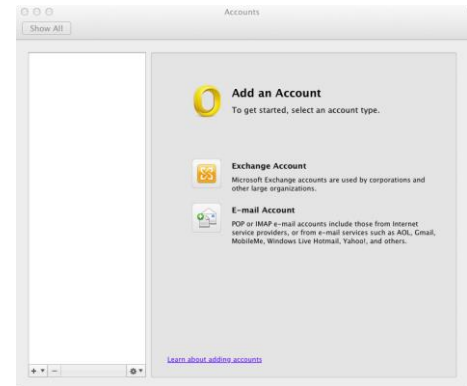


Outlook 2011

SMU Exchange

1. Launch **Outlook**
2. Select **Exchange Account** from the account page
3. Complete the following information:
 - a. Email address
 - b. Method: **Username and Password**
 - c. Username: enter **smulsmuid**
 - d. Password: enter your SMU password
 - e. Check **Configure Automatically**
4. Click **Add Account**
5. Close the account window



Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

☒ **Configure automatically**