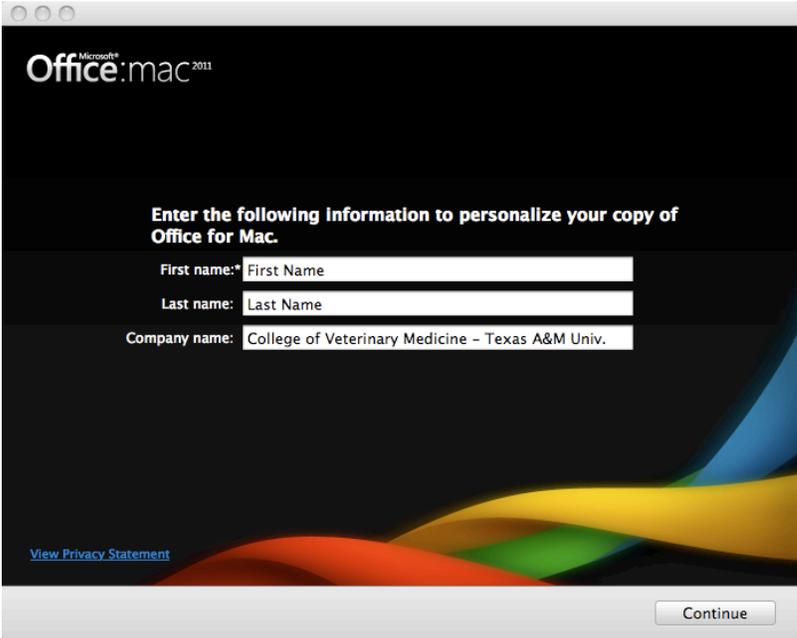# Setting Up Outlook Client for Mac

Howdy,

This instruction sheet will get you started in your new Outlook account. Just a few settings and you will be on your way.

First, you will need your CVM User ID and password.

Let us begin…

If you have already used an Office for Mac App such as Word or Excel you can skip to step 4

1. Launch Outlook and enter your information as shown below and press "Continue"

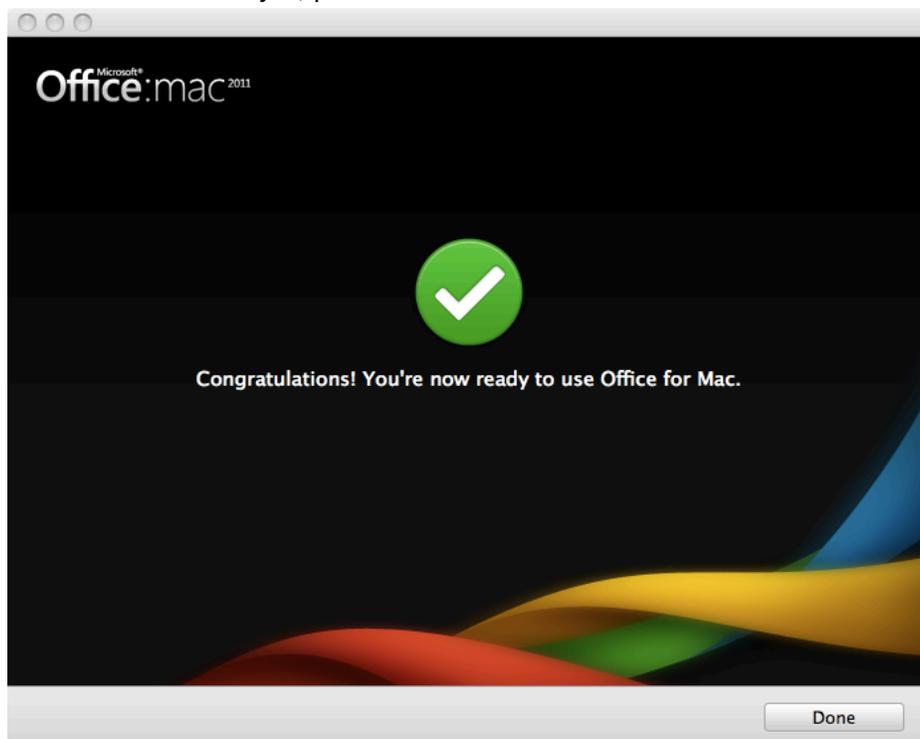2. On the next screen select "Yes" on the first question and "No" on the second one. Press "Continue"
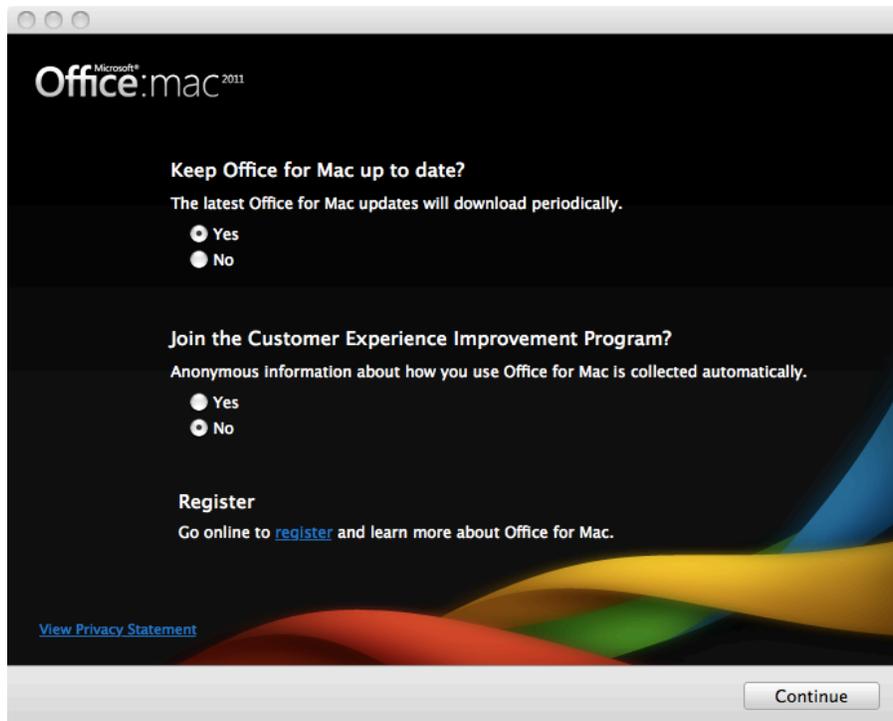
3. You should then see this confirmation screen. Even though your journey to configure Outlook is not over yet, press "Done"

