Adding an Organization Account (Mac)

Outlook allows you to add additional email accounts. Since your Organization is like a regular email account, you can add it to Outlook like your existing email account. These instructions will guide you in this process.

1. **Open Outlook**

2. **In Outlook, click the Tools tab**

3. **On the Tools tab, click Accounts**

4. **On the Accounts page, click the +**

5. **From the menu, click Exchange**

6. **On the Accounts page,**
   1. In the **Email address**, enter your organization account name, i.e. org-ITS@csub.edu
   2. In the **User name**, enter your organization account name, i.e. org-ITS@csub.edu
   3. In the **Password**, enter your organization account password
   4. **Click Add Account**

7. **When the warning message appears,**
   - **Check Always use my response for this server**
   - **Click Allow**
8. When your Organization Account is added,
   - In the **Account description**, enter your Organization Account name
   - In the **Full name**, enter your Organization Account Name

9. Close the window

10. Your organization account will appear in your folder pane