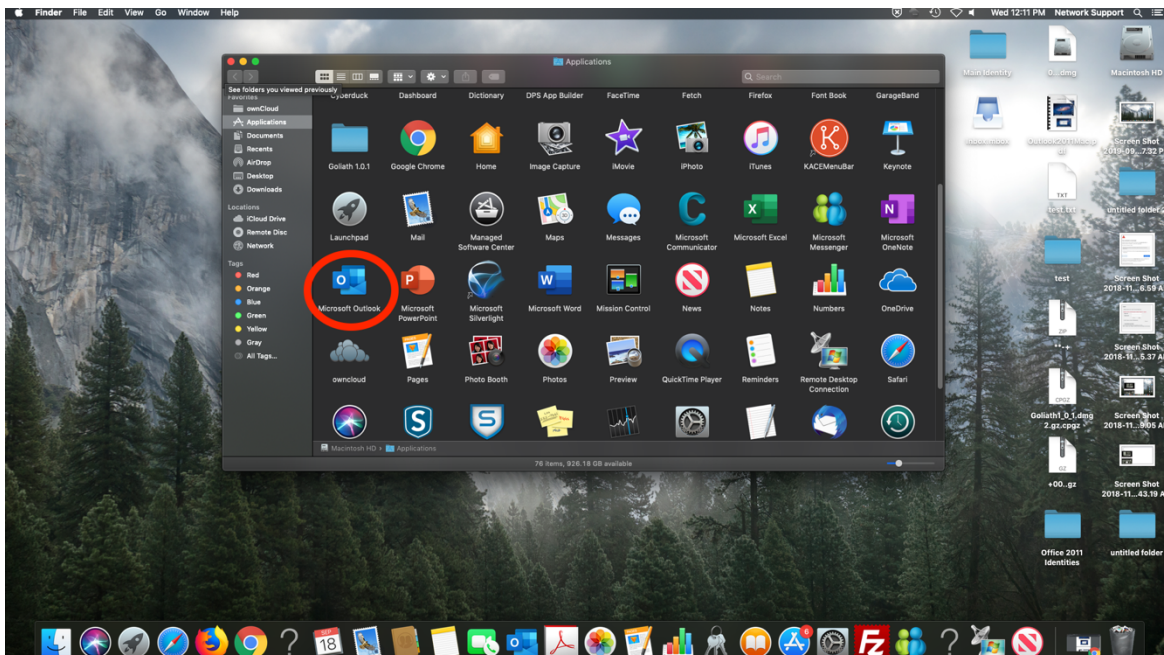


Configuring Microsoft Outlook 2019 for Apple

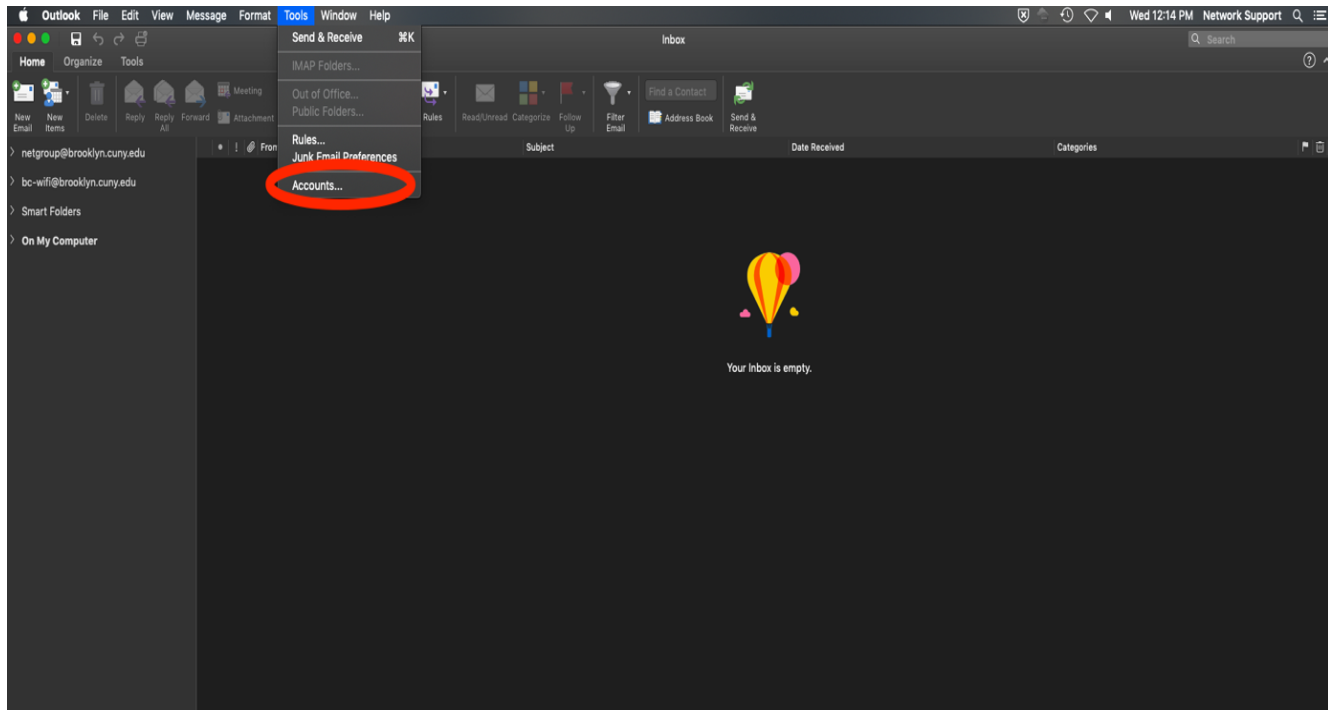
1. To begin, click the Microsoft Outlook icon located on your dock.



