Configuring Microsoft Exchange 2010 for Microsoft Outlook 2011 for Mac
1. Click on the **Microsoft Outlook** button in your dock.

![Microsoft Outlook](image)

2. On the Outlook menu bar, click **Tools** and then click **Accounts**.

![Outlook menu bar with Tools and Accounts selected](image)

3. The Add an Account screen will load. Click **Exchange Account**.

![Add an Account screen](image)

**Exchange Account**
Microsoft Exchange accounts are used by corporations and other large organizations.

**E-mail Account**
POP or IMAP e-mail accounts include those from Internet service providers, or from e-mail services such as AOL, Gmail, MobileMe, Windows Live Hotmail, Yahoo, and others.
4. Enter the following information:

E-mail address: Firstname.Lastname@csi.cuny.edu
Method: User Name and Password
User name: flas\Firstname.Lastname
Password: Your FLAS password
Uncheck “Configure automatically”
Server: xch.csi.cuny.edu

Click the Add Account button.

5. Enter the following information:

Description: CSI Exchange Account
Full name: Firstname Lastname
E-mail address: Firstname.Lastname@csi.cuny.edu
Method: User Name and Password
User name: flas\Firstname.Lastname
Password: Your FLAS password

Click the Advanced button.
6. Under Directory Service, enter the following information:

**Server**: flas.csi.cuny.edu

Check the box “Use SSL to connect (recommended)

Check the box “Log in with my Exchange account credentials”

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CONGRATULATIONS!

You have successfully setup your Microsoft Exchange 2010 account for use within Outlook 2011 for Mac.