

# How to set Outlook as the Default Mail App

Use the instructions below if you'd like to set Outlook as your default mail app.

## Quick Version:

1. Start the Apple Mail App
  1. To find it, click on the magnifying glass in the top right corner and type Mail
2. Select Exchange from the list of Mail account providers and click Continue
3. Enter your name and email address and click "Sign In"
4. On the "Sign in to your Exchange account using Microsoft?" screen, click "Sign In"
5. Enter your CWL password and click "Sign In"
6. Click Done
7. Click on Mail in the top left corner of the screen and select Preferences
8. Set the "Default email reader:" to "Microsoft Outlook"

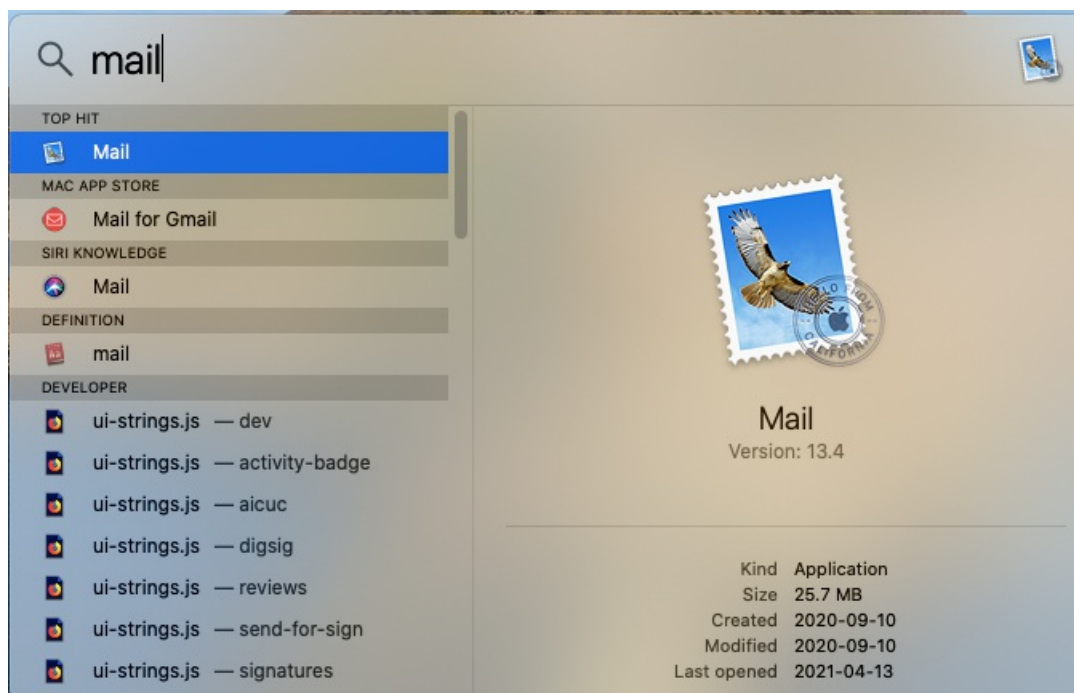
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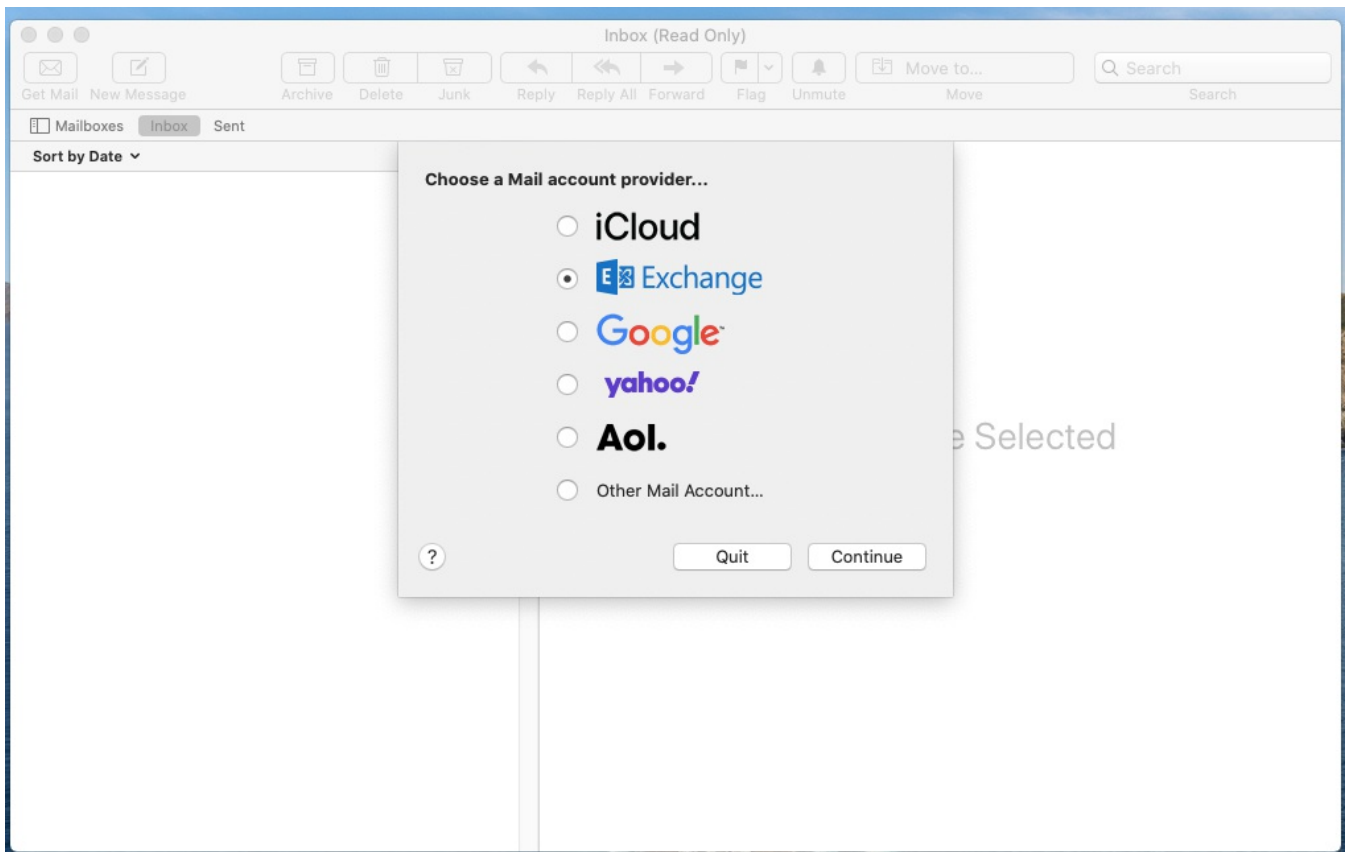
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## Detailed Version:

