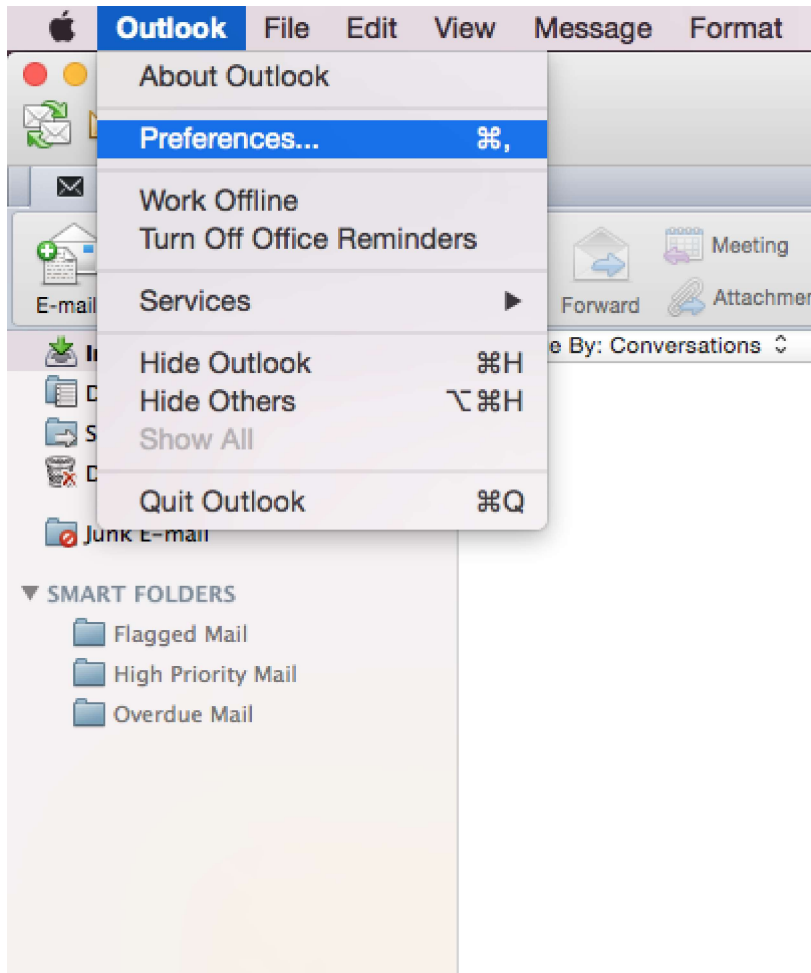


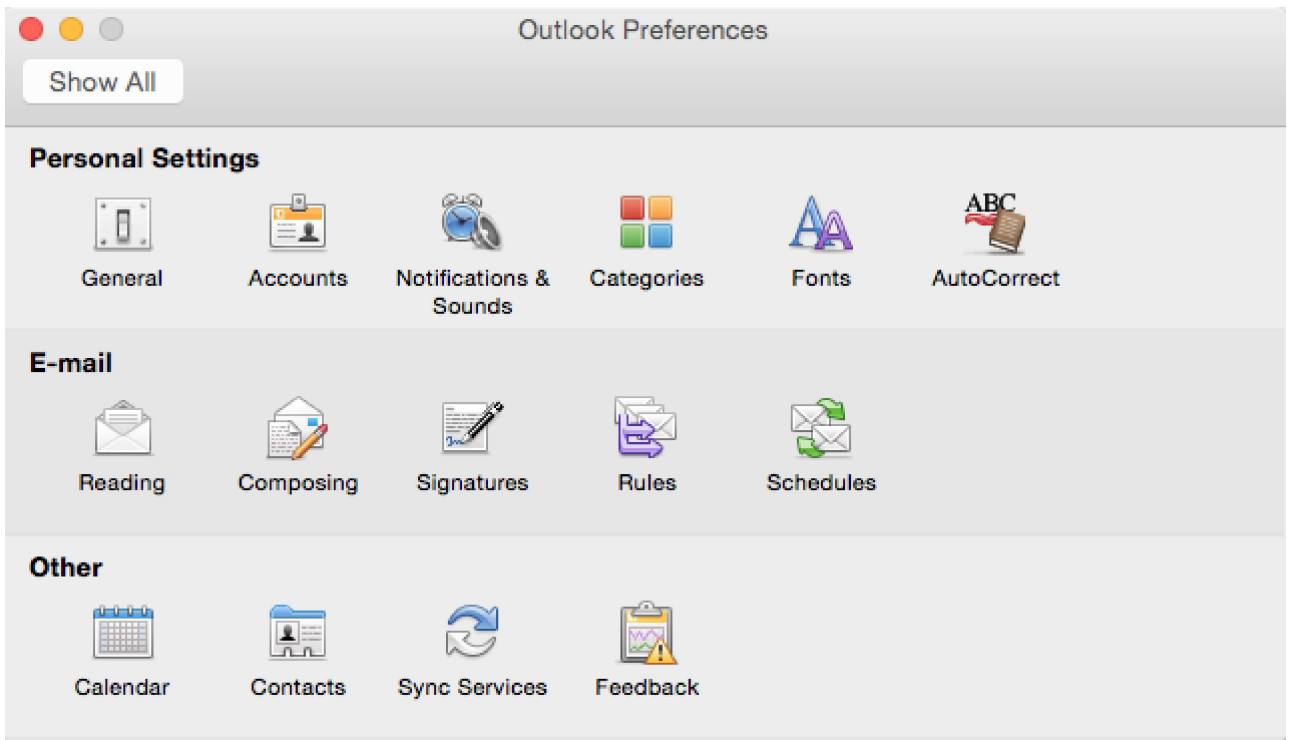
macOS: Outlook 2011 (Exchange)

This article will assist you with setting up