

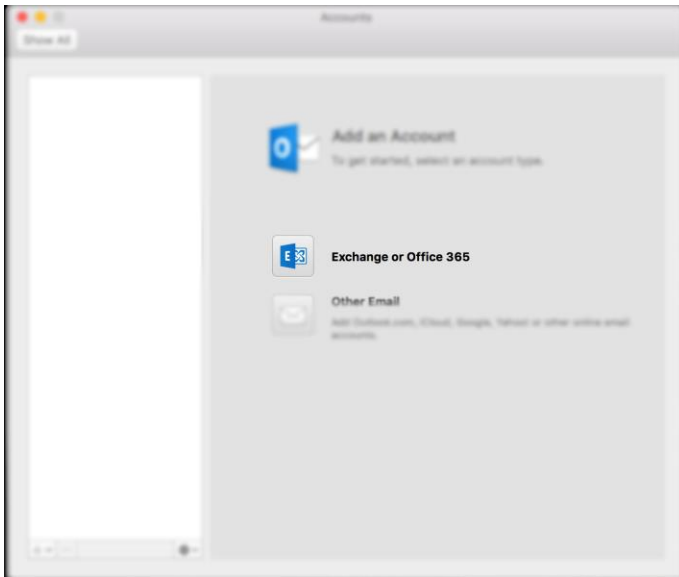
# Office 365 - Outlook for Mac Exchange Configuration

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

## Step 1

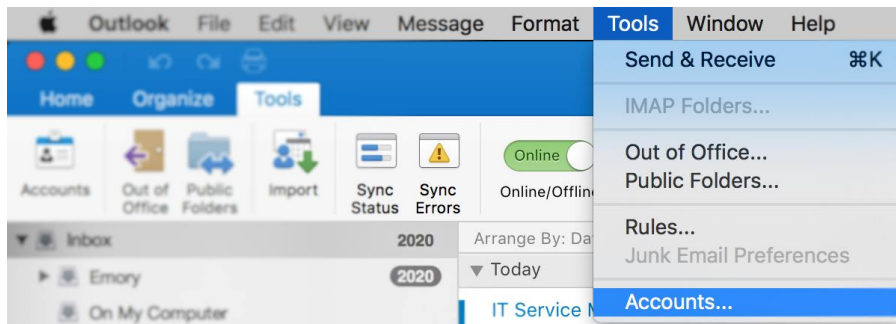
Open Outlook.

