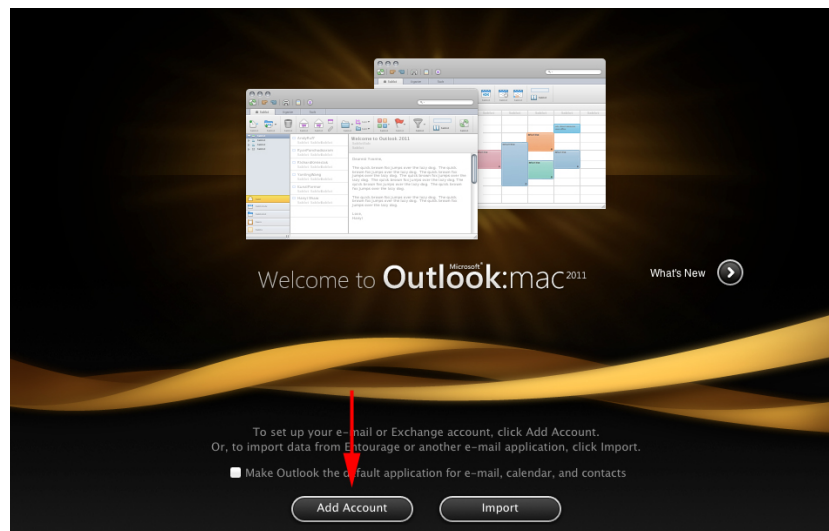# Configuring Microsoft Outlook for Mac

Use the following steps to configure Microsoft Outlook on the MacBook Air and MacBook Pro.
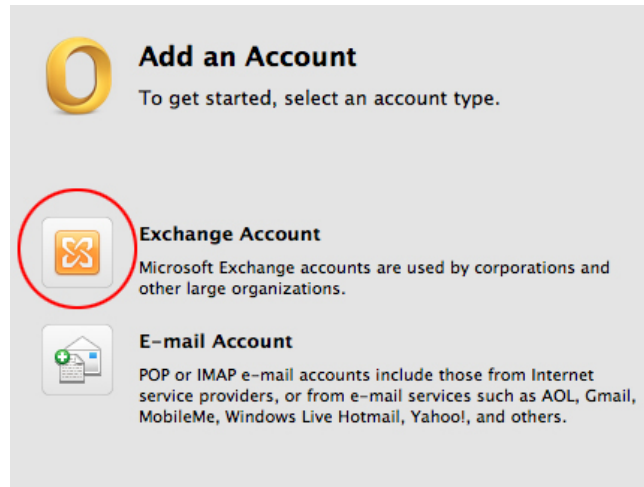
1. Open Outlook by choosing Launchpad → Outlook or by clicking on the Outlook icon on the dock.

2. If you see the "welcome" screen, click the "Add Account" button.

3. In the "Accounts" dialog window, select the "Exchange" option.

4. Enter your Howell Exchange Account Settings:
    a. Email address: Enter your full Howell email address.
    b. Method: Leave as "User Name and Password".
    c. User name: Enter your full Howell email address.
    d. Password: Enter your Howell email password.
    e. Check "Configure Automatically".
    f. Click "Add Account".
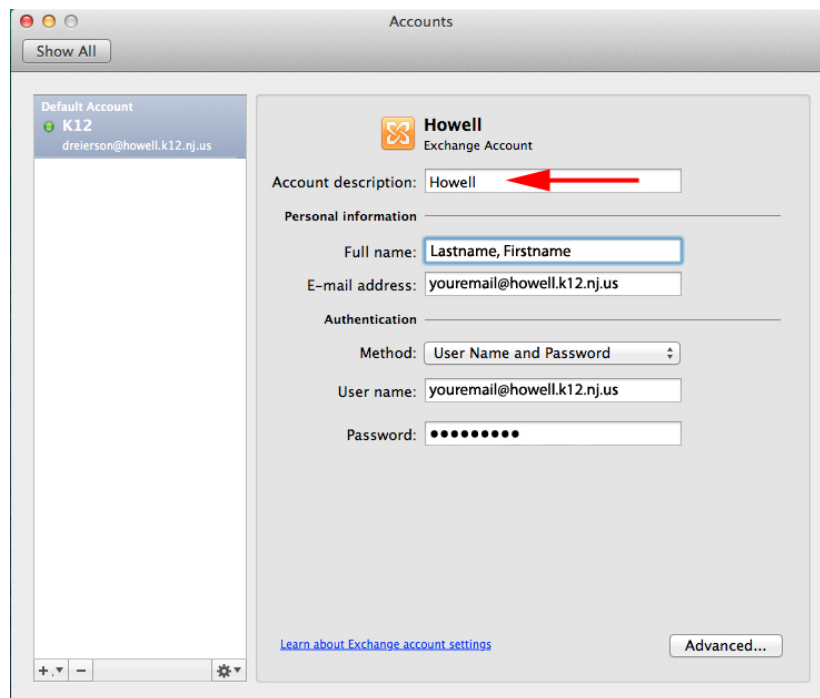
5. If asked, accept connecting to the auto discover service by clicking "Allow".
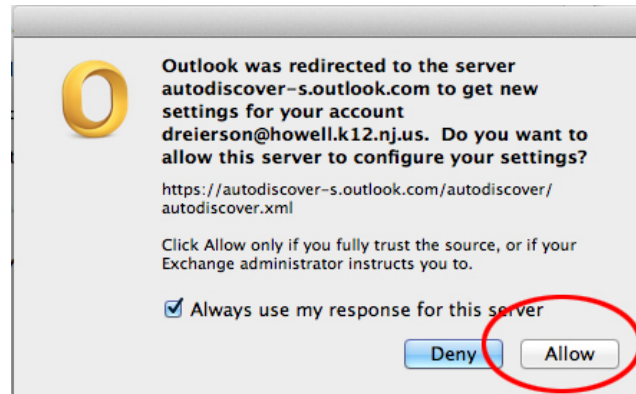
6. When complete, the Accounts window will appear and display the account settings. You can change the "Account Description" if you want.

7. Click the red button to close the Accounts window.

8. Your Inbox will open on the screen and you can begin using Outlook.