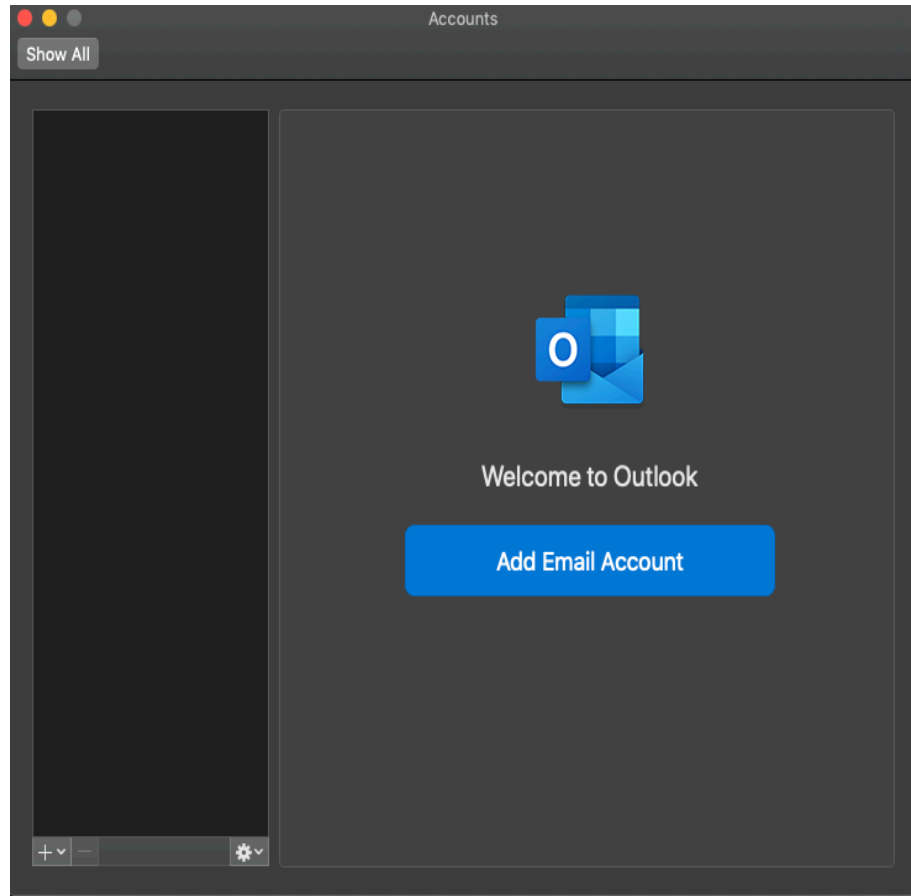
If there is no Outlook icon on your dock go to *Finder*, and search *Applications* for a Microsoft Outlook file.



