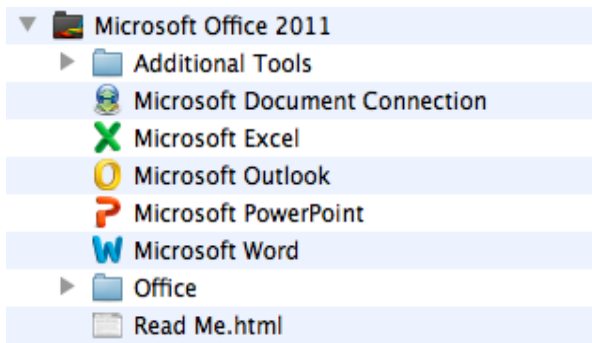# How to Access Outlook on the Macintosh

Note: You must have Microsoft Office 2011 installed including Outlook.

Go to your Macintosh hard drive and open Applications.

Scroll down to Microsoft Office 2011 and click to open.

You will see the Outlook application with a large yellow O. To make it easier to access Outlook in the future, drag this O to your Doc (usually located at the bottom of the screen where you see other program icons). This will only put an alias of the program in your doc. It will not actually move it. Should the icon disappear from your doc for some strange reason, you can always repeat the above to put it back.
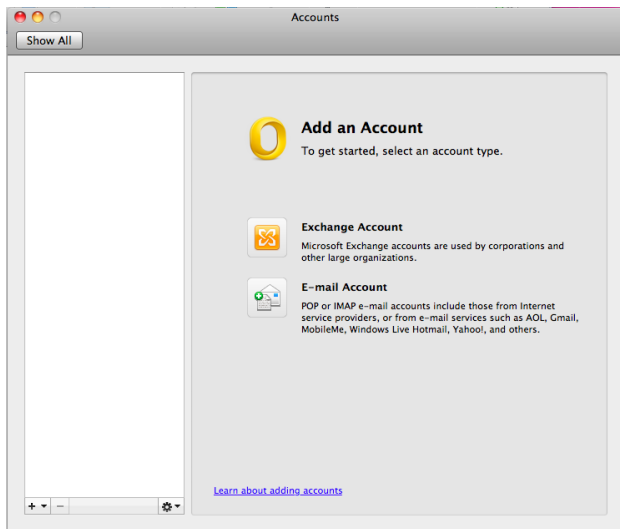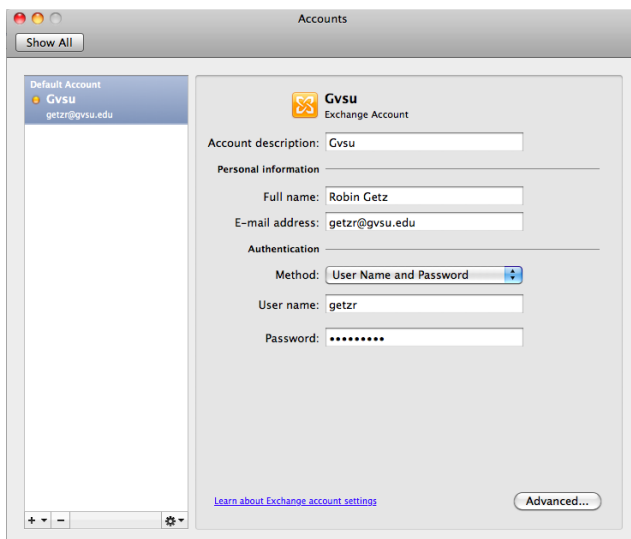

On the Welcome Screen:

Place a check mark next to Make Outlook the default application.

Click the Add Account button.

On the Add an Account Screen:

Click the Exchange Account icon.

Enter your Outlook account information:

Account description:	GVSU
Full name:	first last name
E-mail address:	username@gvsu.edu
Method:	User Name and Password
User name:	username
Password:	use your password

Click Add Account.

You should now be configured. Outlook will open and look for updates.