Outlook 2011 with your Hosted Exchange mailbox.

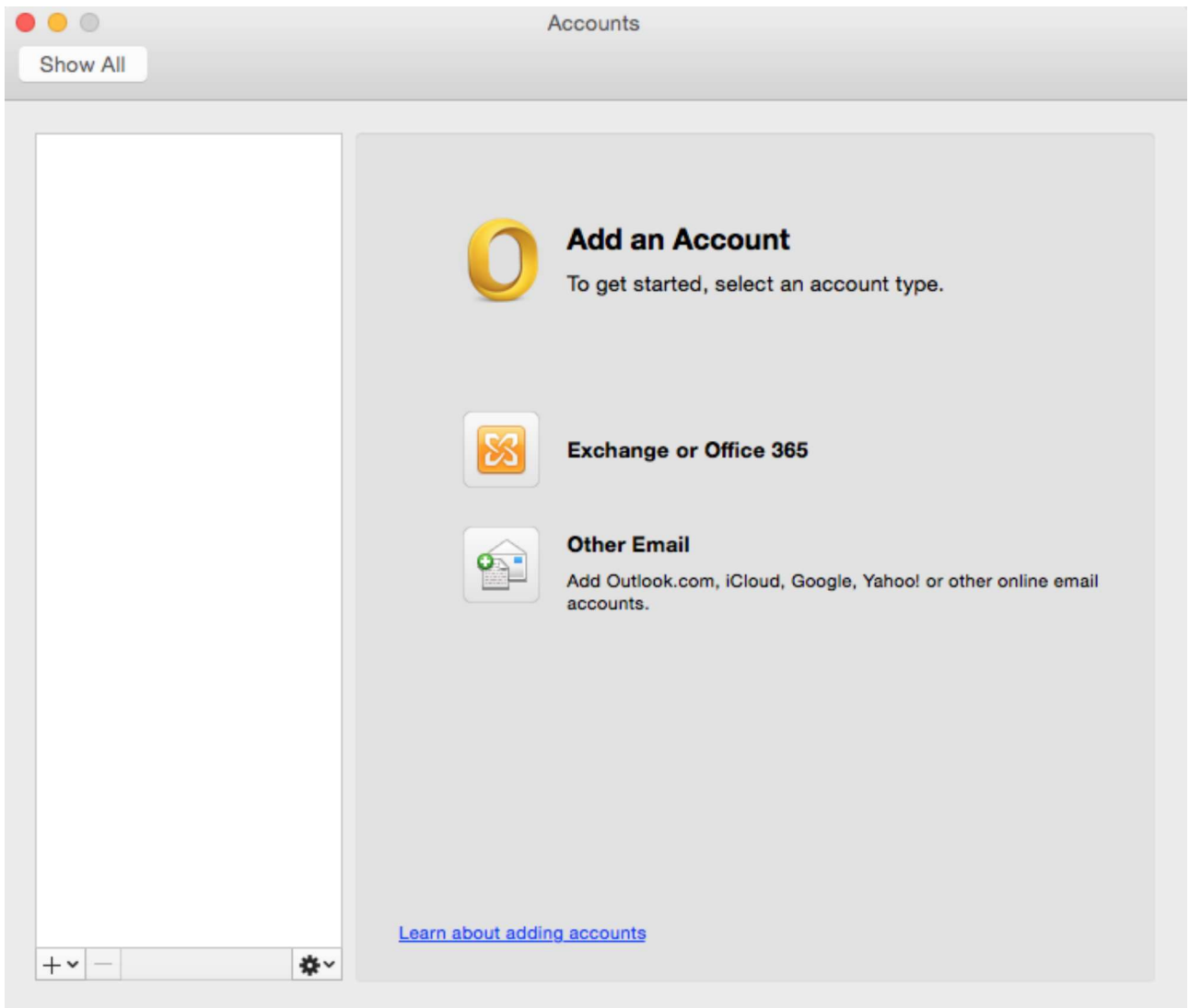
1. Launch Outlook. Then, select **Preferences** from the Outlook menu



