Set Up Your CUMC Email in Outlook for Macintosh

Outlook is part of the Microsoft Office Suite that is free under a site license for CUMC staff and students, see http://cumc.columbia.edu/it/getting_help/software.html. Before setting up Outlook please:

• Verify that your account is active by logging in to Web Outlook: https://outlook.com/cumc.columbia.edu
• Make sure that you have changed your CUMC email password from any default one that was provided to you. See http://cumc.columbia.edu/it/howto/domain/change.html for instructions.
• Log in to https://uniapp.cc.columbia.edu/acctmanage/mailforwarding with your UNI account to verify that mail sent to your @columbia.edu virtual address will be forwarded to your @cumc.columbia.edu account.

Configuring Your Email in Outlook

Outlook version 2016 for Mac should be used for best compatibility with Office 365.

1. Start Outlook (from the Finder window select Applications - Microsoft Outlook, or Microsoft Office 2011 folder - Outlook). If this is the first time you’ve opened Outlook, you’ll see the Welcome screen; click past any introductory messages to start using Outlook.

2. Skip to step 3 if you see the Accounts window and message to Add an Account. Otherwise click Tools from Outlook’s topmost menu, then Accounts...

3. In the Accounts window you can either select the Exchange or Office 365 button, or click the + (Add) button in the lower left and select Exchange from its drop down menu.

4. In the Enter your Exchange account information window, type in the following making sure to enter your own Columbia UNI instead of youruni:
   • E-mail address: youruni@cumc.columbia.edu
   • User name: youruni@cumc.columbia.edu
   • Password: your CUMC email password
   • Make sure that Method is set to User Name and Password, and Configure automatically is checked as shown in the picture to the right.

5. Click the Add Account button. The window will display a message that it is Detecting Exchange Server… and may take a minute or more to connect to the email server.

6. Once your account has connected you will see your Inbox and other mail folders in the far left pane of the main Outlook screen, messages from your Inbox or selected folder in the middle, and a preview of any selected item to the far right.

   NOTE: If the Accounts window doesn’t close automatically once Outlook has connected to your account (your full name will appear near the middle of the window), simply click the red button in the upper left corner of the window to close it and begin using Outlook.

7. To verify that you are fully connected, try sending and receiving a test message to verify that your email account is working properly.

For more Outlook help and tutorials see http://www.cumc.columbia.edu/it/howto/email/outlook-mac.html