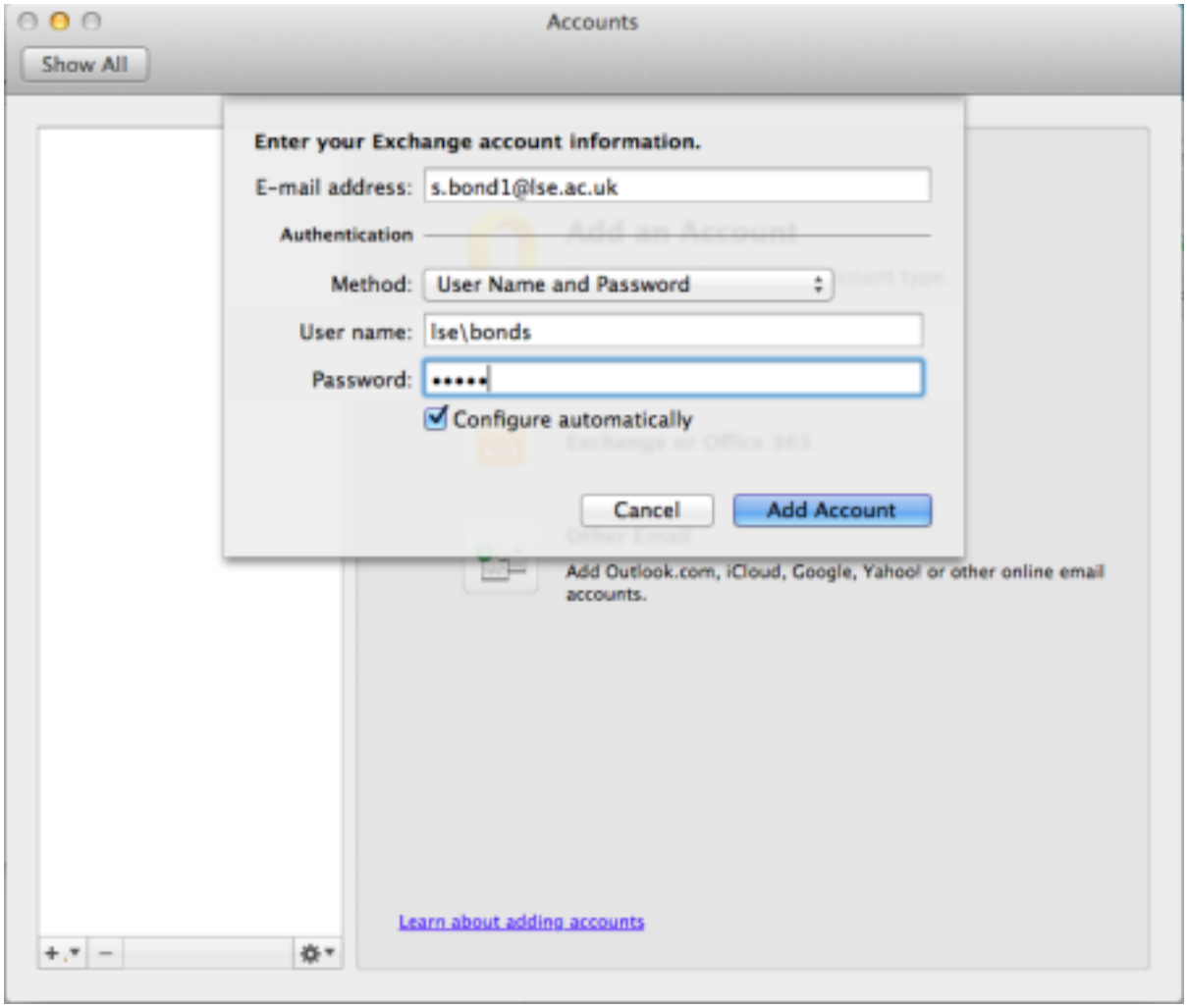
Follow the steps below to configure Outlook 2011 to connect to your LSE email account.

1. Open **Outlook 2011** from the **Applications** folder in the **Finder**.
2. If you see a "splash screen" like that shown below, click **Add account**. Otherwise, from the menu bar at the top of the screen, click **Tools** and then **Accounts...**

3. In the **Add an Account** window, click **Exchange or Office 365**.



4. In the **Email address:** box, enter your **LSE email address**
   For example: if your name is Joe Bloggs, your email address might be j.bloggs@lse.ac.uk



5. In the **Authentication** section, ensure **Method** is set to **User Name and Password**.
6. In the **User name**: field, enter **LSE\ followed by your LSE username**. *For example: if your name is Joe Bloggs and your username is **BLOGGSJ**, enter **LSE\BLOGGSJ**.*
7. In the **Password:** field, enter your **LSE Network Password**.
8. Ensure that the **Configure automatically** box is **ticked**.
9. Click **Add Account**. *You will now see a message beginning "Outlook was redirected to the server autodiscover-s.outlook.com…"*
10. Tick the **Always use my response for this server** box, then click **Allow**.

11. Wait a moment, until confirmation of your settings appears.
12. **Close** this window and start using Outlook.

You may need to **Quit** and reopen **Outlook 2011** in order for your email, contacts, and calendars to begin synchronising.