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.
Knowledge Base

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”.
Knowledge Base

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

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

![Email Setup Screenshot](image-url)
Knowledge Base

5. Enter your password and click “Sign in”.

![Microsoft login screen](image)
Knowledge Base

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

7. Click the red “x” to close the account settings page.

8. Your account has now been configured.