How to setup Outlook 2011 for Faculty / Staff email at ODU

1) Open Outlook 2011. If this is your first time opening Outlook 2011, click on Add Account.

2) Otherwise, click on Tools, then Accounts, then click on Exchange Account.
3) Enter in your email address, your username in ODUNET\USERNAME format, then password, check the “Configure automatically” box, and then click Add Account

4) You will be prompted whether to allow autodiscover to automatically configure your account. Check the box for “Always use my response for this server”, and click Allow.

If autodiscover works, then you are done setting up Outlook 2011.
5) If autodiscover can’t automatically set up your account for some reason, then you can manually setup your account by entering in the server name: webmail.odu.edu
6) Make sure that “use SSL to connect is checked”. Under the Directory Service area, under server, enter: gal.odu.edu

And make sure that “Log in with my Exchange account credentials” is checked.
Communicator for Mac 2011 client instructions

1) Office 2011 for Mac includes Microsoft Office Communicator. To set it up, start the Communicator client, then click Sign In.

2) Enter in your email address, and then your User ID in ODUNET\username format. Then enter in your password. And click Sign In.