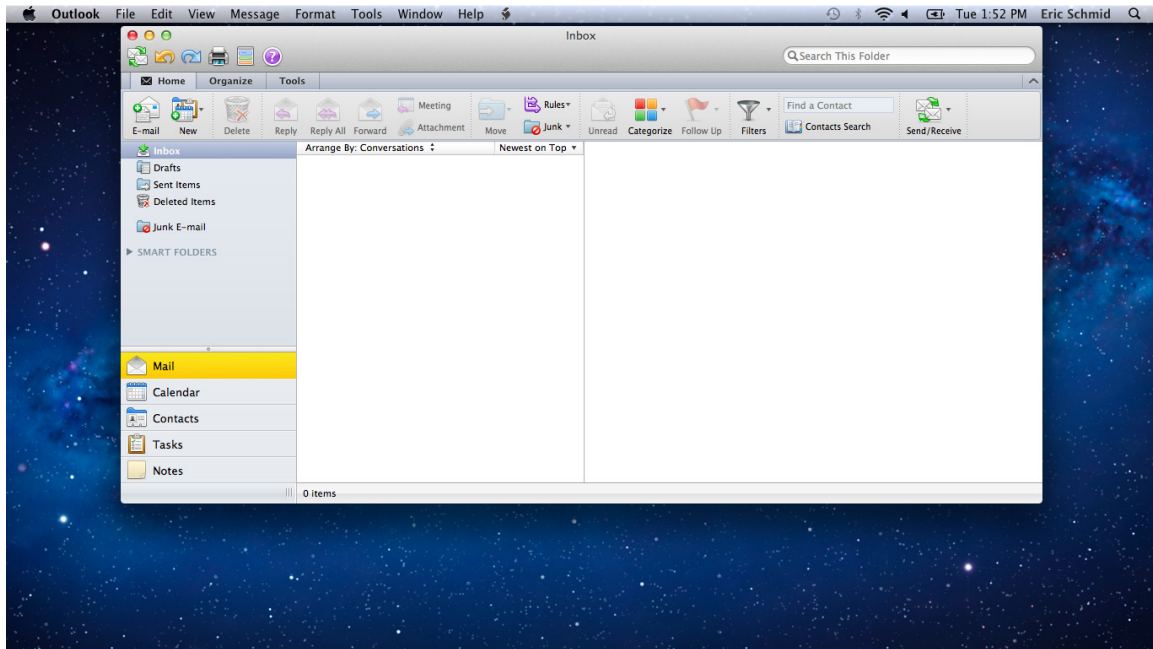
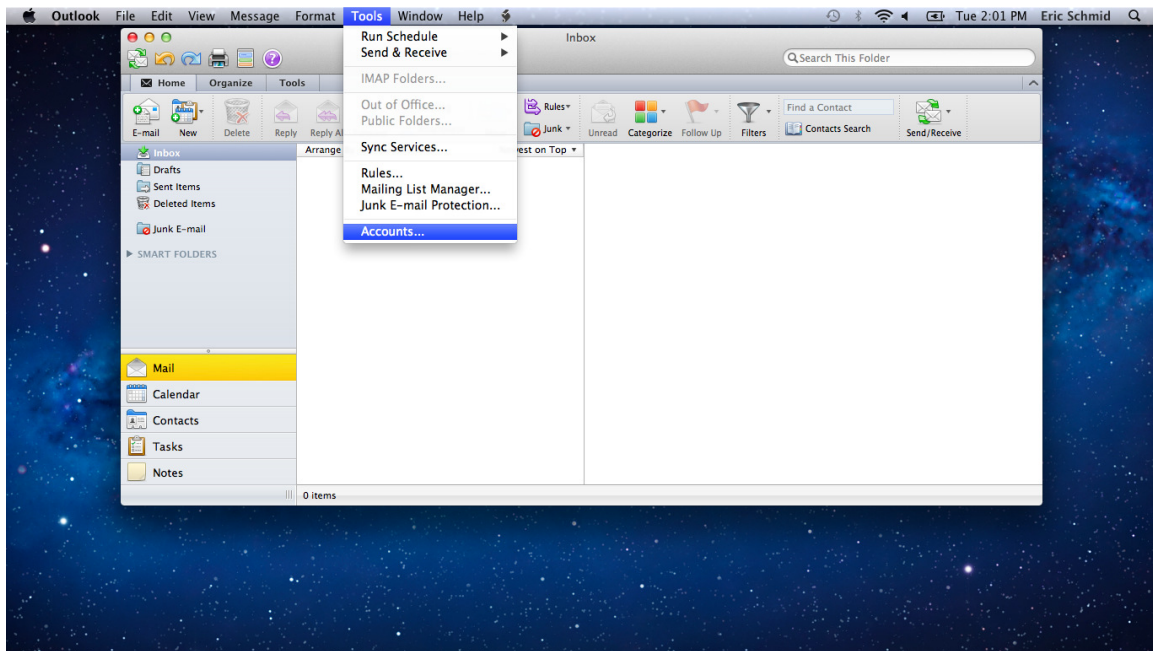


0. Prior to configuring your Outlook, please make sure you have created an alias account in your Gmail or Yahoo account and connect them. To view these instructions go to <http://identity.chicago.com/support>
Gmail and Yahoo will ask you to verify the alias email address and then you can proceed to Outlook integration.

