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://mail.cumc.columbia.edu/owa
- Make sure that you have changed your Exchange 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 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

Instructions with more screenshots are online at http://www.cumc.columbia.edu/it/howto/email/profile11.html

   - If this is the first time you've opened Outlook, you'll see the Welcome screen. Select the Add Account button, then Exchange Account from the Accounts window.
   - If there are no accounts configured in Outlook yet, select Exchange Account from the Accounts window.
   - If you already have an account configured, select Tools from the top menu bar in Outlook, then Accounts... In the Accounts window that appears, select the + (plus) icon in the lower left corner, then Exchange from the drop down menu.

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

3. 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 server.

4. Once the Exchange server has been detected, you'll see your full name and email account information in the Accounts window. Select the red button in the upper left corner to close the window and begin using Outlook.

5. You will see your Inbox and other mail folders in the far left pane of the main Outlook screen, email messages that are in your Inbox or selected folder in the middle, and a preview of any selected item to the far right. To verify that you are fully connected, try sending and receiving a test message to verify that your email account is working properly.

Tips on using Outlook 2011 are at: http://www.cumc.columbia.edu/it/howto/email/profile11.html

Most instructions will also work for Outlook 2016; we will be adding more help on using Outlook 2016 soon.