

## Knowledge Base

### Add Office 365 Account to Outlook for Mac

#### Purpose & Overview:

This document will outline the process of adding an Office 365 account to Outlook for Mac.

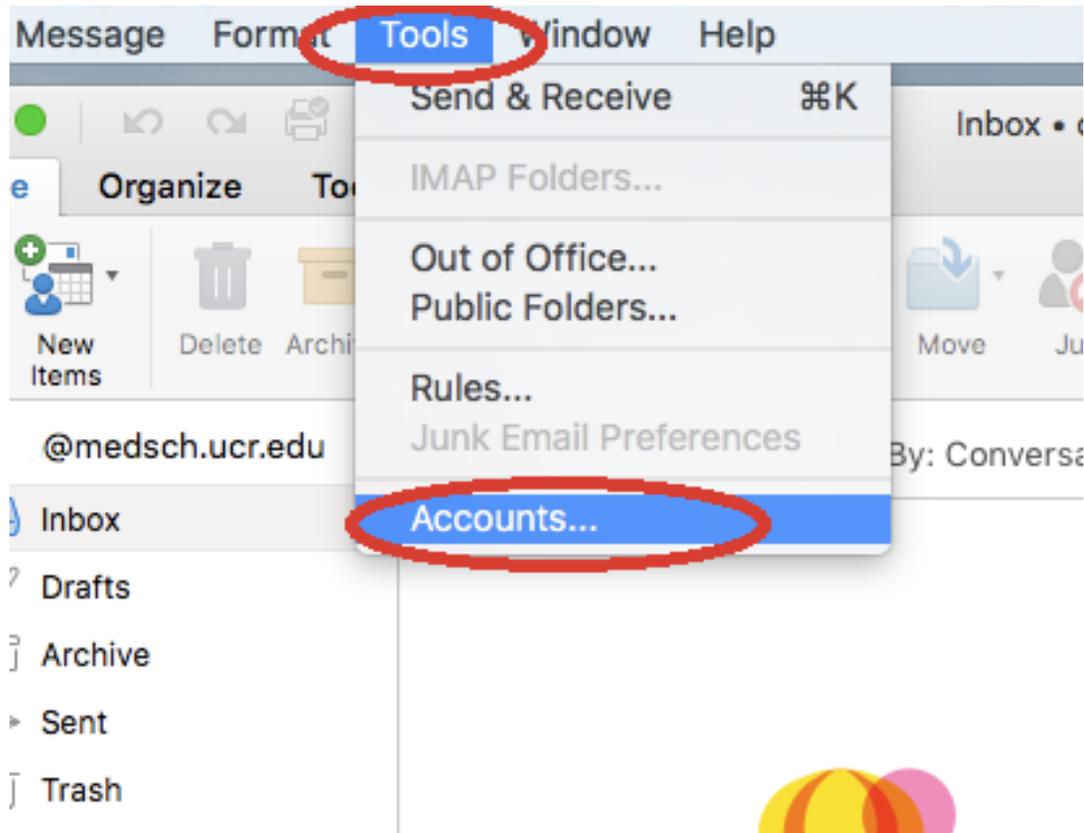
#### Support Info:

1. Open Outlook.



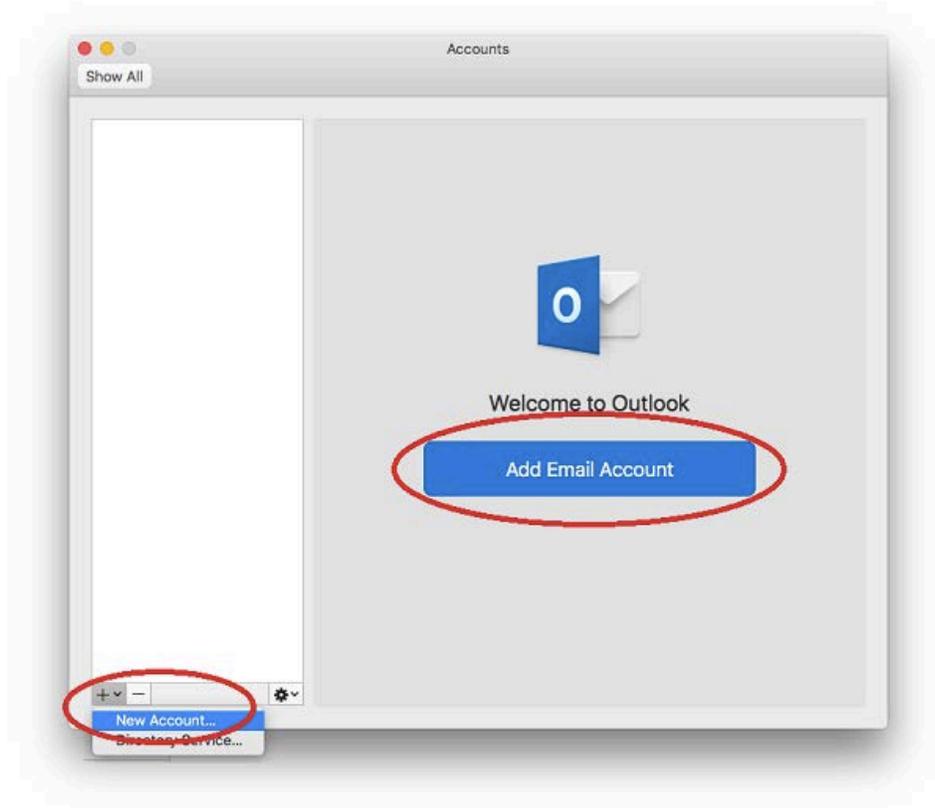
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2. *If this is the first account you are adding to Outlook, skip to step 3.* Otherwise, click on the “Tools” tab and select “Accounts”.



