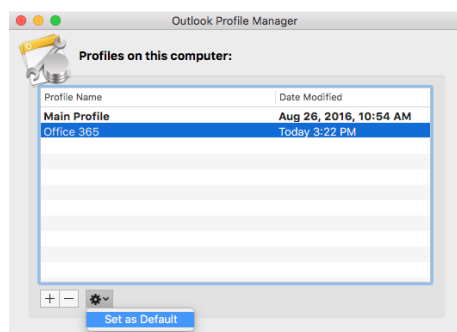




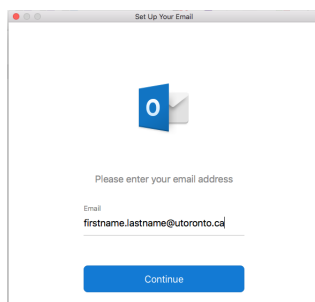
OUTLOOK 2016 FOR MACINTOSH UTMAIL+ SETUP

To configure Outlook 2016 on a Mac for UTmail+, you will first create a new profile, then add settings for that profile:

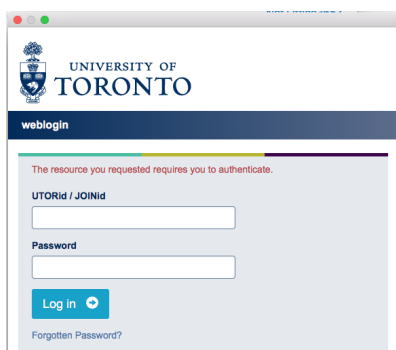
1. Quit Outlook if you have it open.
2. Open the Applications folder on your Mac and find Microsoft Outlook.
3. Hold down the **Control** key while clicking on the application and select **Show Package Contents** from the pop-up menu that appears.
4. Open **Contents**, then open the **SharedSupport** folder.
5. Double-click **Outlook Profile Manager** to launch it.
6. Click the + sign to add a new profile. Type in a name for it, then click on the gear icon and choose **Set as default**.



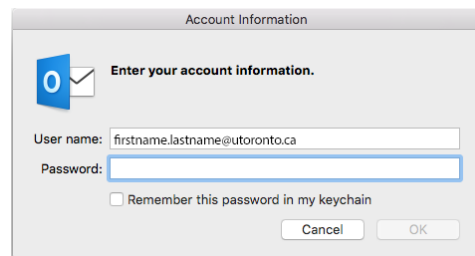
7. Quit Profile Manager and relaunch Outlook 2016.
8. In the **Set Up Your Email** screen, enter your email address and click **Continue**.



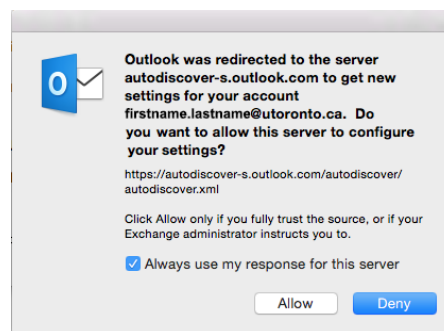
9. You will see the Weblogin screen. Enter your UTORid and password and click **Log in**.



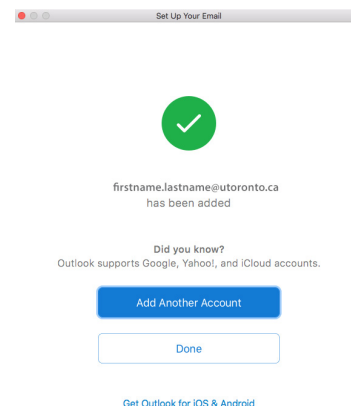
10. You may see a window requesting account information. Enter your password and click **OK**.



11. You will see a message about being redirected to the exchange server. Check **Always use my response for this server** and click **Allow**.



12. You will see an account setup confirmation. Click **Done**.



13. Outlook has now been configured, and it should start synchronizing your email messages and calendar. Depending on the volume of messages, this may take some time.