2. Select **Accounts**



3. Select **Exchange or Office 365**



4. The pop up dialog will require the following:

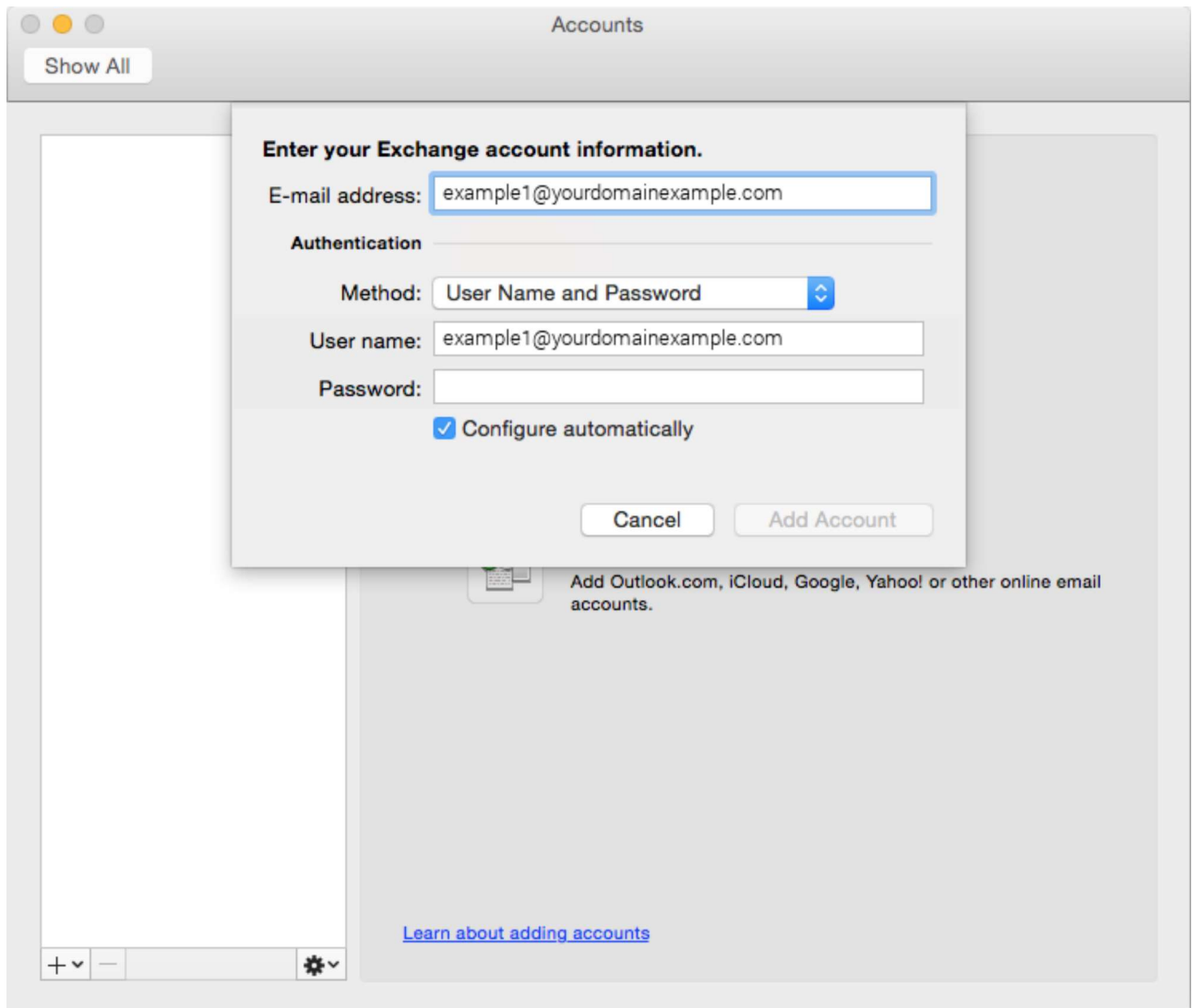
Email Address: example1@yourdomainexample.com

