Help

For assistance with getting Outlook set up on your Mac, please click the **Help** button on our website:

sussex.ac.uk/its/exchange

or see the information on those pages for advice including:

*   how to transfer your contacts to the new system
*   reading and sending email for group accounts

Removing your old accounts

If you have been using Outlook with your old Sussex email account, you will probably want to delete the old account so you don't see duplicate folders every time you log in.

If you have used Outlook to enter Contacts information, it's a good idea to take a backup before you delete the account:

1   On the menu bar, choose **File** and **Export...**
2   Choose **Outlook for Mac Data File** and check the box for **Contacts**
3   Click the next arrow and choose **No, do not delete items**
4   Enter a filename for the backup file and choose a location then click **Save**
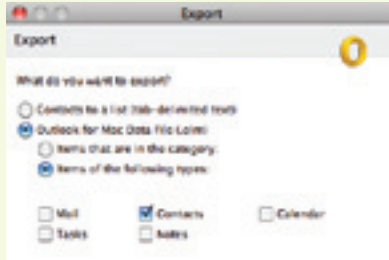
Then delete your old account:

1   On the main Outlook menu, choose **Preferences** and **Accounts**
2   Click on the old account to highlight it and then click on the **-** (minus sign) button at the foot of the panel

4

Email at Sussex

QUICK START
Apple Mac

us

University of Sussex

IT Services

Getting started

Check that you are set up on the new mail system by logging into the Outlook Web App at:

exchange.sussex.ac.uk/owa

1 enter your username (e.g. ano23) for **Domain\user name** and your password
2 Click **Log On**

You should see your inbox with a message confirming that your account has been transferred. If you have not received a confirmation, your account is not yet ready to use. See the **Help** on page 4 for more details on what to do.

As long as you have received the message however, you are ready to start using the new mail system.

Using Outlook Web App

The Outlook Web App (OWA) is a very good way of using your email and calendar. There's nothing to install or configure and you can simply login with almost any web browser including Safari, Firefox and Chrome.

Most users will want to use OWA at least some of the time, for example, to check email when travelling and for many, there may never be a need to use anything else.

We recommend that you try OWA for a while to see if it meets your needs and if you like it, there is nothing else to set up. See the **Email at Sussex** booklet for more information on all the features in OWA.

You can still use email and calendaring on your mobile and can also transfer your contacts and address books to the new system - see our website for more information.

Using Outlook

If you need additional functions that are not available in OWA, you can try Outlook 2011 if it's installed on your Mac.

1 Launch Outlook from the Applications folder or the dock
2 If you haven't used Outlook before, you will be asked to create an account - click **Add Account** and then **Exchange Account**
3 Enter your **E-mail address**, leave the **Method** set to **User Name and Password**
4 In the **User name** field, enter **ad_us** followed by your user name (e.g. ad_us\ano23)
5 Enter your **Password** and check that **Configure automatically** is ticked
6 Click on **Add Account**

The Default Account will be displayed in the Accounts panel, initially with an amber icon which will change to green after a short time. You can close the accounts window and you should start to see your email in the Outlook window, although it is likely to take some time depending on the size of your account.
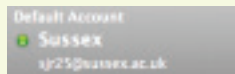
Already using Outlook

If you already use Outlook for your Sussex email, you can just add your new account:

1 Launch Outlook from the Applications folder or the dock
2 From the main Outlook menu, choose **Preferences** and then **Accounts**
3 Click on the **+** (plus sign) at the foot of the Accounts panel and choose **Exchange...**
4 Complete the rest of the process as described above

You will probably want to delete your old Sussex account once the new one is set up - see page 4 for details.

Using Apple Mail

The new email system works well with Apple Mail, especially the most recent versions. To set up your new account in Apple Mail:

1 Launch Mail from the Applications folder or dock
2 From the main Mail menu, choose **Preferences** and then **Accounts**
3 Click on the **+** at the foot of the Accounts panel
4 Enter your Full Name, Email Address and Password and click Continue
5 Mail will then look up the details of your new account
6 Tick the boxes to include **Calendar** and **Contacts** information (see below) if you wish and click **Continue**

You can also choose to connect to your contacts and calendar information using iCal and Address Book on your Mac.

If you are using the latest version of Mac software (Snow Leopard, v10.6), this information will be synchronised with your calendar and contacts details on the central system. For the previous version (Leopard, v10.5), you can still check the boxes to download a copy to your Mac but future changes are not synchronised.

Once you have added the account, Apple Mail will begin to download your messages from the new email system so it may be some time before all your messages are displayed.

You can then delete your old account by highlighting it in the Accounts panel and clicking the **-** (minus sign) button at the foot of the window.