**Macintosh Outlook instructions:**

Depending on the version of Outlook for Mac you have installed, the system may automatically detect that your mailbox was moved and will re-connect without problem.

For versions of Outlook for Mac that do not re-connect please make the following settings change:

1. Launch Outlook and select **Accounts** from the **Tools** drop down menu.

2. Highlight your MU Email account and set your userid using the following pattern:

   **muad\first initial+lastname**

3. Click the **Advanced** button and enter the values below:

   Microsoft Exchange Server: **mail.millersville.edu**
   Directory service: **mars.millersville.edu**