

Office 365 – Outlook for MAC Configuration

Written by: LITS Messaging Team

These instructions step through the process of configuring your Office 365 Online account with Outlook 2011 and

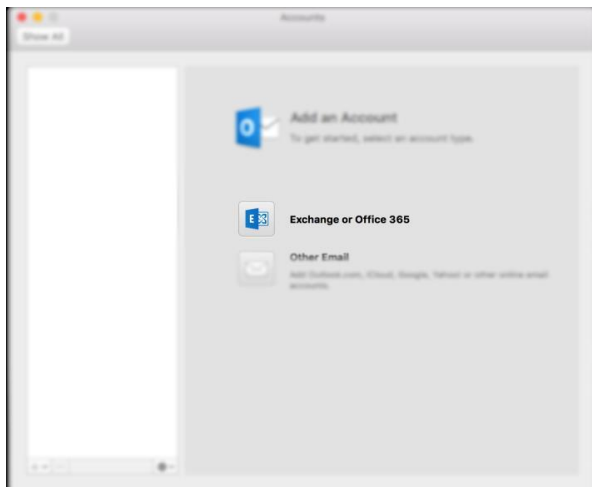
2016 for Mac OS X.

Step 1

Open Outlook.

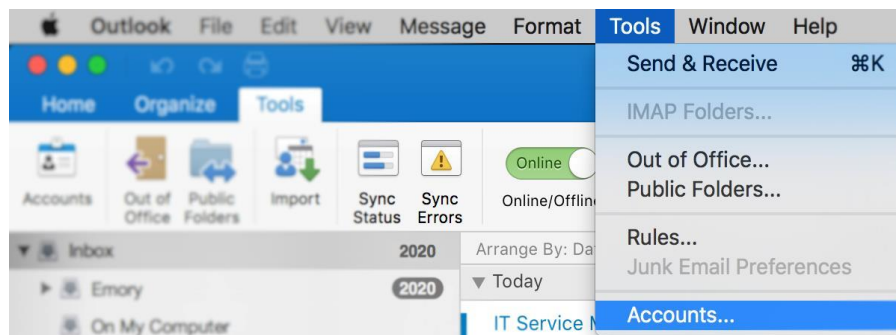
***Note:** If you have not previously opened Outlook you will be provided with a **“Welcome Screen”**. From here click

Add Account, select **Exchange**, then skip to step 4.



