Setting up an Exchange Account with Auto-Discovery

- If this is the first time you've started Outlook 2011:
  - Optional: Check the box to make Outlook 2011 the default application.
  - Click **Add account**.
- If you have launched Outlook 2011 previously:
  - Select **Tools-> Accounts**
Configure Microsoft Outlook 2011 for Mac

- Create a new Exchange account
  - Click on the icon to the left of “Exchange Account”.

HMS Help Desk: (617) 432-2000
Configure Microsoft Outlook 2011 for Mac

Enter your Exchange account information.

- **E-mail address**: Enter your HMS e-mail address.
- **Authentication**:
  - **Method**: Select “User Name and Password”.
  - **User name**: Enter your eCommons ID, preceded by med\.
    - Example: JS44 would be entered as med\js44.
  - **Password**: Enter your eCommons Password.
- **Check** “Configure Automatically”.
- **Click** “Add Account”.

HMS Help Desk: (617) 432-2000

3
Configure Microsoft Outlook 2011 for Mac

- Check “Always use my response for this server”.
- Click “Allow” to continue.
- You may close the Accounts window.

The Exchange account should now be configured. Outlook 2011 will start downloading messages from the server.

Note: Outlook 2011 may take up to several hours to complete the downloading process depending on how many messages are stored on the server.