



Outlook 2016 for Mac

Configuring an Office 365 Mailbox

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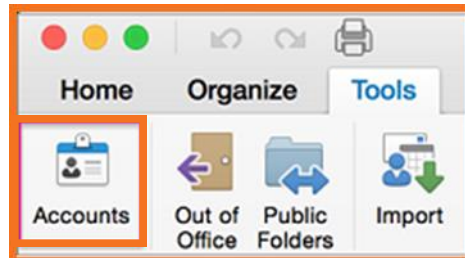
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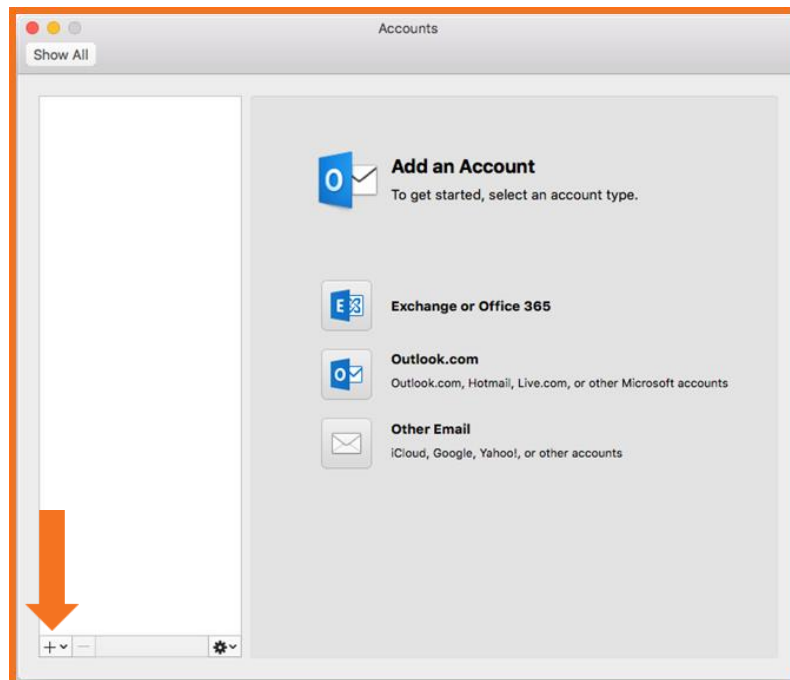
Requirements:

- An Office 365 Account
- You have run the most recent Microsoft updates. For more information on how to update your machine visit this site:

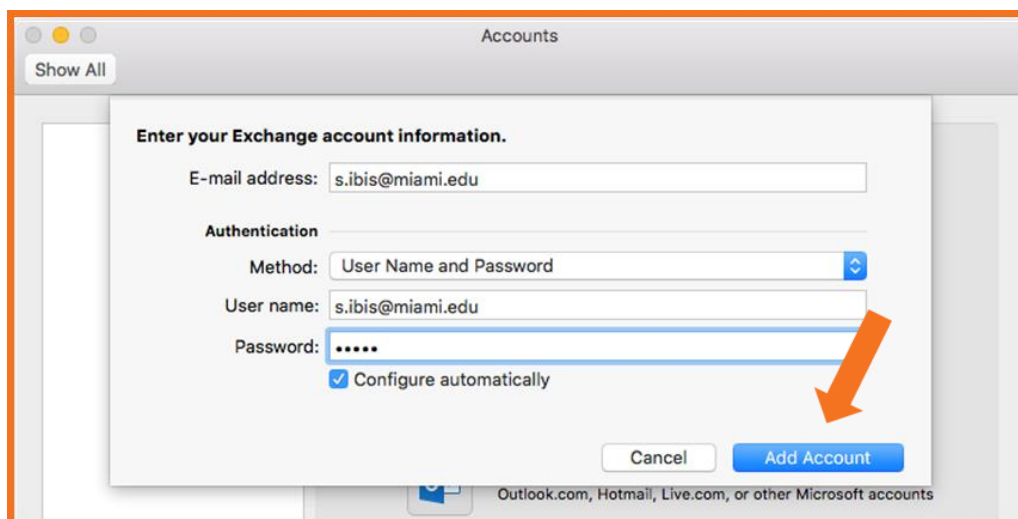
1. Open Microsoft Outlook 2016.
2. In Outlook, select **Tools** > **Accounts**.



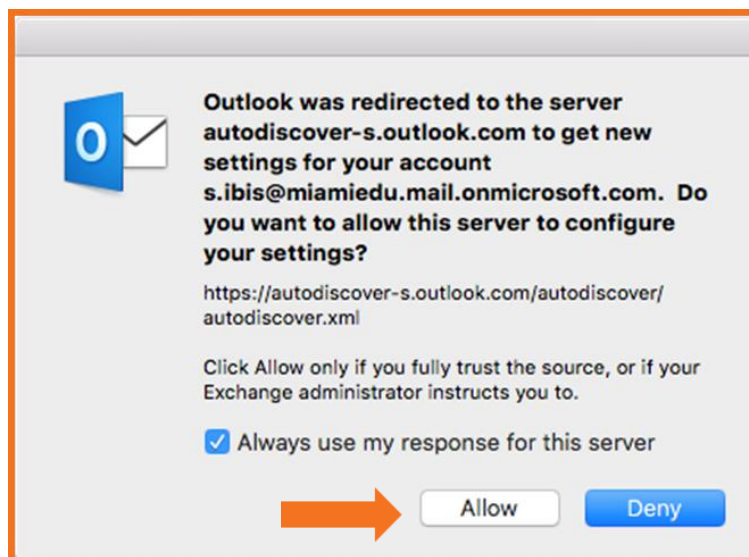
3. In the **Accounts** box, select **Exchange or Office 365**. (If you don't see this screen, it's possible you already have one or more accounts in Outlook 2016 for Mac. Just click the + at the bottom of the screen to add another account.)



- In the Enter Account Information window that appears enter the following information:
 - Email Address:** Your University address (i.e. s.ibis@miami.edu)
 - User Name:** Your University address (i.e. s.ibis@miami.edu)
 - Password:** Your password
 - Leave **Configure Automatically** checked
 - If prompted for the server address, enter outlook.office365.com
- Click **Add Account** when done.



- You might see a redirection message. If so, check **Always use my response for this server > Allow**.



7. When properly set up, your account will appear in the left hand side of the Accounts window with a green circle next to it. Outlook will begin to populate with your messages.

