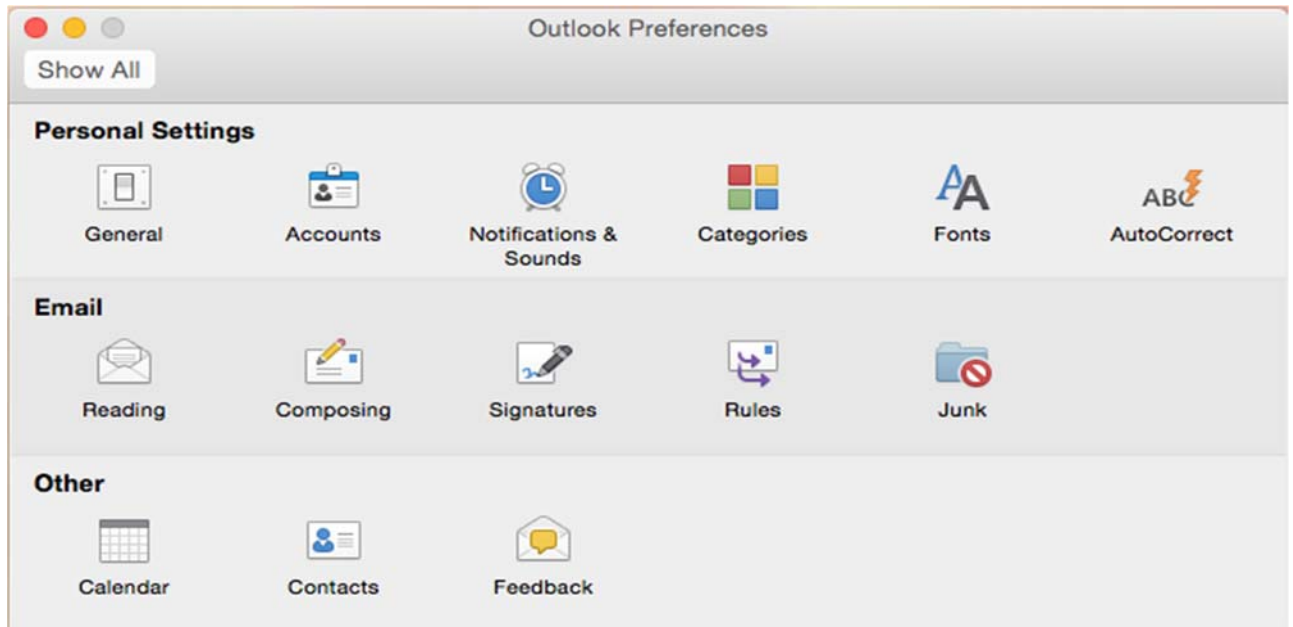


Office 365 (Outlook for Mac) - Configure Outlook 2016

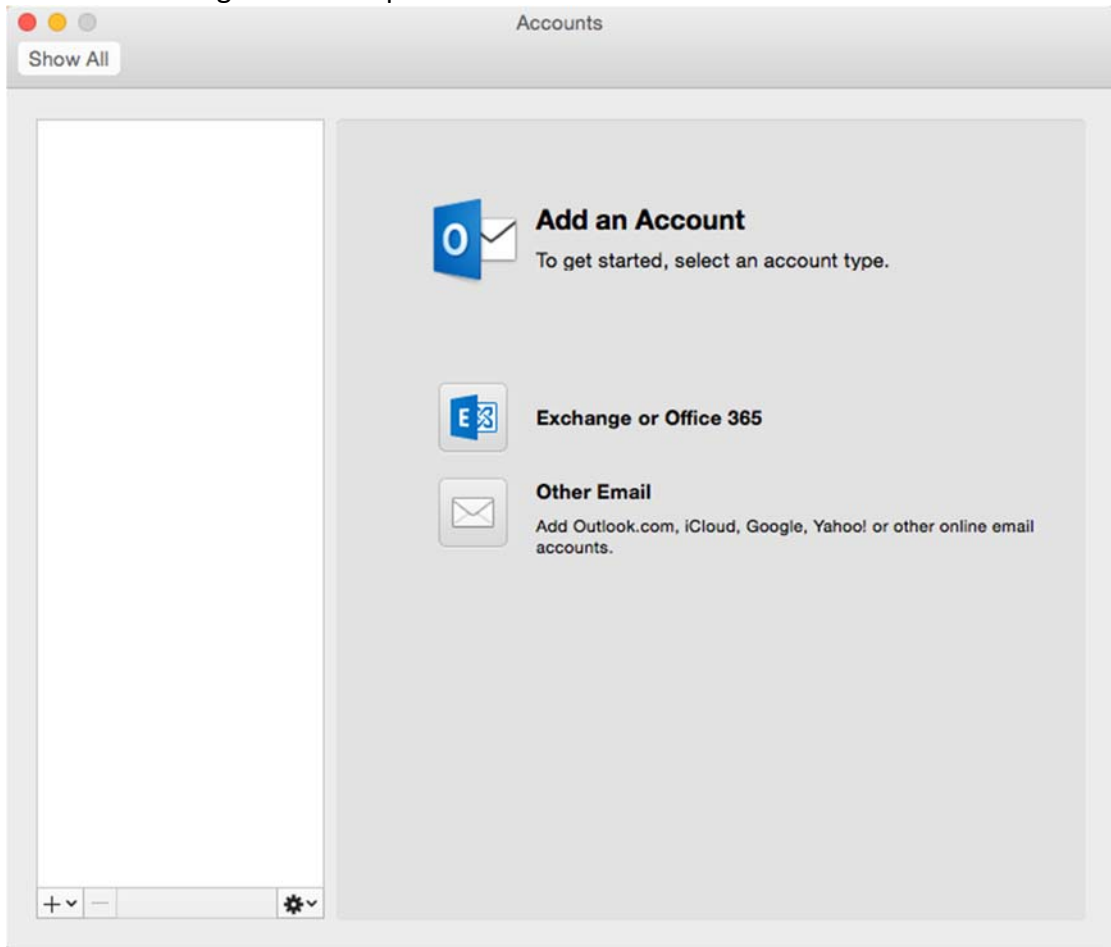
Configure Outlook for Mac

Warning: Before proceeding, make sure you have updated Outlook to the latest version (patch) currently available. If you do not update Outlook before proceeding, the potential exists that you will be **unable** to configure your account to Office 365 (you will receive an error during the configuration process).

1. Launch Outlook 15 for Mac.
2. Open the **Outlook** menu and select **Preferences**.
3. Click the **Accounts** icon from the Outlook Preferences window.



4. Click the Exchange Account option.



5. On the *Auto Account Setup* window, enter the following for each field:
