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, the 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”.

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Step 7
Your account will be configured