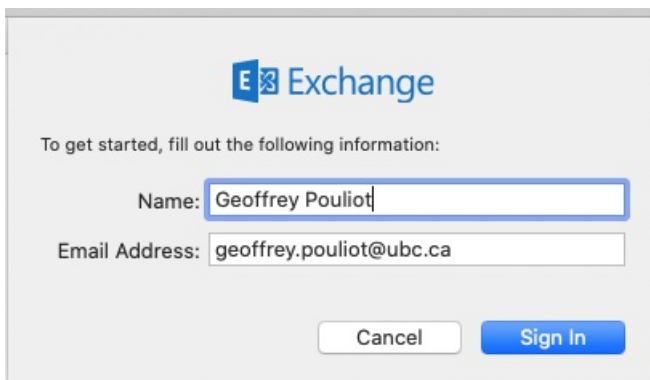
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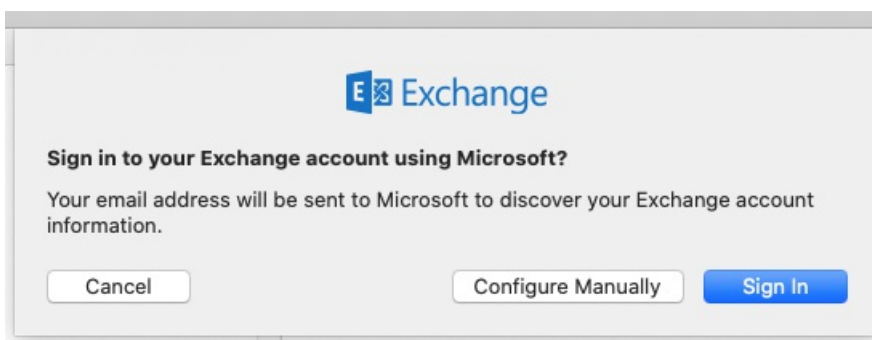
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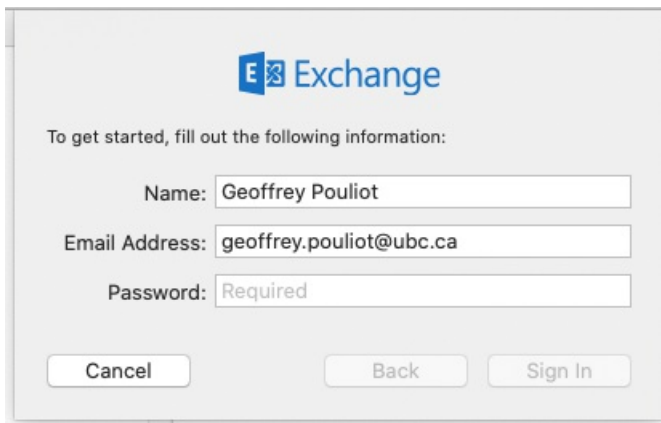
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4. On the "Sign in to your Exchange account using Microsoft?" screen, click "Sign In"

