

Add a new Clemson Exchange profile to Outlook - Windows and Mac

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WINDOWS

- Open Outlook
- Click on the **File** menu
- Click on **Account Settings**
- Click on **Account Settings**
- Select the user's account and click **Change**
- Click **More Settings...**
- Go to the **Advanced** tab and click **Add...**
- Type the username and click **OK**

MAC

1. Open Outlook
2. Click on **Tools**, **Accounts**, and the **+** sign (in lower right of screen) to add a user account.
3. Follow the prompts to complete adding the username@clemson.edu account

If you have more questions, email ITHELP@clemson.edu or call 864-656-3494.

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