Microsoft Outlook 2011 (for Mac)

Email Setup Guide
(Student Email Account)
A. Introduction

This document shows the step by step instructions on how to configure your NUS student email account in Outlook 2011.

B. Configure Outlook 2011

1. From Microsoft Outlook 2011, click on Tools > Accounts...

2. Select Exchange Account.
3. Enter the following fields:

**E-mail address:** your NUS email address, for example a9999999@u.nus.edu

**Method:** select *User Name and Password*

**User name:** enter your NUS email address, for example a9999999@u.nus.edu

**Password:** enter your NUS email password

Tick on *Configure automatically*

Click *Add Account*

4. Outlook 2011 will now automatically detect your Exchange account and configure your email settings. If you encounter the following prompt, tick “Always use my response for this server” and click *Allow*.
5. Once successful, you will see the following screen with your email account information and settings.

![Outlook 2011 Account Setup](image)

6. You could now start using Outlook 2011 to receive/send emails with your NUS account.