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.





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".





- 3. Click on "Add Email Account" or the plus icon and select "New Account..."



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



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





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.

Oefault Account Omedsch.ucr @medsch.ucr.edu	E S yo	urnetid@medsch.ucr.edu hange/Office 365 Account
	Account description: yo	urnetid@medsch.ucr.edu
	Personal information	
	Full name: Yo	ur Name
	E-mail address: yo	urnetid@medsch.ucr.edu
	Authentication	
	Method: U	ser Name and Password
	User name: yo	urnetid@medsch.ucr.edu
	Password:	
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8. Your account has now been configured.