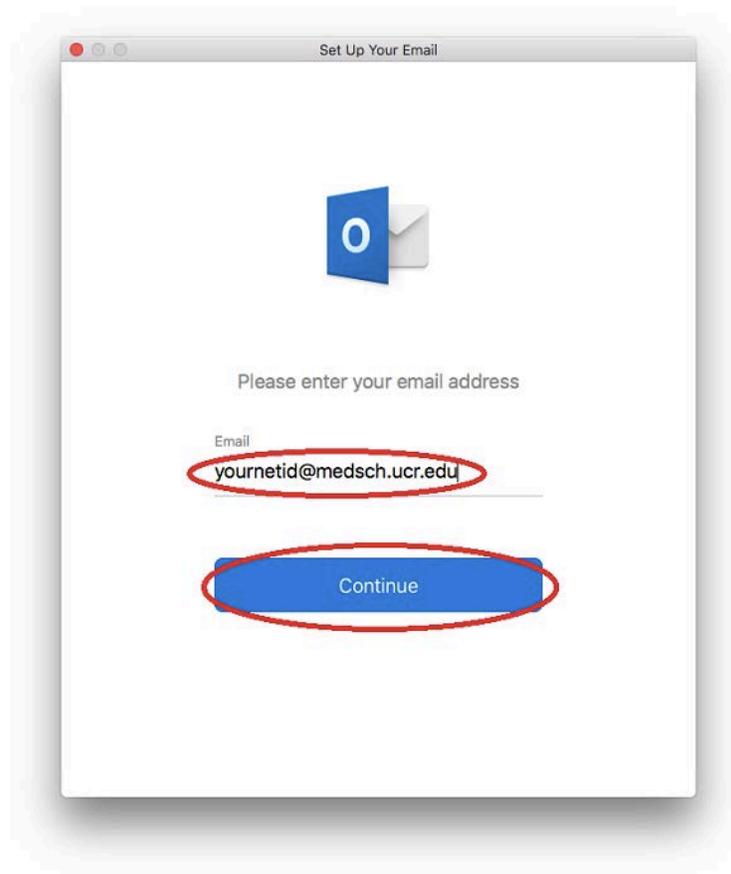
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3. Click on “Add Email Account” or the plus icon and select “New Account...”



