Office 365 - Outlook for Mac Exchange Configuration

These instructions step through the process of configuring your Office 365 Online account with Outlook 2011 and 2016 for Mac OS X.

Step 1

Open Outlook.

*Note: If you have not previously opened Outlook you will be provided with a “Welcome Screen”. From here click Add Account, select Exchange, then skip to step 4.

Step 2

From the “Tools” menu, select Accounts...
Step 3

From the “+” drop-down menu, select **Exchange**

Step 4

In the “**E-mail address:**” box, enter your **NetID@eushc.org** in this step I am using a test account.
Step 5

In the “User name:” box, enter your NetID@eushc.org, then enter your password in the “Password:” box. When completed, click “Add account”.

*Note: If prompted for a server address, enter outlook.office365.com, then click “Add account” again.

Step 6
You will likely be presented with an autodiscover prompt. Check the “Always use my response for this server”, then click “Allow”.

Step 7

Your account will be configured and begin synching.