

SETTING UP OUTLOOK 2011 FOR EMARQ

Microsoft Office for Mac 2011 now includes Outlook as the default mail client. Follow these instructions to add your eMarq account to Outlook 2011.

Open Outlook 2011 by clicking on the Microsoft Outlook icon:



On first launch, the following window will open. Click **Add Account**.



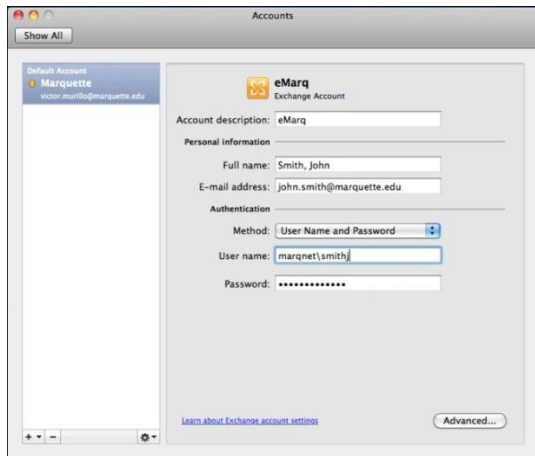
Click **Exchange Account**.



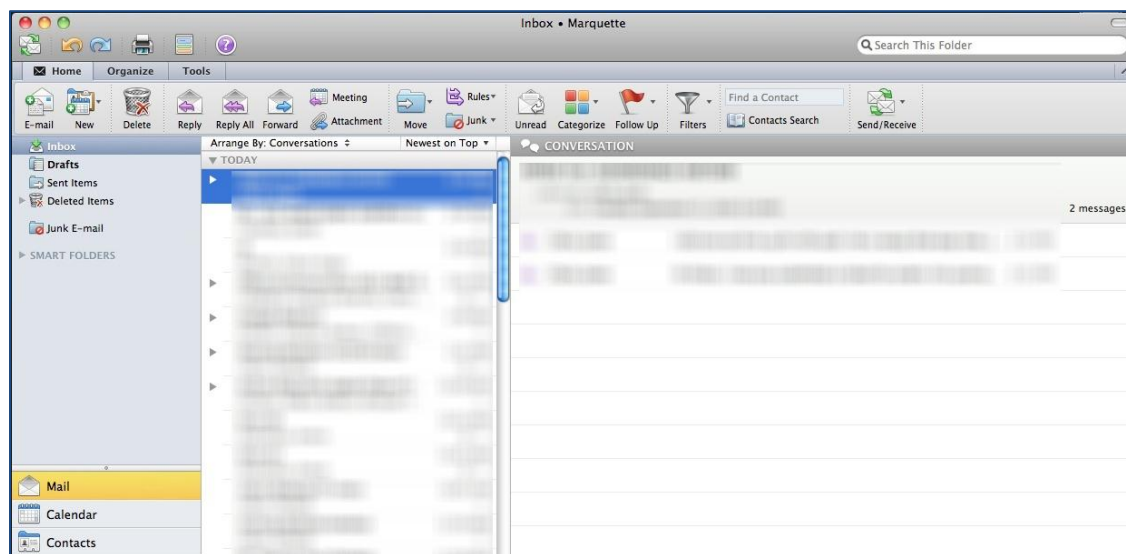
Enter your Marquette email address and account information and click **Add Account**.

A screenshot of the 'Enter your Exchange account information' dialog box. It contains the following fields and options: 'E-mail address' with the text 'firstname.lastname@marquette.edu'; 'Authentication' section with 'Method' set to 'User Name and Password'; 'User name' with the text 'marqnet\eMarqUsername'; 'Password' field with masked characters; and a checked checkbox for 'Configure automatically'. At the bottom are 'Cancel' and 'Add Account' buttons.

Verify that the information listed is correct and close the *Accounts* window.



Your Marquette email will start downloading. This might take a couple minutes.



If you have problems or questions, please contact the IT Services Help Desk at (414) 288-7799 or helpdesk@marquette.edu.