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**

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**.

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

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