4. On the next screen, you will need to check the "Make Outlook the default application for e-mail, calendar and contacts" box. It is highly suggested you do this. Press "Continue"
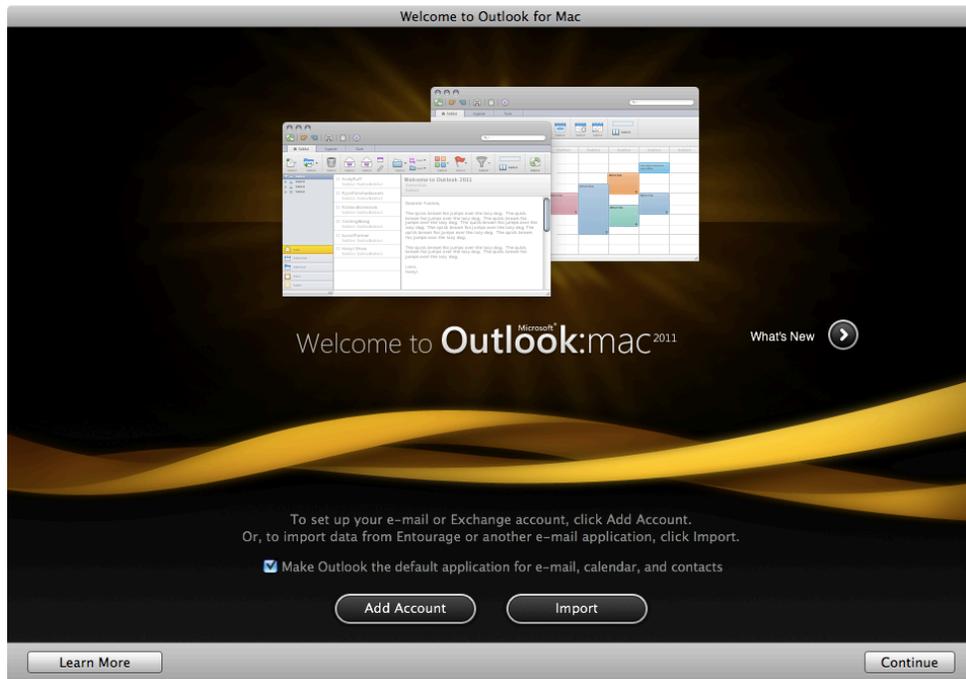
5. Here you will be able to add your account, press the orange Exchange Account icon
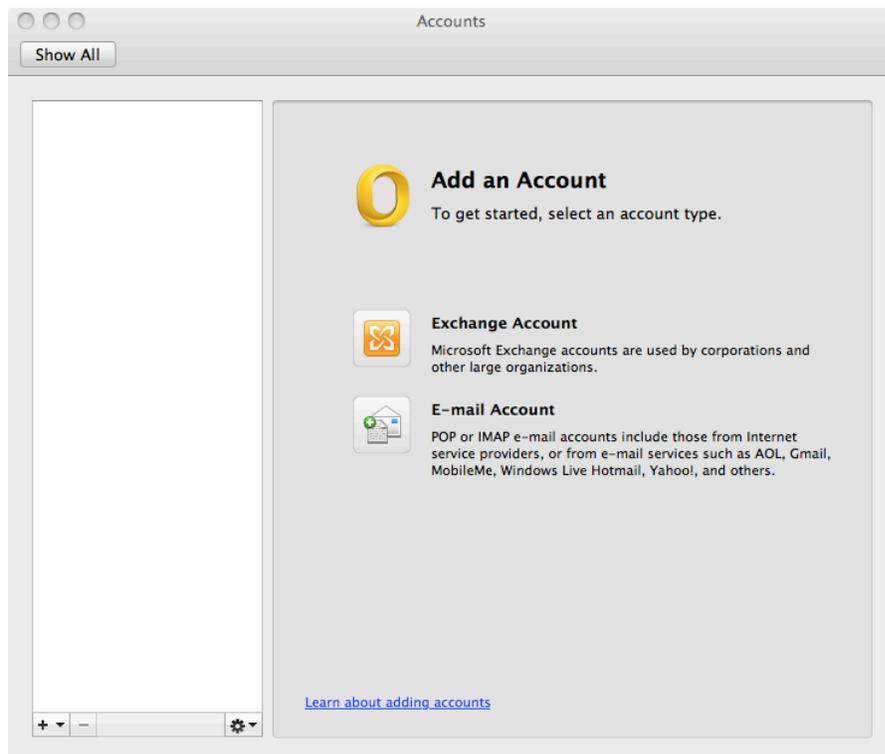
6. In this window you will NEED to enter your CVM credentials. Press "Add Account" when ready.

