

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**.
- 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.



Information Management and Technology

e o o Show All	Accounts
	O Add an Account To get started, select an account type.
	Exchange or Office 365 Other Email Add Outlook.com, iCloud, Google, Yahool or other online email accounts.
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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



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- 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.

0	Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account S.Bond1@LSECloud.mail.onmicrosoft.com. Do you want to allow this server to configure your settings?
	https://autodiscover-s.outlook.com/autodiscover/ autodiscover.xml
	Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.
	Always use my response for this server
	Deny 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.