2. Once Outlook is open, select **“Tools”** from the menu bar and go to down to **“Accounts”**

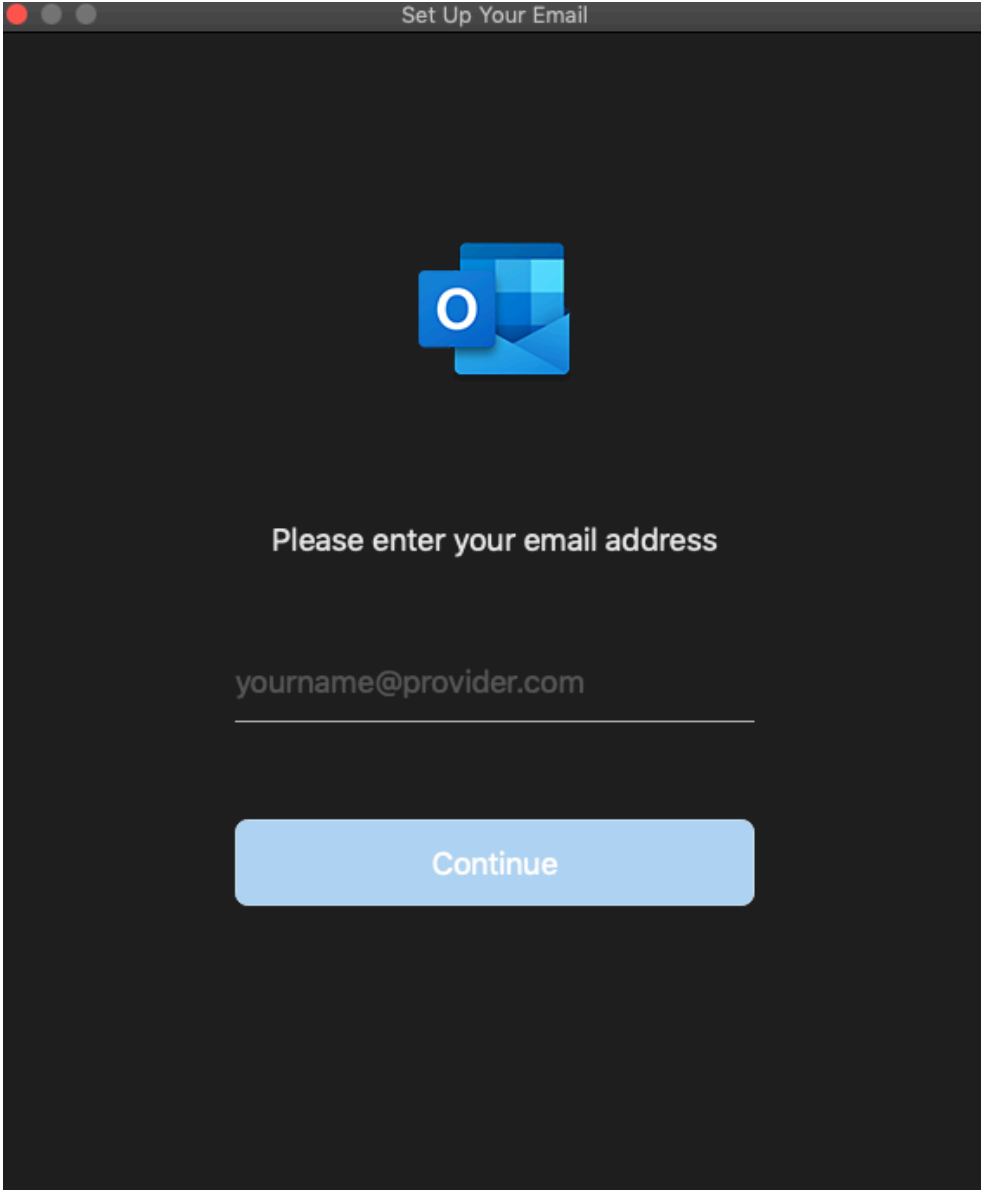


3. In the “Accounts” window click on “Add Email Account”.




***IF** there is already an account created on this screen, you can add a new one by selecting the small + symbol on the bottom left of the window, and then selecting “Exchange...” Alternatively, the profile can be removed by selecting the small – symbol.