Step 2

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

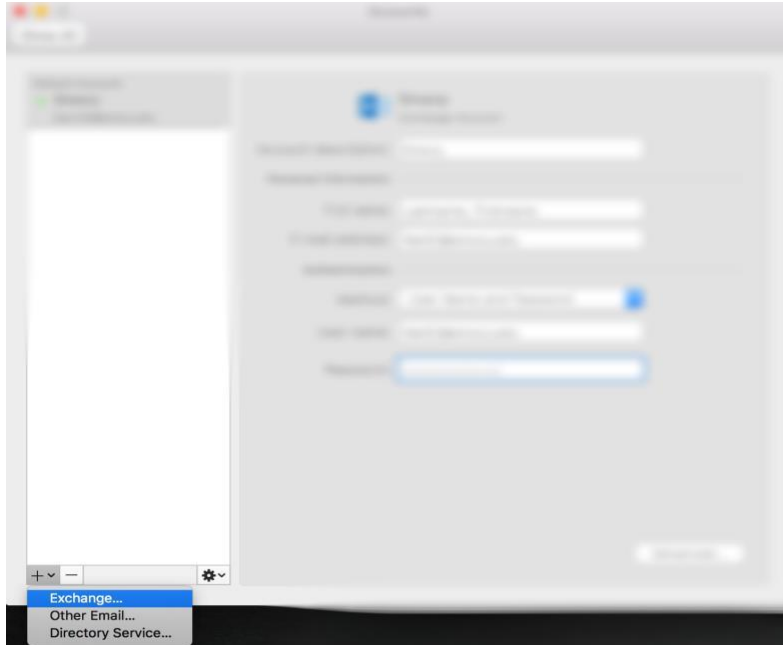


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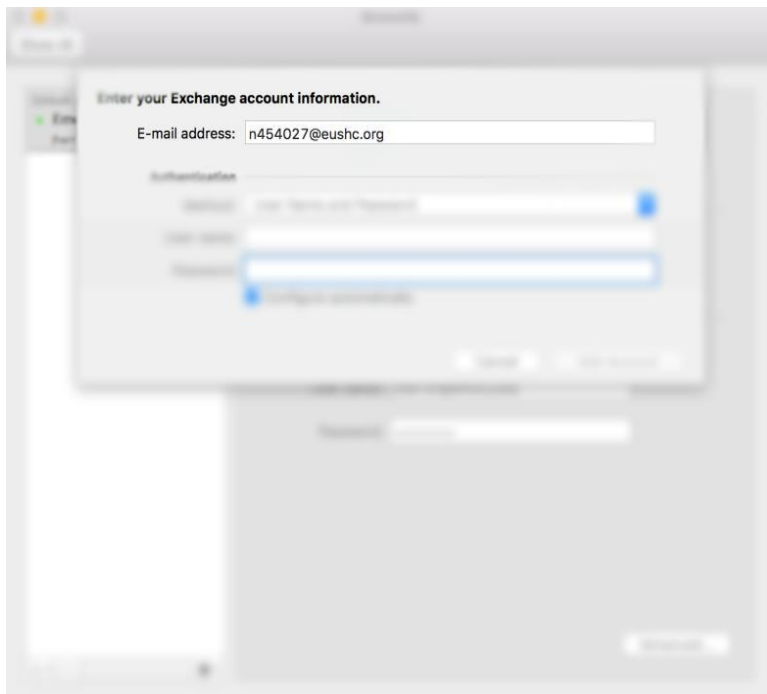
Step 3

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.



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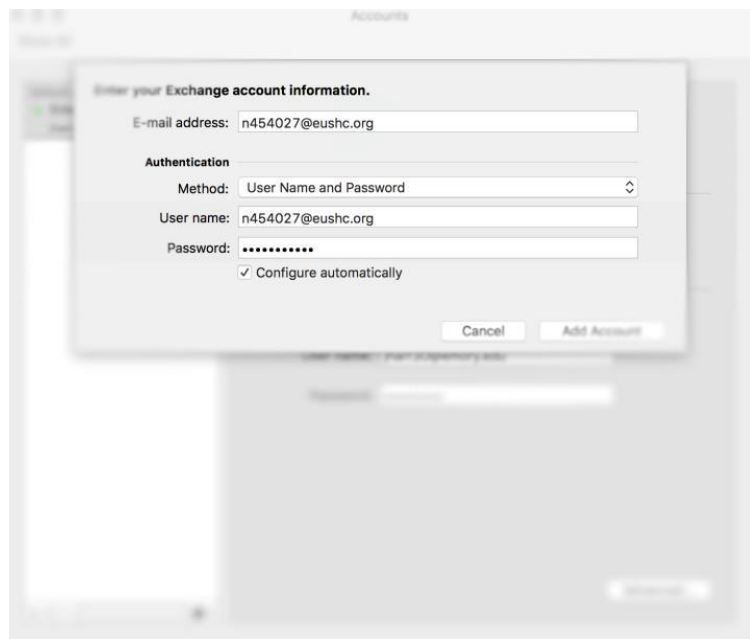
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Step 5

In the **“User name:”** box, enter your NetID@eushc.org, then enter your password in the **“Password:”** box.

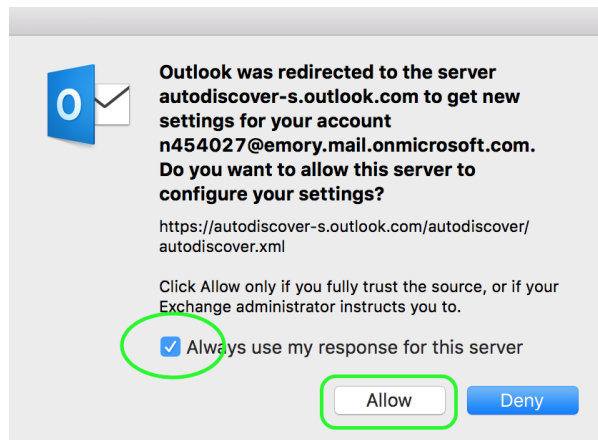
When completed, click **“Add account”**.

***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”**.



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Step 7

Your account will be configured