Outlook 2011 Email Connection

Please follow the instructions listed below to connect to the IHP email server from outside the USC network. These instructions are for configuring a Mac OS X machine with Outlook 2011, which is included with the Microsoft Office Suite for Mac.

If you have any questions on connectivity, or general access, please contact your respective technician at your earliest convenience.

Sincerely,

The IHP Computer Technical Team
Step by step guide to Outlook 2011 Email connectivity:

Prerequisites:

- Macintosh 10.5 (Leopard), or 10.6 (Snow Leopard).
- Microsoft Outlook 2011, included with Microsoft Office 2011 for MAC.

Configuration:

1. Open Outlook.
2. Go to Tool -> Accounts...
3. On the bottom left of the dialogue box click the + symbol and select Exchange to add a new the account.
4. On the next screen enter your account information. Make sure “CONFIGURE AUTOMATICALLY” is unchecked and enter the server “ihp-eca.ihpnet.usc.edu”. When completed click “Add Account”.

5. Select Advanced on the accounts screen making sure you have the new account selected.
6. Type “ihp-eca.ihpnet.usc.edu” under the Directory Service section.
7. Place a check mark in “Use SSL to connect (recommended)"
8. Place a check mark in “Log in with my Exchange account credentials”
9. Click Ok
10. Close the accounts configuration screen and your done. Your mail should start to populate.
Setting up folder access:

Once you have set up your mail account, you will need to setup access to the public folders and calendars.

1. Make sure you have Outlook opened.

2. On the top right tabs select **Tools**.

3. Next select **Public Folders**.

4. A window will open displaying the shared folders.
5. Select the folder you would like access and click the **Subscribe** button. (you will have to do this for each folder you want to have access to.)

6. When you have completed selecting your folders, close the dialog box and you should see your folders in the panel to the left.
7. To access the calendars, follow the same procedures for accessing folders except ensure you are in Calendar view.
8. Select the calendar you will need access to and click Subscribe. If you are authorized to edit any of the calendars your permissions should stay intact. If not you may need to have them reestablished.

** Please note that the first time Outlook 2011 retrieves mail from the email server, it may take several minutes, depending on the size of your mailbox. **

**Completion:**

Now that you have completed the configuration of Outlook 2011 you may use retrieve email as if you were in the office.

If you have any problems with configuration or connectivity, please feel free to contact the I.T. Support Team at your earliest convenience.