

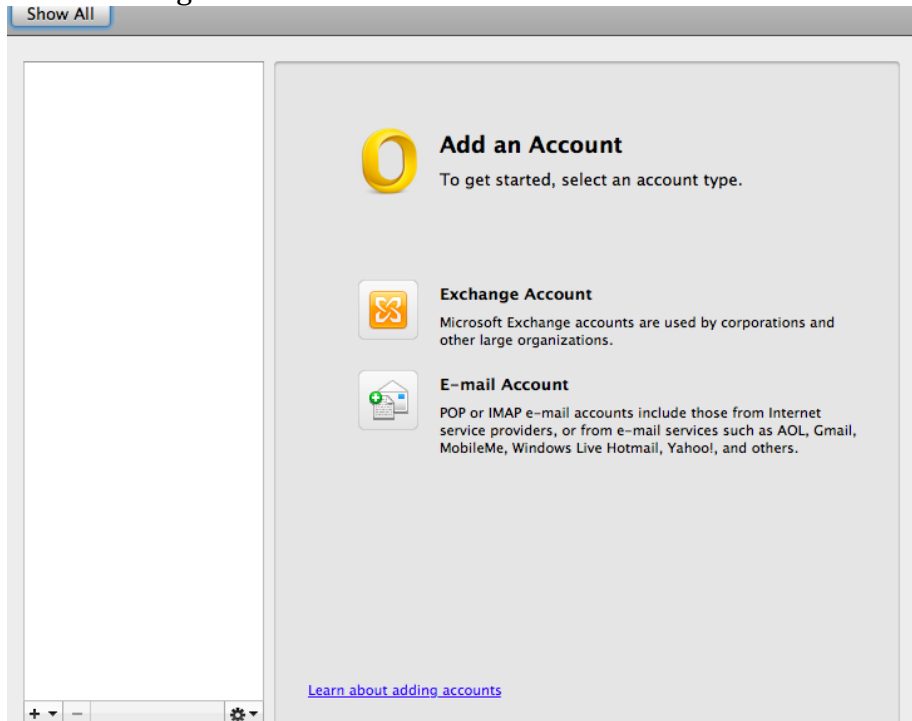
How to setup your Regent University email account on Outlook 2011 for Mac

1. Open Outlook 2011 for Mac



2. Click add account

3. Click exchange account



4. Enter information and click add account

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

☒ Configure automatically

5. Enter additional information

Default Account
● Regent

Regent
Exchange Account

Account description:

Personal information

Full name:

E-mail address:

Authentication

Method:

User name:

Password:

[Learn about Exchange account settings](#)

6. Click on advanced, enter in information below and check appropriate SSL boxes

The screenshot shows the 'Microsoft Exchange' account setup window. The 'Server' tab is active. The 'Microsoft Exchange' section has a server name of 'remotemail.regent.edu' and port '443'. The 'Directory service' section has a server name of 'remotemail.regent.edu' and port '3269'. The 'Use SSL to connect (recommended)' checkbox is checked in both sections. The 'Log in with my Exchange account credentials' checkbox is also checked. The 'Maximum number of results to return' is set to '1000'. The 'Search base' field is empty. At the bottom, there is a link 'Learn about Exchange account settings' and 'Cancel' and 'OK' buttons.

Microsoft Exchange

Server: remotemail.regent.edu : 443

☐ Override default port

☒ Use SSL to connect (recommended)

☐ Download headers only

Directory service

Server: remotemail.regent.edu : 3269

☐ Override default port

☒ Use SSL to connect (recommended)

☒ Log in with my Exchange account credentials

Maximum number of results to return: 1000

Search base:

[Learn about Exchange account settings](#)

Cancel OK

7. Click OK and start Outlook