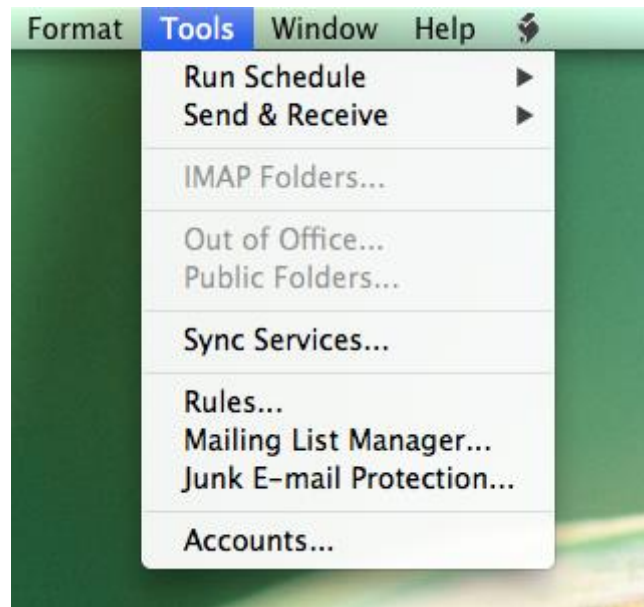
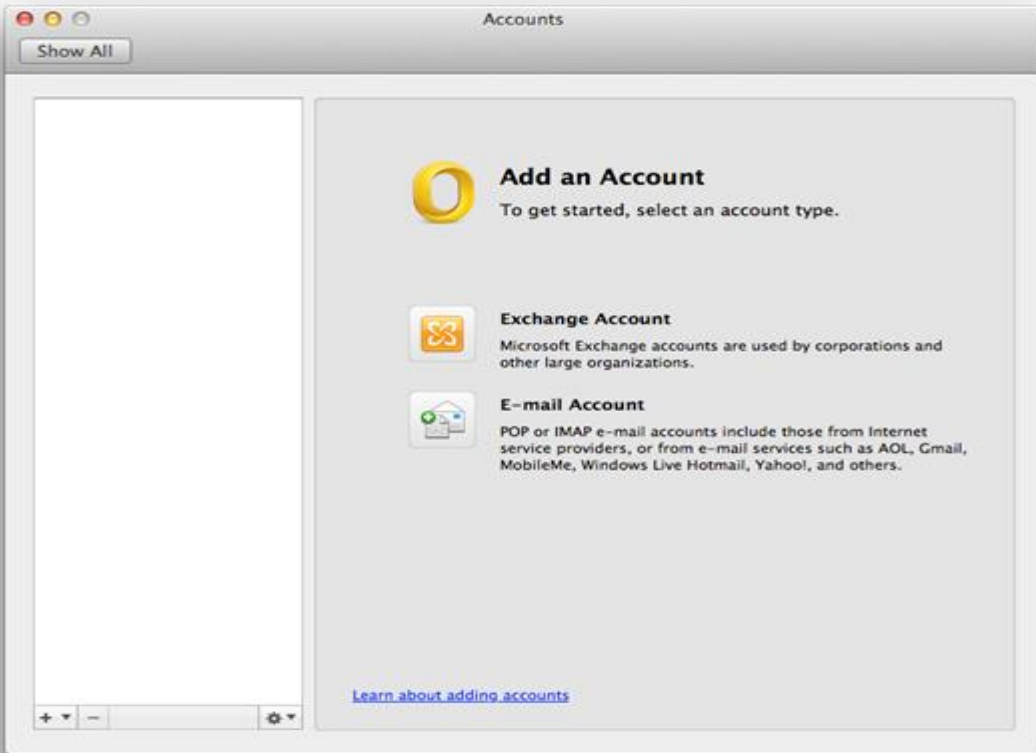


1. Start Microsoft Outlook for Mac 2011;
2. Click **Tools** → **Accounts...**:



3. Click **Exchange Account**:



4. Fill in the fields

Configure automatically = NOT checked
E-mail address = XX00@aub.edu.lb
(Authentication) Method = select **User Name and Password**
(Authentication) User name = XX00@aub.edu.lb
(Authentication) Password = *****
Server = outlook.office365.com

5. Click **Add Account**;

6. Your newly added account profile will appear in the upper left corner of the Accounts window with a name assigned by Outlook. You can change its name by editing the Account description field: