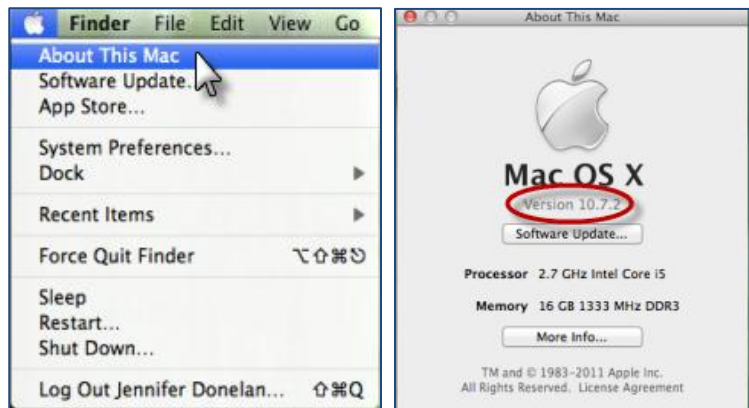


Install Outlook 2011 for Mac

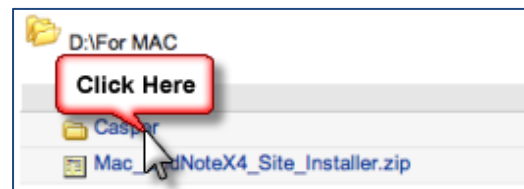
Download and install the Casper Client, download and install Outlook 2011, and configure Outlook

**Note: Outlook 2011 for Mac will only work with @depaul.edu mail accounts that have been migrated from Exchange 2003 to Exchange 2010. Do not install Outlook 2011 until your account has been migrated. Once your account has been migrated, you will no longer be able to use Entourage 2008 and will need to upgrade to Office 2011.*

1. From the Apple menu, click **About This Mac**. Check to make sure your operating system is **version is 10.5.8 or later**.

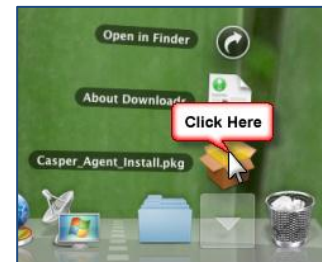


2. Log into **Campus Connect**. Navigate to **For Employees** -> **File and Print** -> **IS Files** -> **For Mac** -> **Casper**.



3. Read the disclaimer. If the computer you are using is a DePaul owned workstation, click **Ok**.

4. Click **Casper_Agent_Installer.zip**.



5. In your dock, click **Downloads** then **Casper_Agent_Install.pkg**.

6. Click **Continue**.

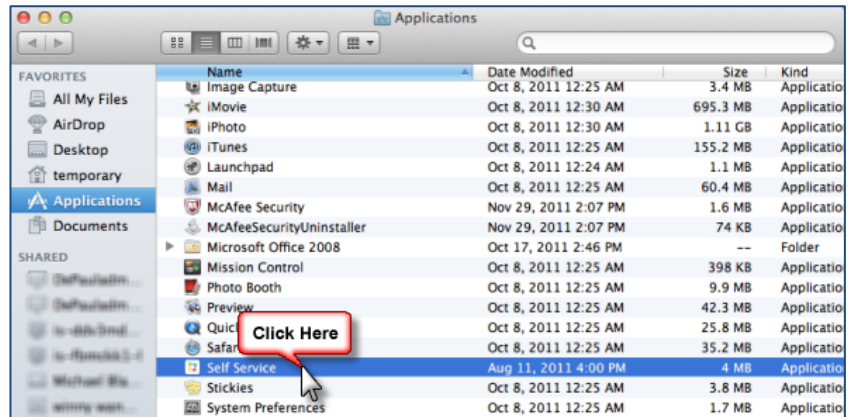
7. Click **Macintosh HD** (or another location where you would like to install the software.) Click **Continue**.



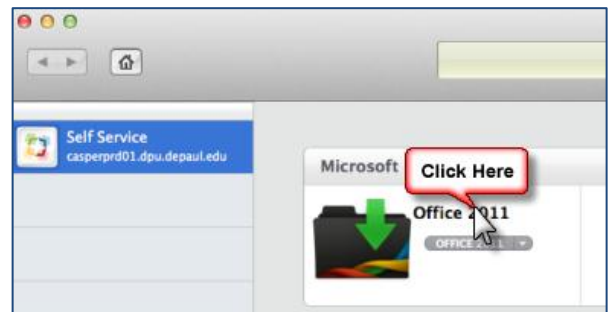
8. Click **Install**. Click **Close**.