**\*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.



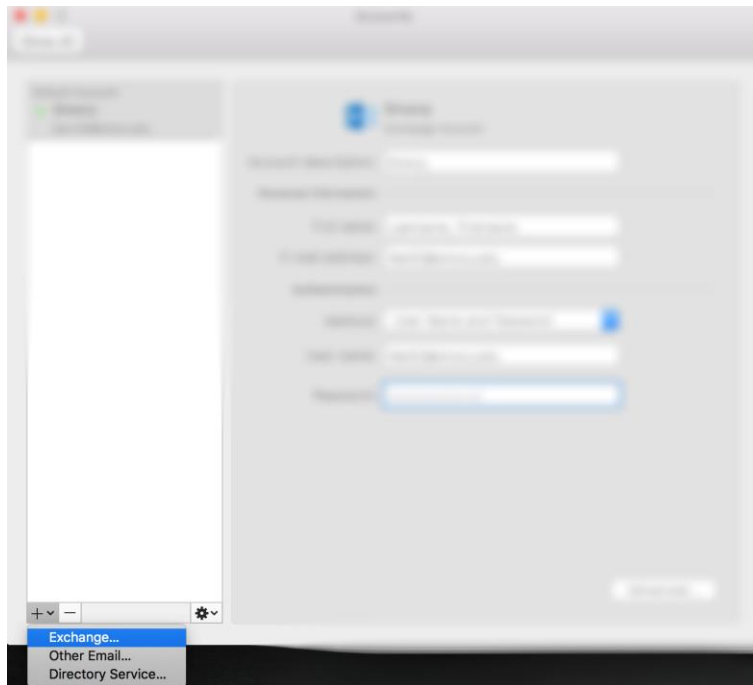
## Step 2

From the **“Tools”** menu, select **Accounts...**



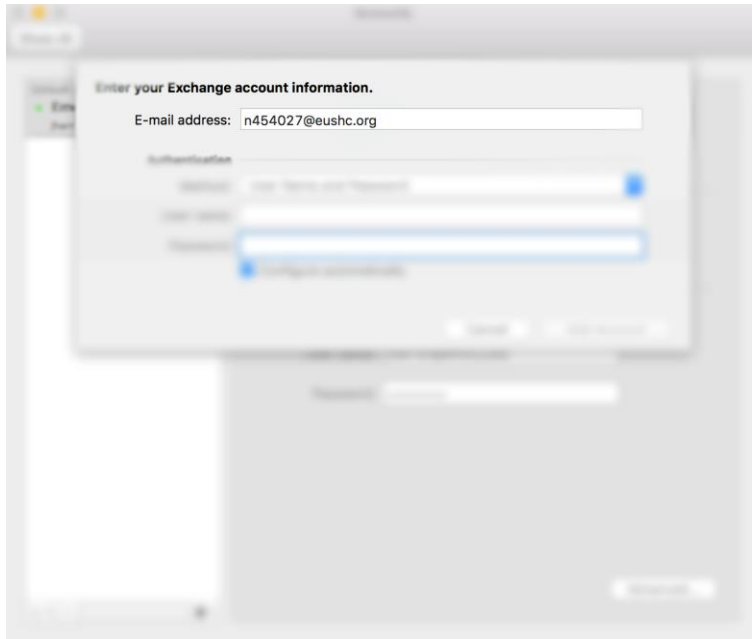
Step 3

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



Step 4

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

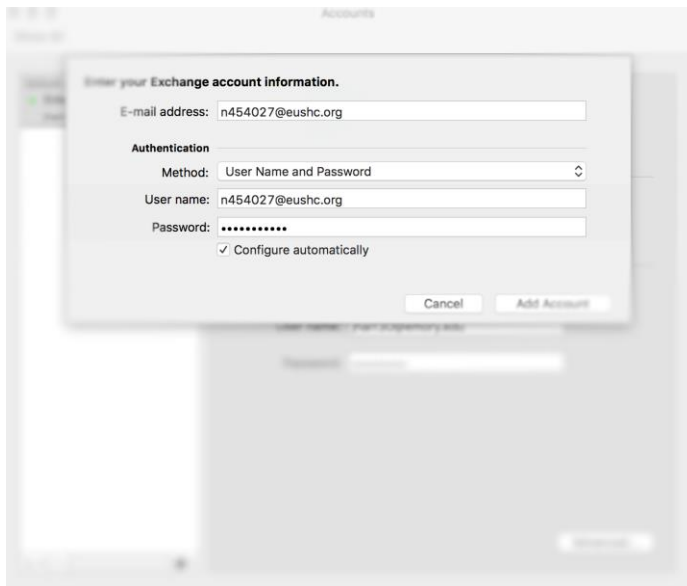


#### Step 5

In the **"User name:"** box, enter your [NetID@eushc.org](mailto:NetID@eushc.org), then enter your password in the **"Password:"** box.

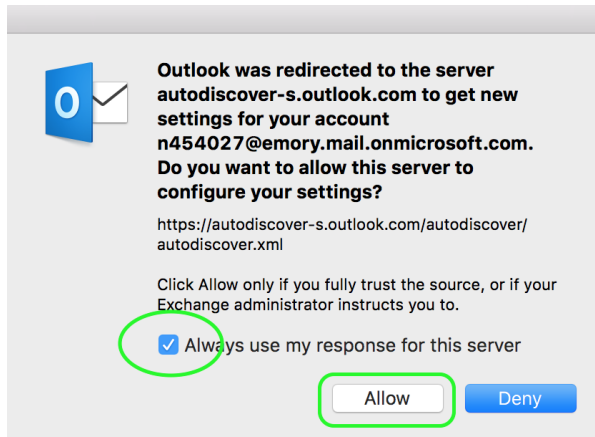
When completed, click **"Add account"**.

**\*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.