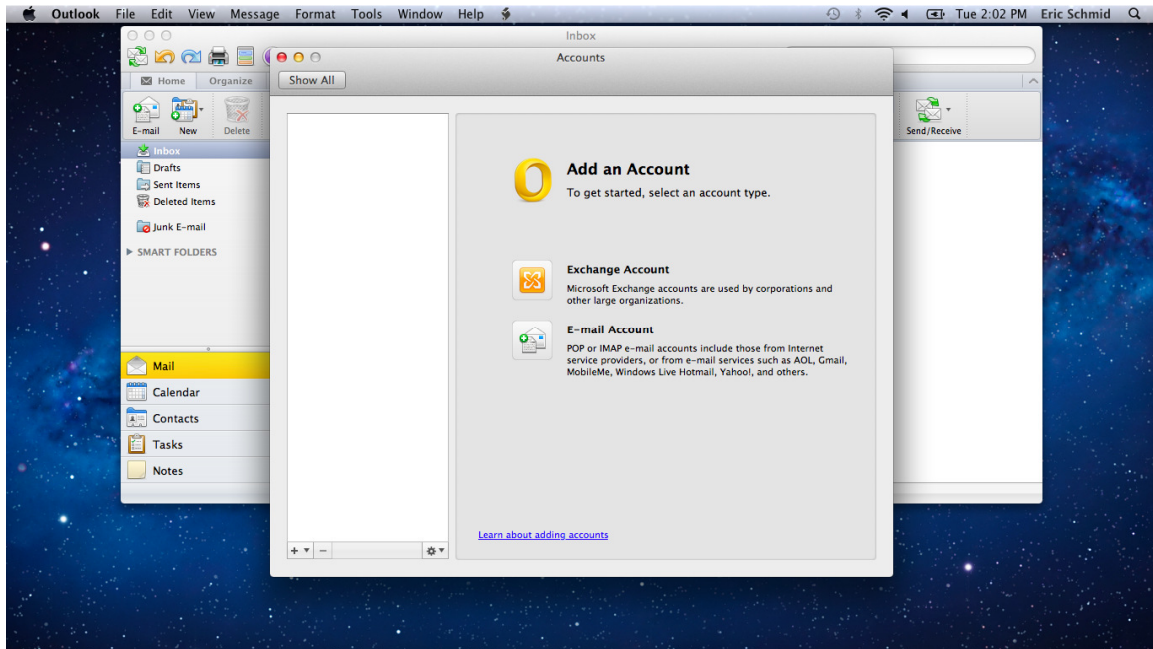
1. Open Outlook



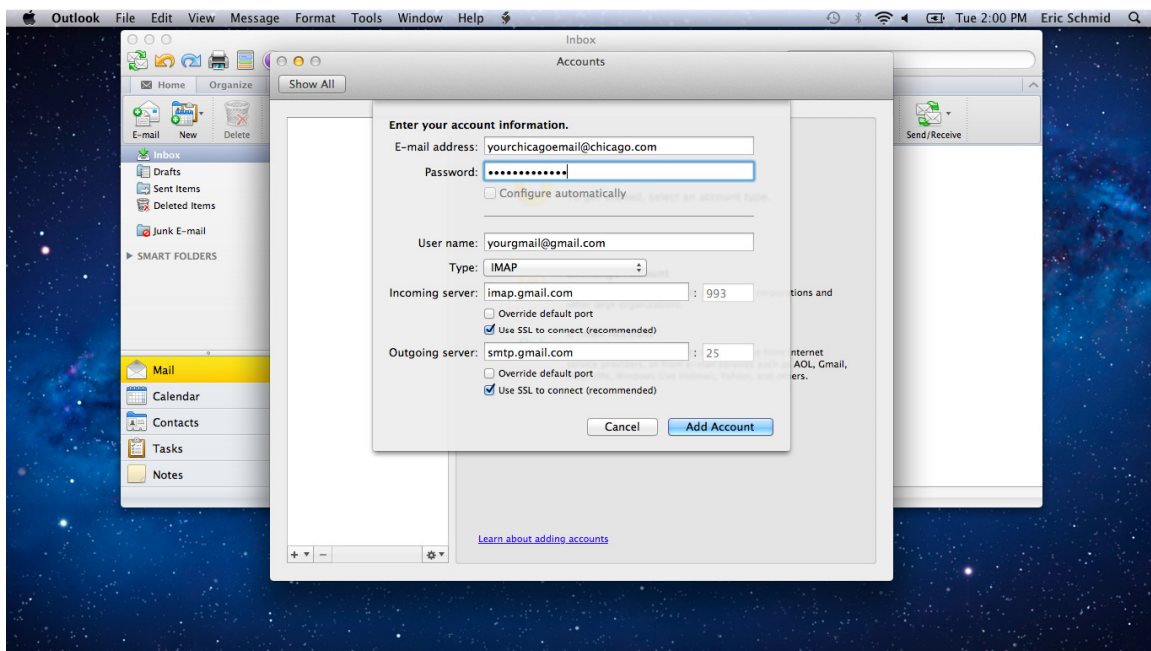
2. Go to Tools >> Accounts...



3. Select Email Account



4. Type the following:
 - Email address: yourchicagoemail@chicago.com
 - Password: yourgmailpassword
 - Username: yourgmail@gmail.com
5. Select IMAP or POP depending on your preference
6. Type the following:
 - Incoming server: imap.gmail.com (for Yahoo, use imap.mail.yahoo.com; for POP use, pop.gmail.com, etc)
7. Check the box “Use SSL to connect (recommended)”
8. Type the following:
 - Outgoing server: smtp.gmail.com (for Yahoo, use smtp.mail.yahoo.com)
9. Check the box “Use SSL to connect (recommended)”



10. Click Add Account and you have now successfully set up your @Chicago.com email identity in Outlook for Mac