Method: User Name and Password

User name: example1@yourdomainexample.com

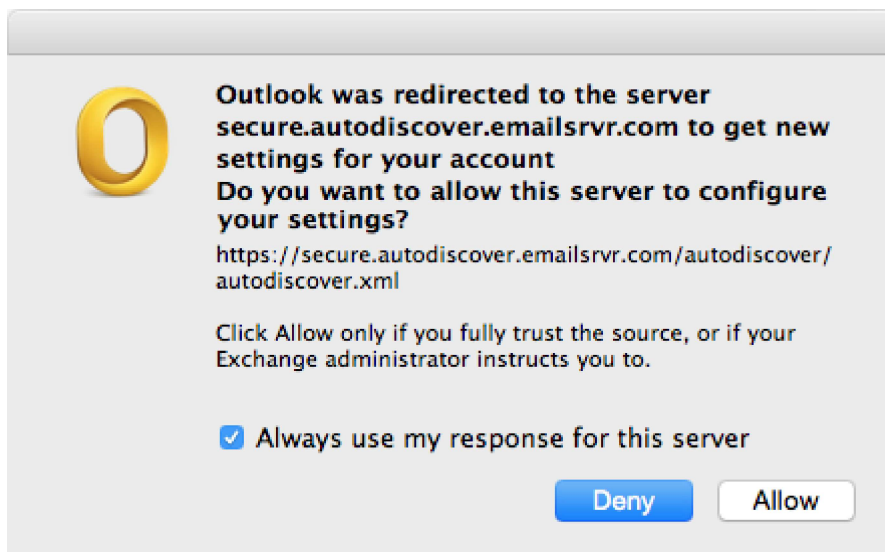
Password: Your mailbox password

Configure Automatically: Checked



5. Click **Add Account**.

If prompted with the below dialog, click **Allow**

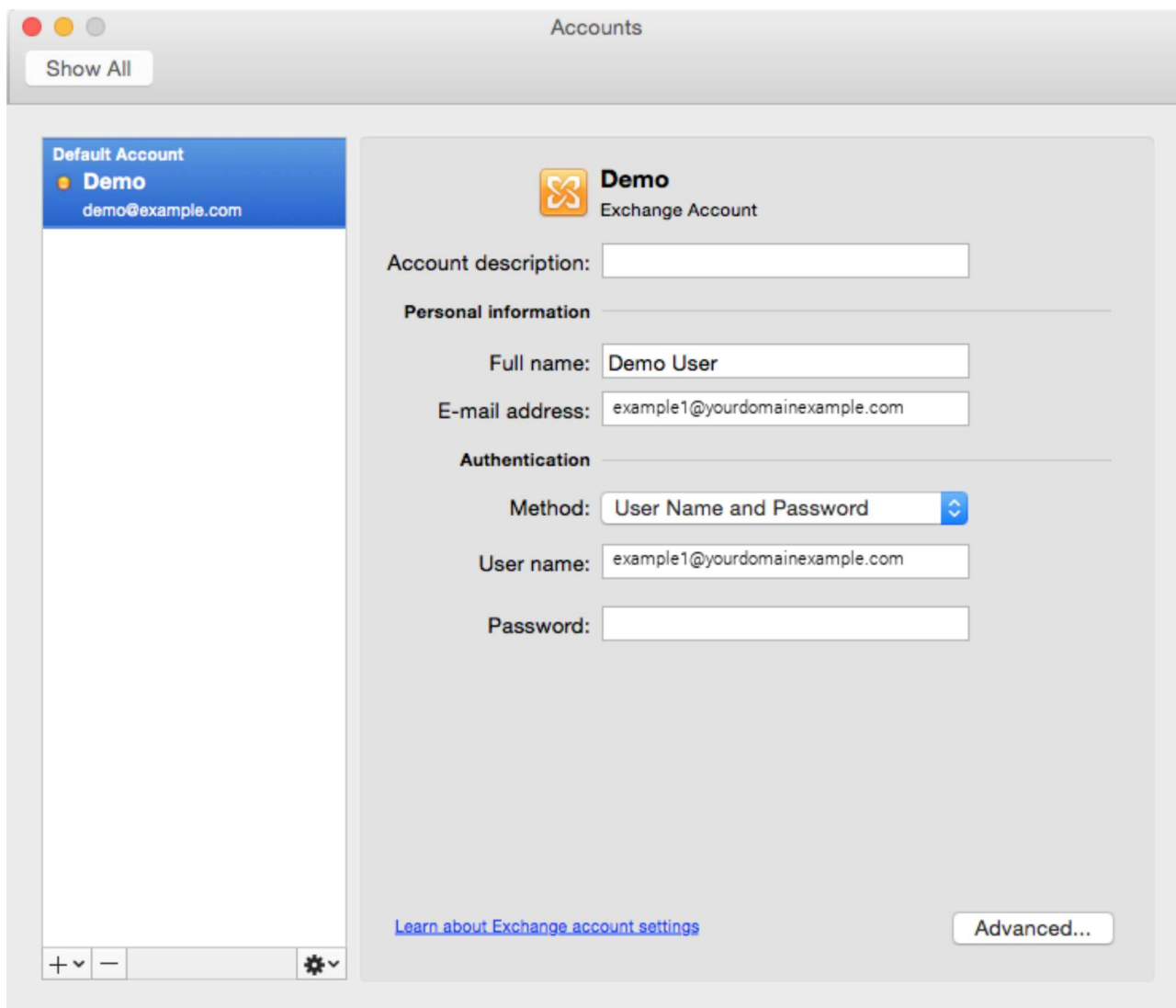


6. If prompted to enter the **Server**, enter:

mex09.emailsrvr.com

Click **Add Account** once more.

7. If successful, you should see the following screen, with your information within the fields.



8. Close this dialog. You should see the main Outlook window. Your email should begin downloading shortly; please allow 15 minutes before troubleshooting.