Configure Outlook on Mac

Objectives

- Configure Outlook after Installation
- Add a New Account
How to Configure Outlook for Mac

1. Begin by opening Outlook, if prompted, enter your personal information and push **Continue**.
a. Select your preferences and push **Continue**.
b. You are now ready to set up your account.

Congratulations! You're now ready to use Office for Mac.
2. Select the **Add Account** Option.
3. Select the **Exchange or Office 365** option.
4. Enter your account information, check the **Configure Automatically** box, and then click **Add Account**.

![Configure Outlook on Mac](image)

a. **Email Address**: NetID@email.arizona.edu  
b. **Method**: User Name and Password  
c. **User Name**: catnet\NetID
d. **Password**: NetID Password
5. Your account is now set up.
How to Add an Account to Outlook

1. Begin by opening Outlook and navigate to the dropdown menus at the top of your computer.

   a. Select the menu labeled Outlook
      i. Click on Preferences

   ii. Click on Account
2. Select the **Exchange or Office 365** option.
3. Enter your account information, check the **Configure Automatically** box, and then click **Add Account**.

![Configure Outlook on Mac](image)

a. **Email Address**: NetID@email.arizona.edu
b. **Method**: User Name and Password
c. **User Name**: catnet\NetID
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4. Your account is now set up.