Setup Outlook 2011 for Mac

1. Open Microsoft Outlook 2011, and select Preferences from the Outlook tab.

2. Select Accounts, and add a new Account like the following.
3. Select Advanced, and enter the following information for the Address Book lookups.

![Accounts settings](image)

- **Microsoft Exchange**
  - **Server:** https://webmail.sc.edu : 443
  - **Directory service**
    - **Server:** ds.sc.edu : 3268

4. If you get the following popup, it is OK to select Allow.

![Popup](image)