1) Click on the Go menu at the top of your screen and select Applications

2) Double-click the Microsoft Office 2011 folder

3) Double-click Outlook. Click OK to Allow Access to Contacts

4) When the dialog box click Continue at the bottom. Click Yes to receive automatic updates and No to Customer Experience Improvement Program

5) Click Continue and then Done

6) Select Make Outlook Default Application and click Add Account

7) Select Exchange Account

8) Uncheck Configure Automatically

9) Enter your Deerfield email address (for example, jsmith@deerfield.edu)

10) Enter your username starting with da\ (for example, da\jsmith) and your Deerfield password

11) Enter Server: mail.deerfield.edu

12) Click Add Account and close the window

13) To add Outlook to your dock right-click the Outlook icon and select Options → Keep in Dock