Setting Up Outlook 2011 Mail on Mac OS X

Before you start....

To connect to the Internet when at school, your computer must use the school’s Proxy Server. However, to obtain best performance for eMail and many other Services, the CEO has devised a Pac File Proxy System which automatically detects when you are at school and adjusts your Proxy Settings accordingly.

• Go to System Preferences....
• Click on Network

• Click on the Advanced... Button for your active network (AirPort or Ethernet).
• Tick and enter the following text in the ‘Automatic Proxy Configuration’ option.

http://pac.ceo.net/proxy.pac

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**Setting Up Mac Outlook Mail (from home)**

These settings will be for a Primary School teacher named; James Emailuser, ie; firstname: James, Surname: Emailuser.

• Click on the Outlook icon to launch the program.

• Check the Make default button, then click the Add Account button
• Click the icon next to the ‘Exchange Account’ option so you can add a Microsoft Exchange Account.

• Or you can click on the Plus sign and choose Exchange from the Popup menu.

• Enter your email address, Username and password as shown. Your email address will look like: James.Emailuser@dow.catholic.edu.au
Your Domain is Primary or Secondary
Your Username is surname firstinitial 01 or your provided Username.

For example: Primary\EmailuserJ01

NB: The 0 in 01 is zero not the letter and the slash is a back slash \
• Click Add Account — Outlook shows you the settings it has created so far.

• Change the Account Description to ‘School eMail’.

• There are a few other settings to check...

• Click the Advanced... button.

• The Server tab should look similar to what is shown. Check its settings.

• You will need to add the search base; dc=ceo,dc=net

• Click OK when done.

• Finally, check the Outlook settings and set up your default Signature in the Preferences.
• From the Outlook menu, select Preferences...