Adding Your Jefferson Exchange Online MAPI Email In Office 2011 for Mac

Once your JeffMail has been migrated to Microsoft Exchange Online, you will need to add your MAPI email account to your Outlook 2011 email client.

1) Open Outlook 2011 for Mac

2) Select the Tools from the Menu at the top of the screen. Then select Accounts... from the drop-down menu.

3) From the Accounts menu, select Exchange Account.

4) Enter the following account information into the fields as shown below:
   - E-mail address: Your Jefferson email address (First.Last@jefferson.edu)
   - Method: Select User Name and Password.
   - User name: Enter Campuskey@jefferson.edu (e.g. jxd001@jefferson.edu)
   - Password: Your Jefferson password.
5. Once you have entered the information above, click *Add Account*.

6. A confirmation box will appear asking you to allow these new settings. Check the *Always use my response for this server* checkbox and then click the *Allow* button.

7. Confirm that the information you entered is correct and close the *Accounts* window.

Congratulations, your Jefferson Microsoft Exchange Online 2011 email account has been added to your Outlook 2011 email client.