

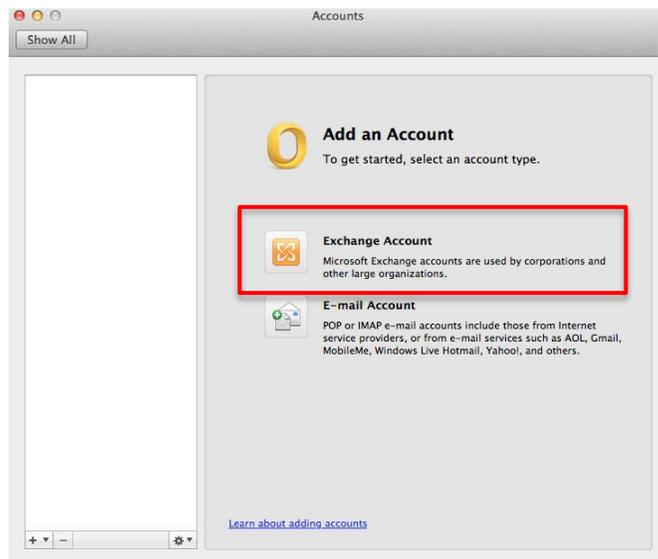
How to Configure Exchange an Account in Outlook 2011

Launch Outlook and click **Add Account**

(If you would like Outlook to be your default client, *check 'Make Outlook the default application for email, calendar, and contacts'*)



Click **Exchange Account**



Enter your email address, username (ex. win.duke.edu\NetID) and password

Click **Add Account**



Enter your Exchange account information.

E-mail address: dgarrett@law.duke.edu

Authentication

Method: User Name and Password

User name: win.duke.edu\dg93

Password: *****

Configure automatically

Cancel Add Account

You will receive a Security Alert to accept the settings from the server exchange.oit.duke.edu. This allows Outlook to automatically update your account settings if any changes are made to Duke's Exchange system.

Check the box **Always use my response for this server** and click **Allow**.



Outlook was redirected to the server EXCHANGE.OIT.DUKE.EDU to get new settings for your account dgarrett@law.duke.edu. Do you want to allow this server to configure your settings?

<https://EXCHANGE.OIT.DUKE.EDU/autodiscover/autodiscover.xml>

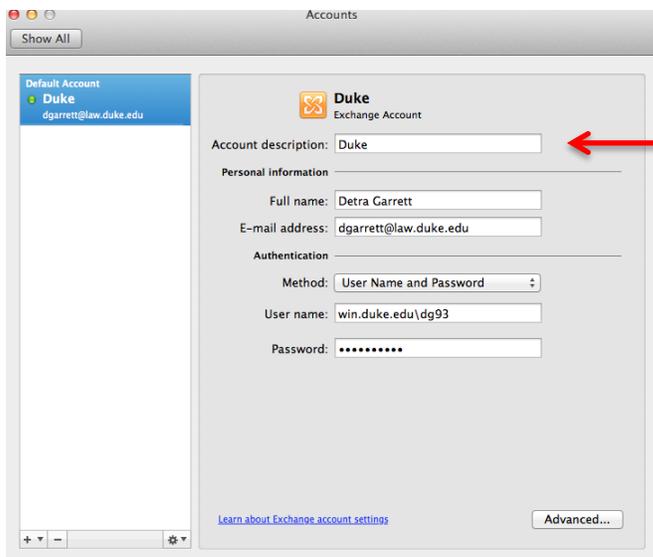
Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server

Deny Allow

The successfully added email account will show under **Accounts**

*(You can customize the name of the added account under **Account description**)*



Accounts

Show All

Default Account

Duke
dgarrett@law.duke.edu

Duke
Exchange Account

Account description: Duke

Personal Information

Full name: Detra Garrett

E-mail address: dgarrett@law.duke.edu

Authentication

Method: User Name and Password

User name: win.duke.edu\dg93

Password: *****

[Learn about Exchange account settings](#) Advanced...