

ADD AN EMAIL ACCOUNT TO YOUR MAC

Outlook

Here's how to set up your email using Outlook, on your Mac desktop.

1. Select Outlook > **Preferences** > **Account**.
2. Click the plus (+) sign > **New Account**.
3. Type your email address > **Continue**.
4. Type your password > **Add Account**.
5. Select **Done** to start using Outlook for Mac.

Apple Mail

Here's how to set up your email using Apple Mail, on your Mac desktop.

1. Open Apple Mail.
2. Your next step depends on if you have already set up an email account, or not.
 - a. **If you have already set up an email account**, click the **Mail** menu, and select **Add Account...**
 - b. **If you haven't set up an account**, skip to the next step.
3. Select **Exchange**.
4. Click **Continue**.
5. Complete the following details:

- Name
- Email Address
- Password

6. Click **Sign In**.
7. If you receive the warning *"Internet Accounts couldn't log in to the Exchange server..."*, enter the following extra details:

- Enter a description for the account
- Enter your full Office 365 email address
- **Enter the Server Address: Type outlook.office365.com**

8. Click **Continue**.
9. Select the application you want to sync with your Office 365 email address.
10. Click **Done**.