

Adding Your Exchange Mailbox to Outlook 2011 for Mac

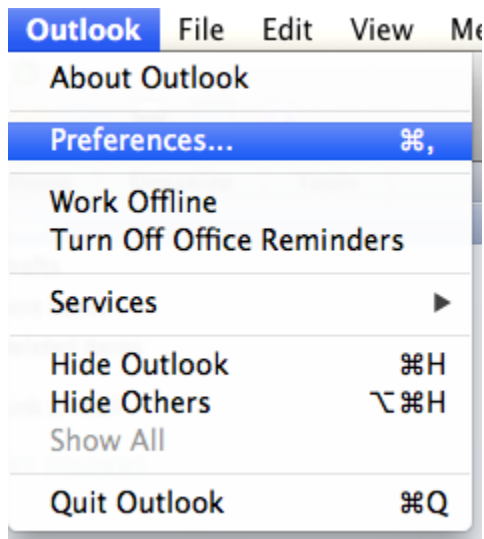
UPDATED 06/12/2013

The following instruction set will add your Exchange mailbox to Outlook 2011 while leaving your Existing Zimbra connection intact. If you have iCal configured to connect to your Zimbra calendar, you may want to delete that connection as well. Outlook 2011 has its own Calendaring app, and you may receive multiple notifications for the same appointment if both applications are set up for calendaring.

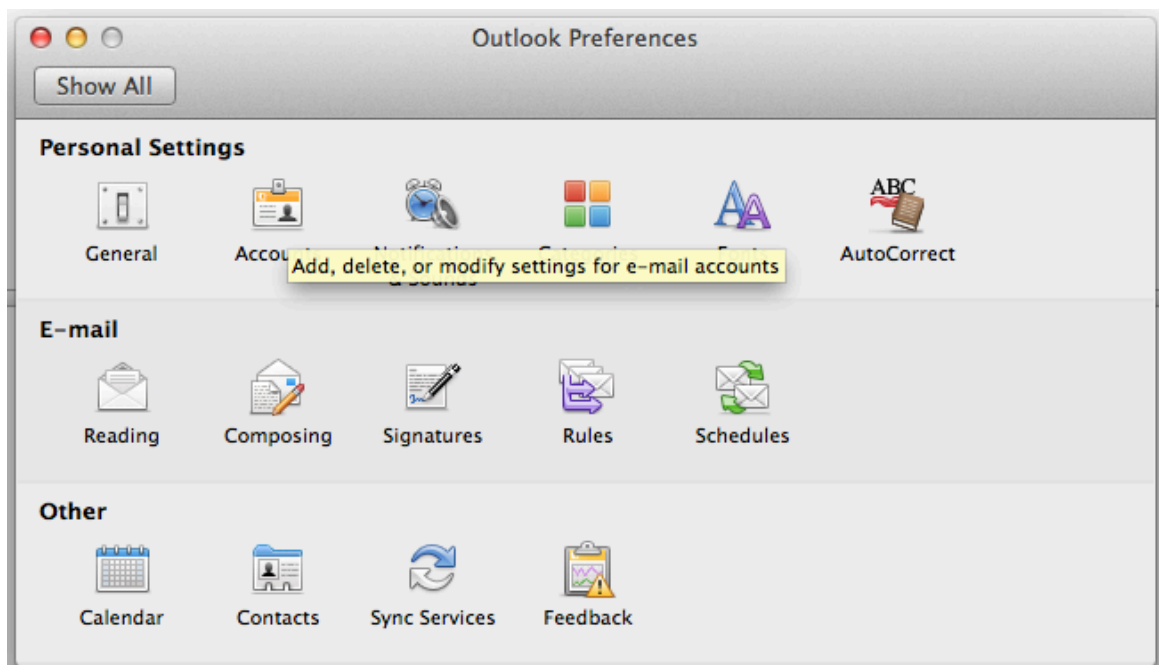
Please note that most settings such as message rules, mailbox permissions, and other customizations do not migrate between Zimbra and Exchange and may have to be recreated once you connect to your new mailbox. It is advised that you record any settings that you would like to retain before proceeding so they can be replicated.

Once your migration is complete, you'll want to remove your Zimbra mailbox from your Outlook Accounts list, otherwise you may start to receive connection errors.

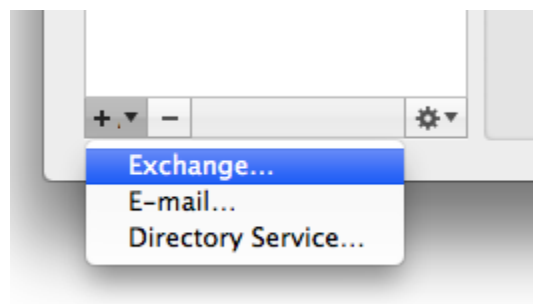
1. Open Outlook for Mac 2011, From the Outlook Menu, Choose Preferences



2. From the Preferences window, choose “Accounts”



3. Click the “+” sign to create a new Account and choose “Exchange...”



4. Enter your account information. This will be your ANL domain account and password information (i.e. the account you use to access the Inside Argonne Portal). Your email address should be your @anl.gov alias. Child domain addresses such as user@zimbra.anl.gov, user@mcs.anl.gov, or user@aps.anl.gov should not be used. Click “Add Account” when complete.

Enter your Exchange account information.

E-mail address:

Authentication

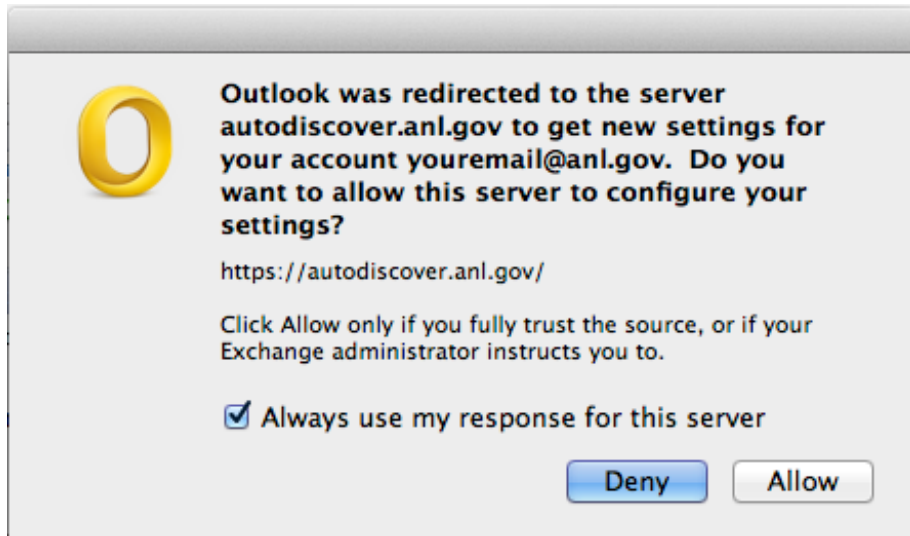
Method:

User name:

Password:

Configure automatically

5. If prompted to accept a redirection from Autodiscover.anl.gov, check the “always use my response for this server” checkbox, and click “Allow”



6. Allow Outlook time to synchronize with your Exchange account. This can be between several minutes and several hours, depending on the size of your mailbox. You can continue to work in your mailbox while synchronization is occurring.