 - **Email Address:** *Your email address*
 - **Method:** **User Name and Password**
 - **Username:** *Your email address*
 - **Password:** *Your password*
 - Ensure **Configure Automatically** is checked.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

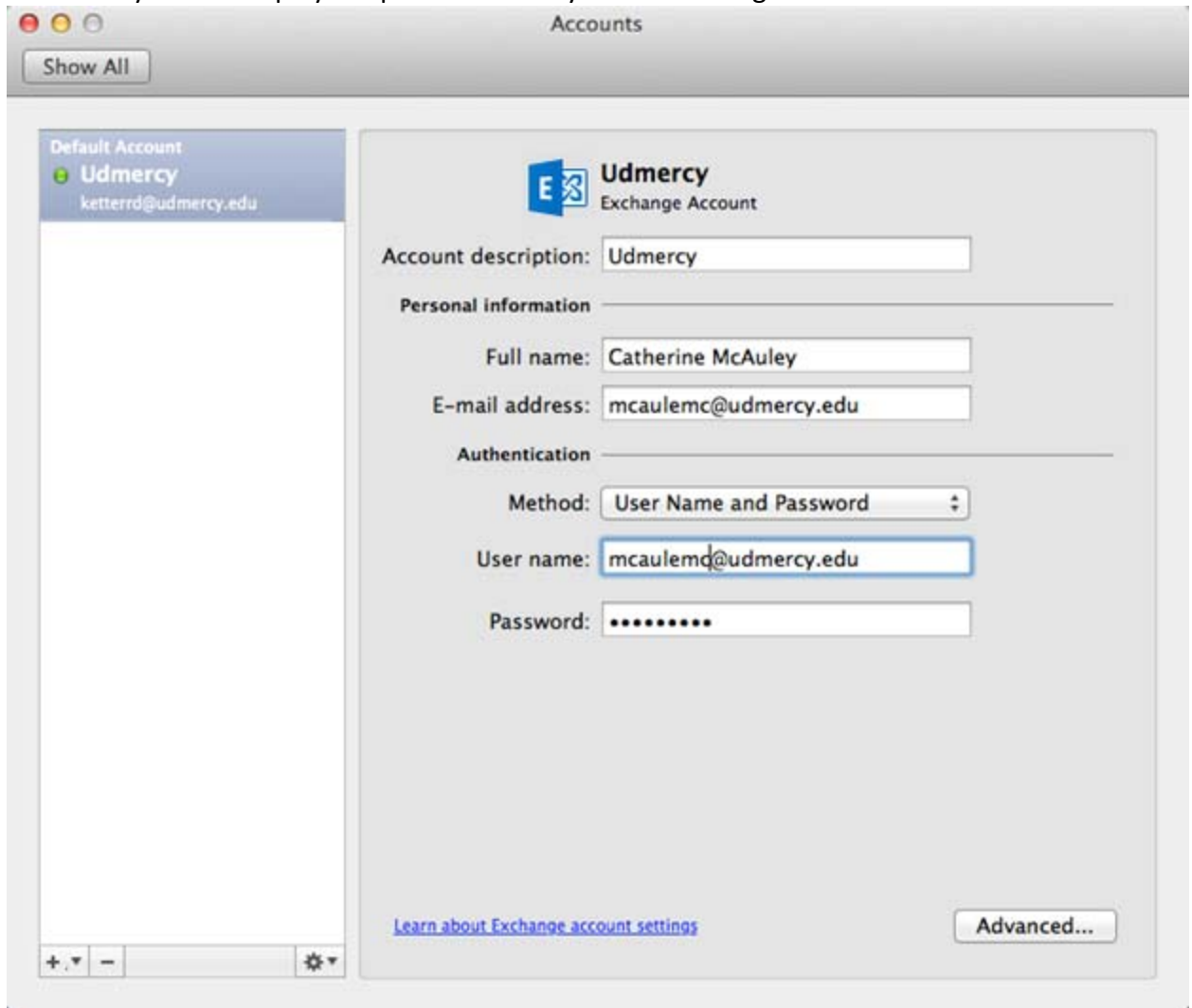
User name:

Password:

Configure automatically

6. Click **Add Account**.
Please note: If you receive an error message that your account is unable to be auto-configured, please make sure that your Outlook client is fully updated to the newest version (patch) currently available.

7. A summary will be displayed upon successfully account configuration.



8. Close the **Accounts** window to start using Outlook.