9. Wait 10- 15 minutes.

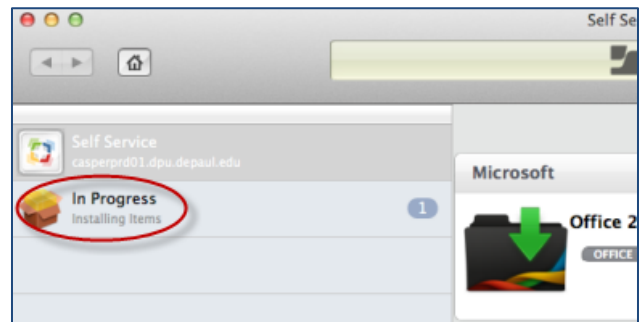
10. Navigate to your **Applications** folder and double click on **Self Service**. *If you do not see Self Service yet, you may need to wait a few more minutes.*



11. Double click on the **Office 2011** folder.

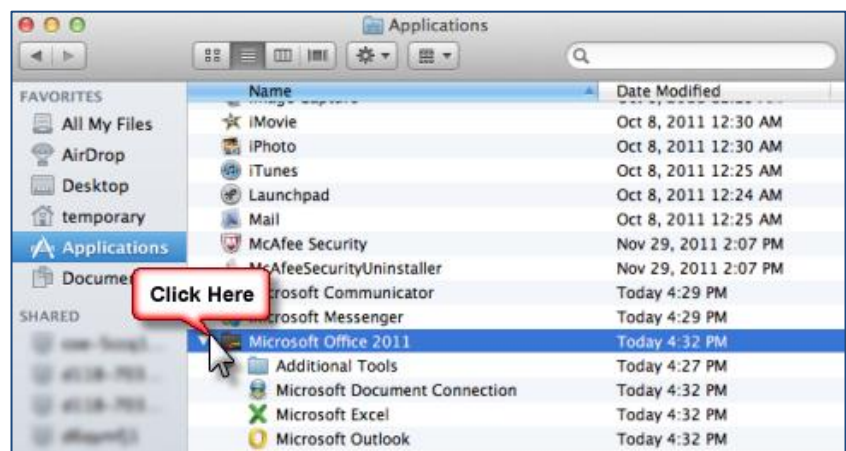


12. You will notice that the installation is in progress.

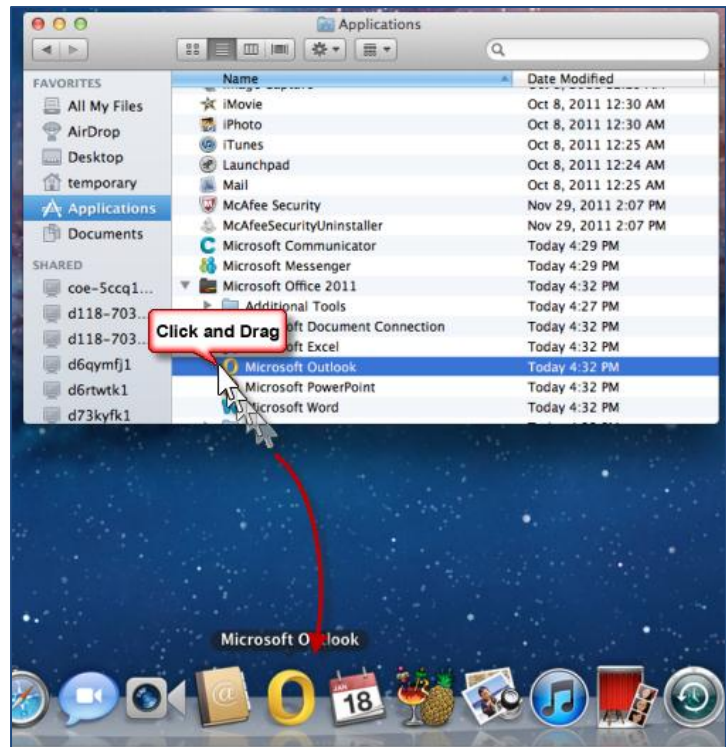


13. Once the installation is complete, you will see **Microsoft Office 2011** in your Applications folder.

14. Click on the arrow on the left of Microsoft Office 2011 to expand the list. You can see all the Microsoft Office applications here.



15. To make **Outlook** more accessible, click the application's icon and drag it to your dock. You can repeat this step for any other applications that you access on a regular basis.



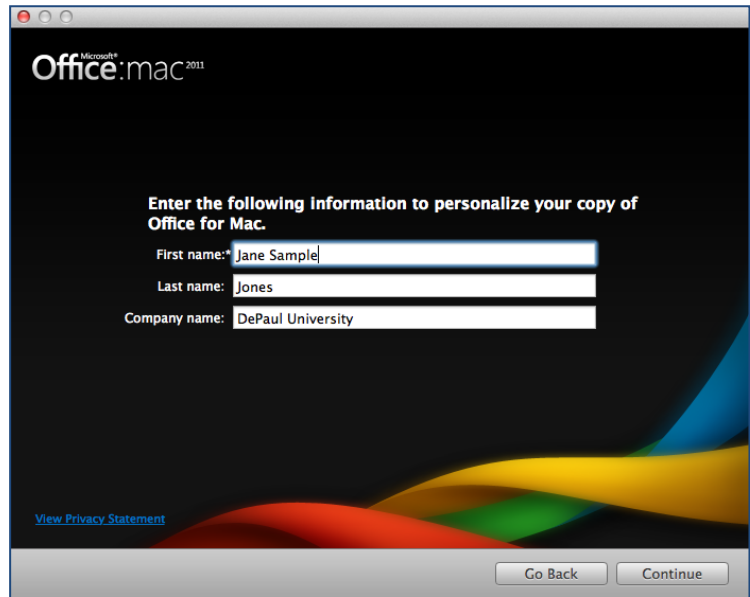
16. Double click to open **Outlook**.