4. Enter your email address in the email field.



Set Up Your Email



Please enter your email address

yourname@provider.com

Continue

5. On the next screen you will have to fill out multiple fields. Make sure the drop down field “**Method**” that “*Username and Password*” is selected. Next make sure email address in the “**Email Address**” is accurate. In the “**DOMAIN\username or Email**” type in “*brooklyncollege\YourUsername*”. In the “**Password**” field enter your password. Lastly in the **Server** field enter “*mail.brooklyn.cuny.edu*”

Set Up Your Email

← Not Exchange?

E Exchange

Method
Username and Password

Email Address
YourUsername@brooklyn.cuny.edu

DOMAIN\username or Email
brooklyncollege\YourUsername

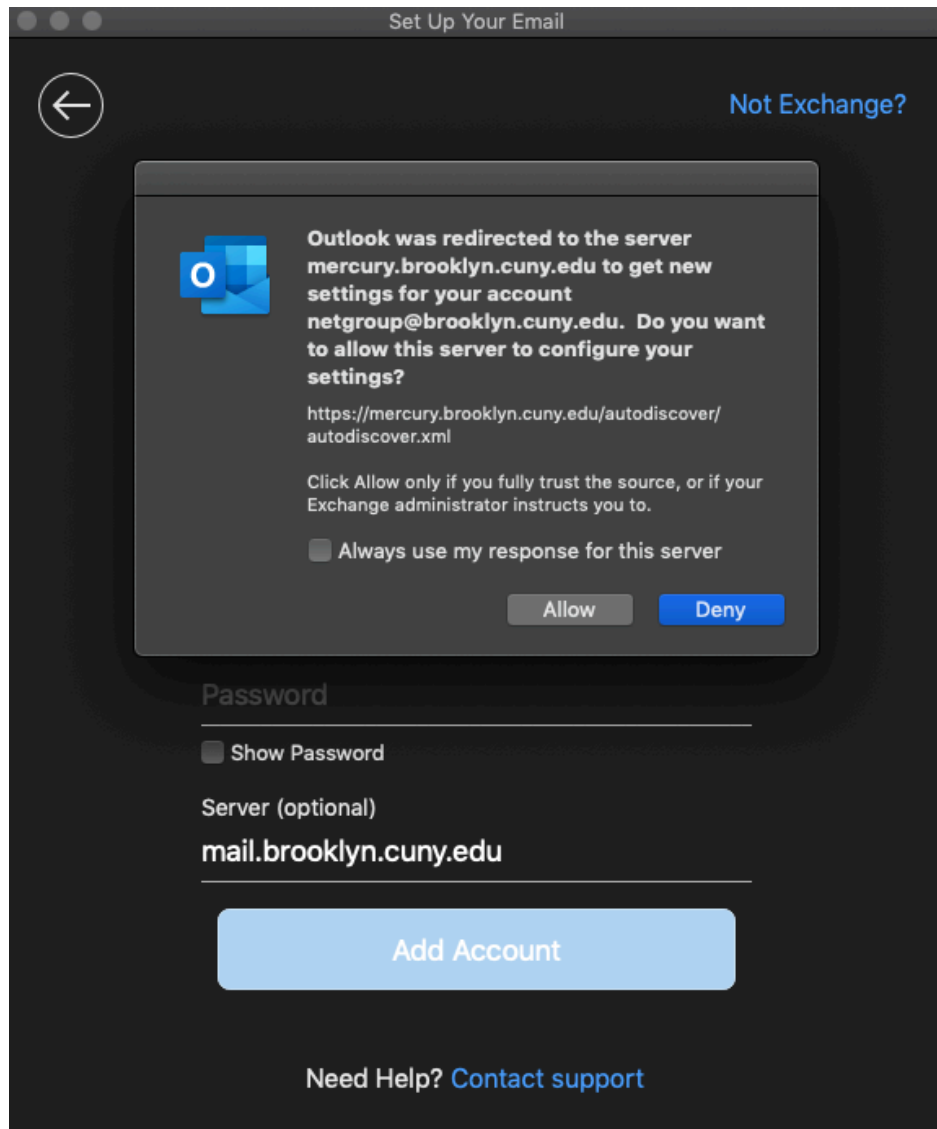
Password
 Show Password

Server (optional)
mail.brooklyn.cuny.edu

Add Account

Need Help? [Contact support](#)

****Note IF** If you received a popup stating “*Outlook was redirected to the server mercury.brooklyn.cuny.edu....*” Check the box labeled “Always use my response for this server” and click **Allow**. See Below...



6. The setup is now complete and you should be able to see your inbox now.