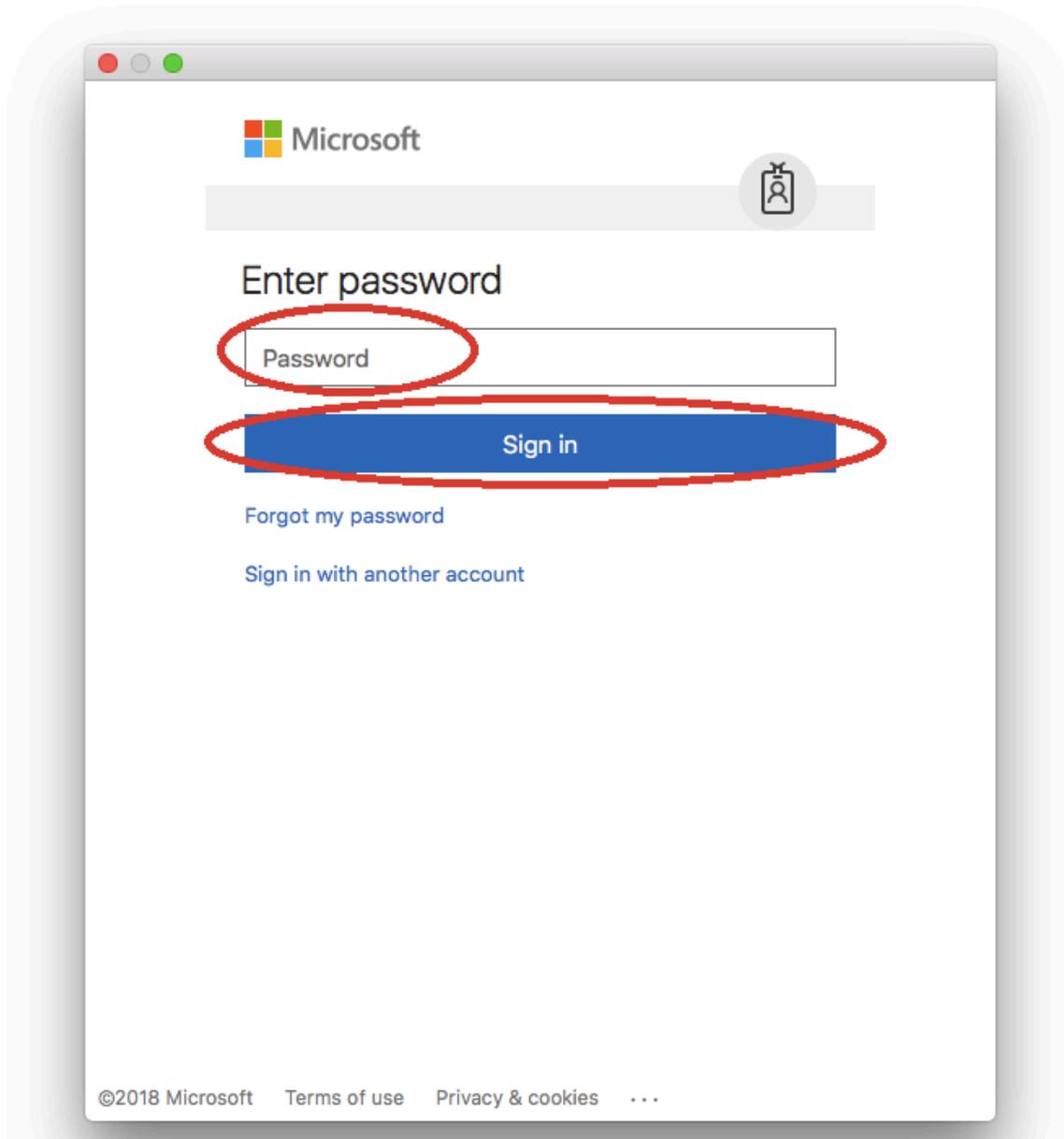
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4. Enter **yournetid@medsch.ucr.edu** and click on “Continue”.



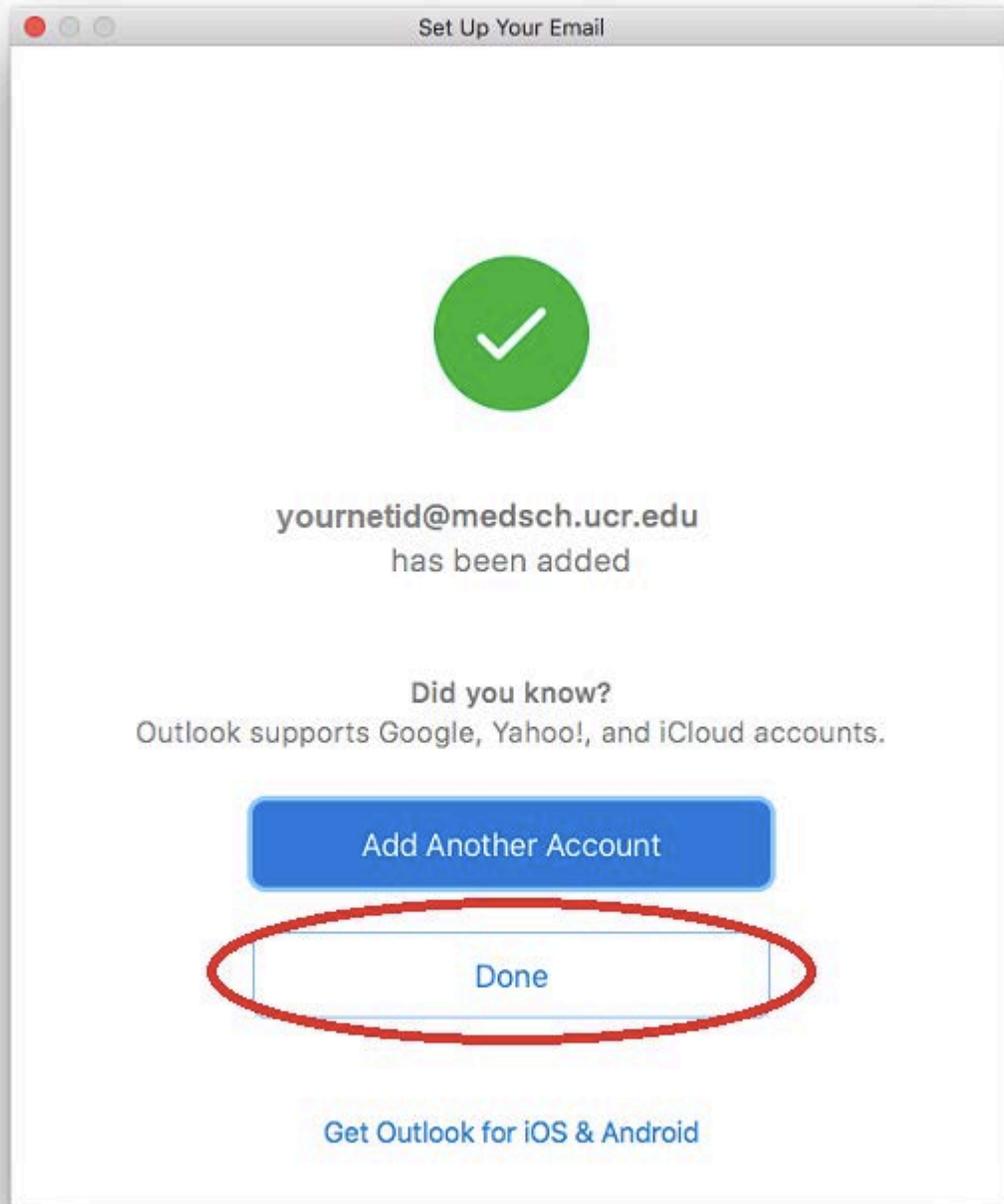
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5. Enter your password and click "Sign in".