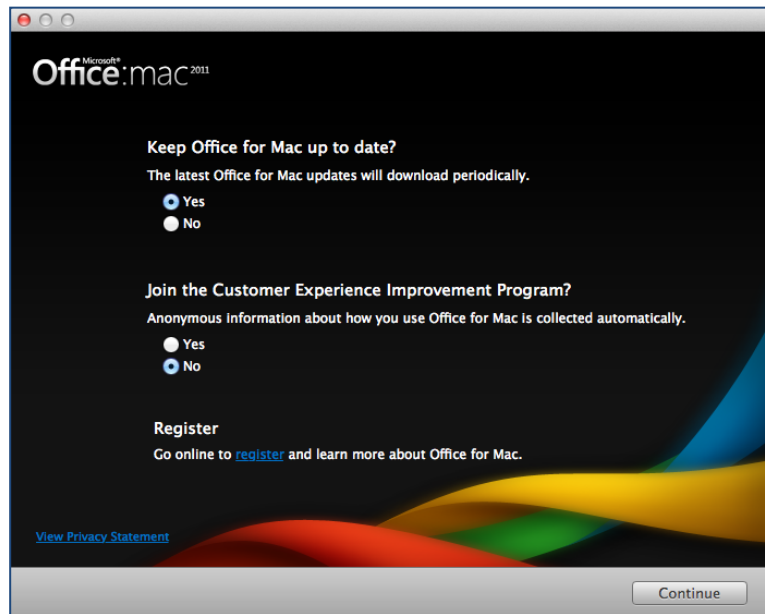
17. Select **Create new settings** and click **Continue**.



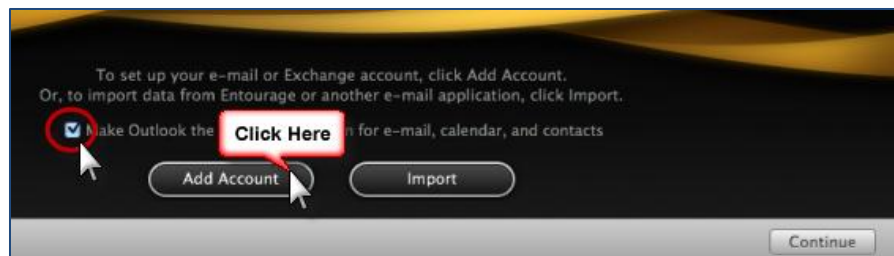
18. Enter your first and last name.
19. Enter **DePaul University** in the **Company name** field.



20. Select **Yes**, to keep Office for Mac up to date. You can decide whether you would like to join the Customer Experience Improvement Program. Click **Continue**.

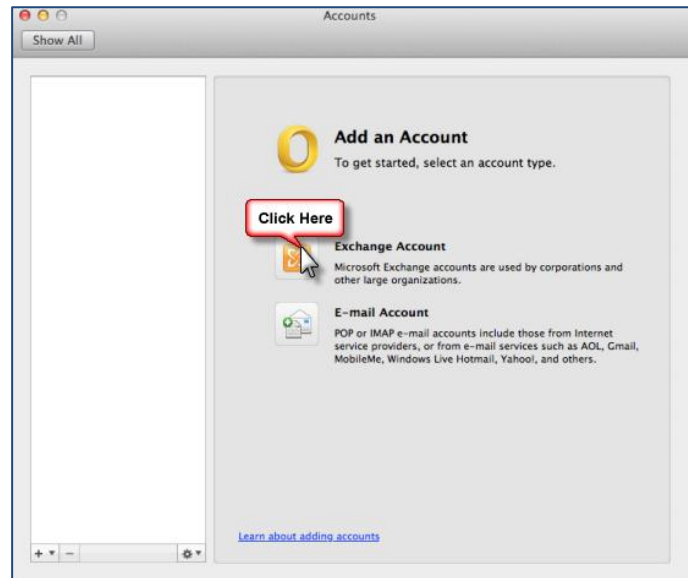


21. Check the box to **Make Outlook the default program for e-mail**.



22. Click **Continue**.

23. Click **Exchange Account**.



24. Enter your complete @depaul.edu e-mail address in the **E-mail address** field.

25. Leave Authentication method set to **User Name and Password**.

26. Enter your Campus Connect User ID in the **User name** field.

27. Enter your **password** in the respective field.



28. Select **Configure automatically**.

29. Click **Add account**.

30. After the account is configured, you can close the Accounts window.

31. You will see your Inbox and are ready to use Outlook 2011!

