How to configure Outlook 2011 for Macintosh to use UTHSC’s Exchange server

1. While in Outlook 2011, click on the “Tools” drop down and select “Accounts”.

2. In the “Accounts” window, click on the “Exchange Account” button as shown below.
3. On the next screen, enter your email address in the proper field. For the username, enter your Net ID preceded by uthsc\ See the example shown below. Then enter your UTHSC email password. Click “Add Account”.

4. Outlook should go back to the main Accounts page as displayed below. You should see your account in the upper left hand corner. Close this page and you should see your Exchange information.

5. Finished