Instructions for: Mac User with Outlook 2011, not on OCIO Central Email System

If you are a Mac user not on the OCIO central email system and you want to fully integrate the Calendar into your Outlook 2011, you will need to add a new account to Outlook for the OCIO’s mail system.

- Open Outlook 2011 and select Preferences… under the Outlook tab. Click on Accounts.
- In the lower left hand corner click the + sign and select Exchange.
• Enter your OSU email address (name.#@osu.edu), your OCIO username (osuad\name.#), and your OCIO password and click Add Account.

• If Outlook cannot find the correct server you will be prompted to enter the server’s name. Please enter “email.osu.edu” and click Add Account again.

• To prevent confusion please rename this account by highlighting it in the Accounts window and in the Account description text box and typing “OCIO Calendar.”

• Now you can add the University Communications Calendar to your Outlook 2011.
  o In the lower left hand corner of Outlook click Calendar
  o Change the Account dropdown to “OCIO Calendar” and type “OSU Communication Calendar” in the User field and click OK.
Advancement Planning Calendar