Microsoft Outlook 2011 JMU Exchange e-Mail Configuration

1. Select Microsoft Outlook from the Dock. If this is your first time opening Microsoft Outlook 2011 you may be presented with a screen similar to the instructions in step 4. If this is the case please proceed to step 4.

2. Once launched, select Outlook from the menu bar and choose Preferences.

3. In the Outlook preferences menu that appears, click Accounts.

4. In the Accounts menu you may either click the “+” to add a new exchange account or choose the button next to “Exchange Account.” Both will bring you to the next screen where you will input your JMU e-mail settings.

OR

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5. When this screen appears please type in your JMU e-mail address in the E-mail address field. For the User name field please type “JMUAD\” followed by your JMU e-ID. In the password field type your e-ID password. Make sure to select the checkbox for “Configure automatically” and then click “Add Account.”

6. Once you have added your JMU Exchange e-mail account to Microsoft Outlook 2011 you will be presented with this screen and your mail, calendar and contacts should automatically download. You can now close this menu and you will return to Outlook 2011’s inbox.