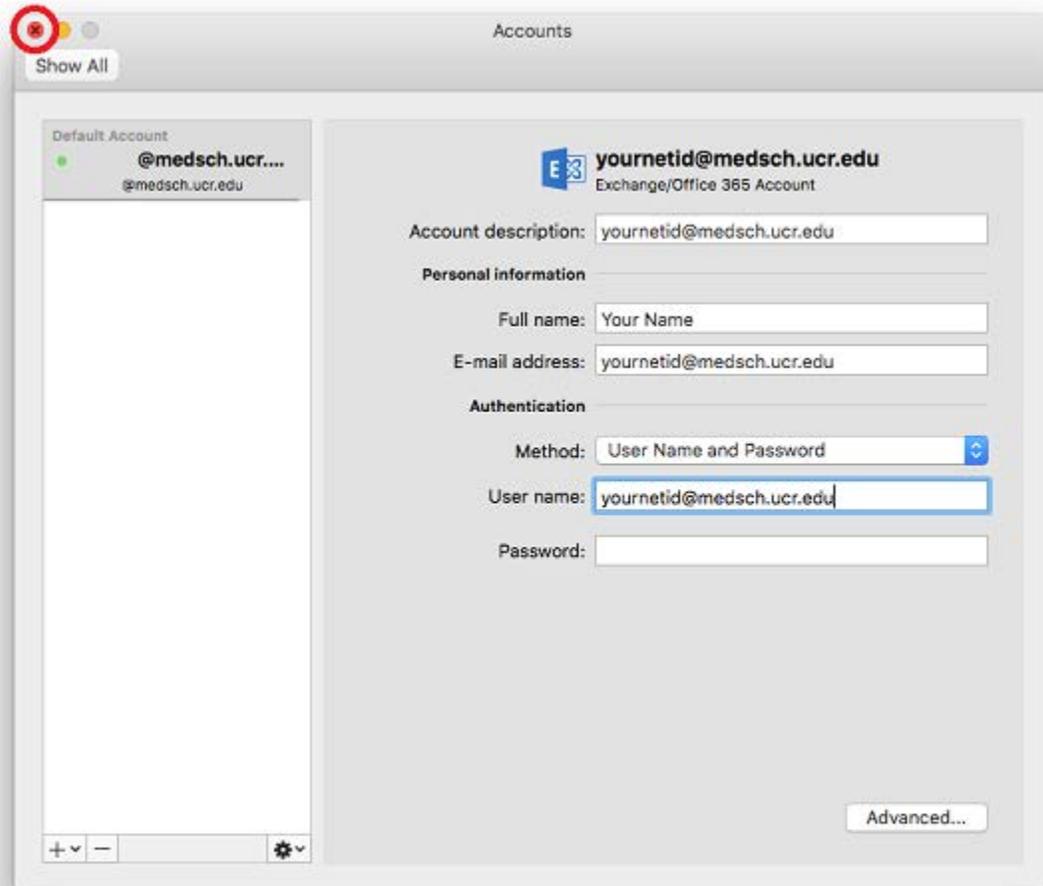
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6. Unless you have another account to add, click on “Done.”



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7. Click the red "x" to close the account settings page.



8. Your account has now been configured.