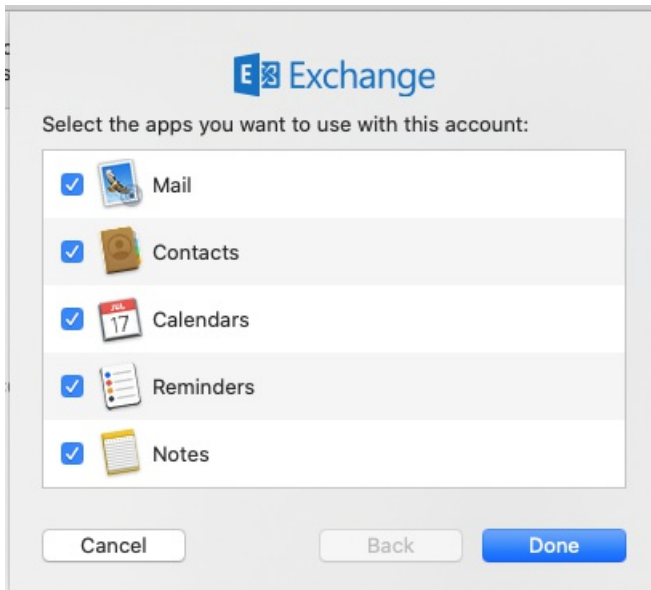


5. Enter your CWL password and click "Sign In"



The image shows an Exchange sign-in dialog box. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are three input fields: "Name:" with the value "Geoffrey Pouliot", "Email Address:" with the value "geoffrey.pouliot@ubc.ca", and "Password:" with the value "Required". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

6. Click Done



The image shows an Exchange app selection dialog box. At the top is the Exchange logo. Below it, the text reads "Select the apps you want to use with this account:". There is a list of five items, each with a checked checkbox and an icon: "Mail" (envelope icon), "Contacts" (address book icon), "Calendars" (calendar icon), "Reminders" (list icon), and "Notes" (notepad icon). At the bottom, there are three buttons: "Cancel", "Back", and "Done".

7. Click on Mail in the top left corner of the screen and select Preferences

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8. Set the "Default email reader:" to "Microsoft Outlook"

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