Enter your Exchange account information.

E-mail address: username@cvm.tamu.edu

Authentication

Method: User Name and Password

User name: username

Password: ••••••••••••••••

☑ Configure automatically

Cancel   Add Account

7. You might get a window that comes up asking if you want to add this password to your keychain, you can decide for yourself if you want your computer to remember this password for you. If you don't get this window it is not a big deal and outlook will still work fine.
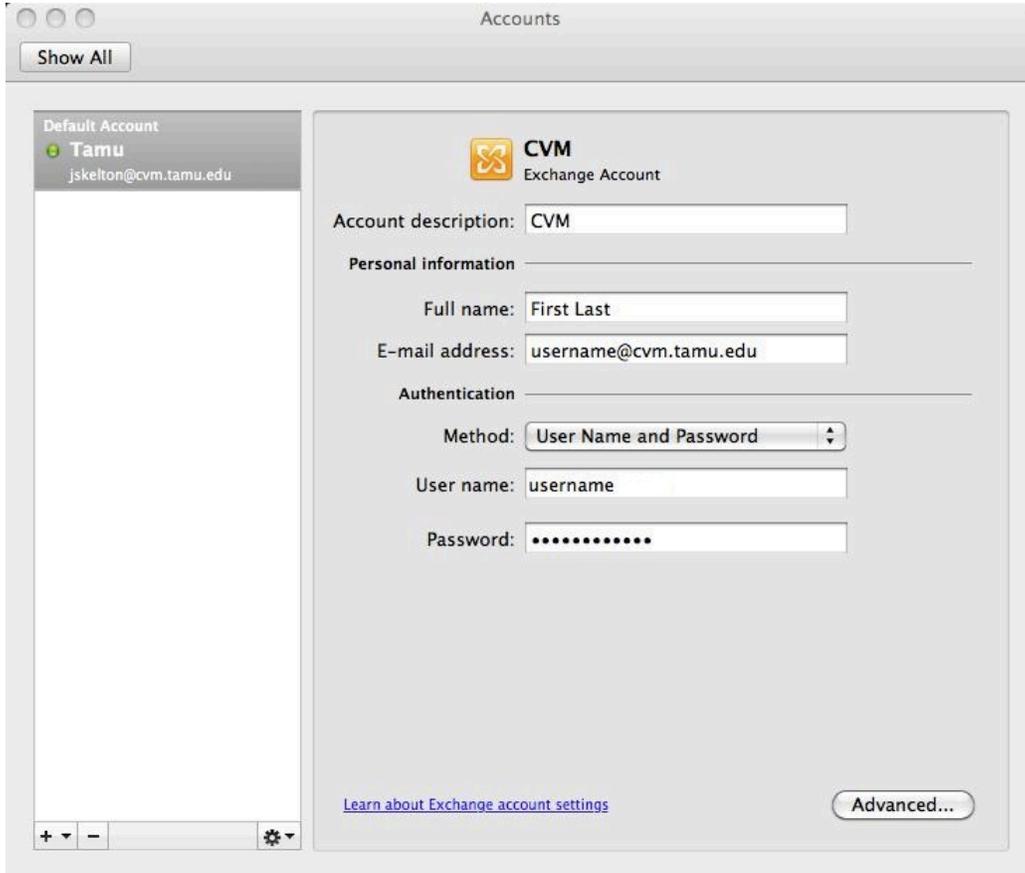
Microsoft Outlook wants to use the "login_renamed_1" keychain.

Please enter the keychain password.

Password:

▶ Details

Cancel   OK

8. You should now be presented with an account overview of sorts that summarizes the information you provided. You should be able close out of this and start using the rest of Outlook.

Remember: Contact the CVM IT Helpdesk at 862-4554 if you have any questions.