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.



Once Outlook is open, select "Tools" from the menu bar and go to down to "Accounts"

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> bc-wifi@brooklyn.cuny.edu	Accounts					
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			Your Inbox is	is empty.		



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.



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"



****Note IF** If you received a popup stating "Oulook 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...

$\bullet \bullet \bullet$	Set Up Your Email					
\leftarrow	Not Exchange?	Not Exchange?				
	Outlook was redirected to the server mercury.brooklyn.cuny.edu to get new settings for your account netgroup@brooklyn.cuny.edu. Do you want to allow this server to configure your settings? https://mercury.brooklyn.cuny.edu/autodiscover/ autodiscover.xml					
	Exchange administrator instructs you to.					
	Password Show Password Server (optional)					
	mail.brooklyn.cuny.edu					
	Add Account					
	Need Help? Contact support					

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