



## **Outlook 365 for Mac**

**Configuring an Office 365 Mailbox**

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## Configuring Outlook 365 for Mac

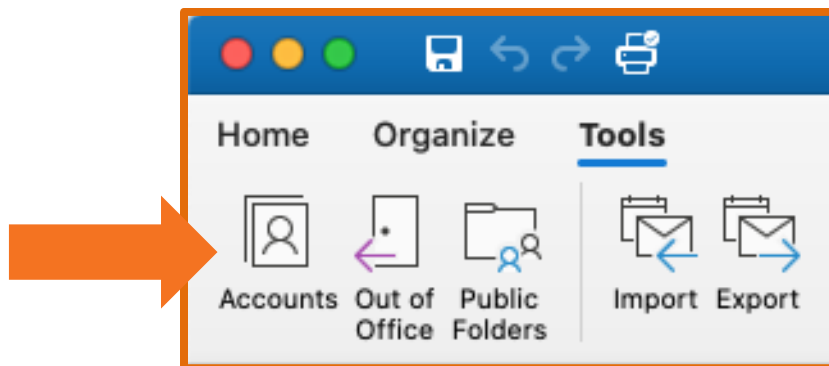
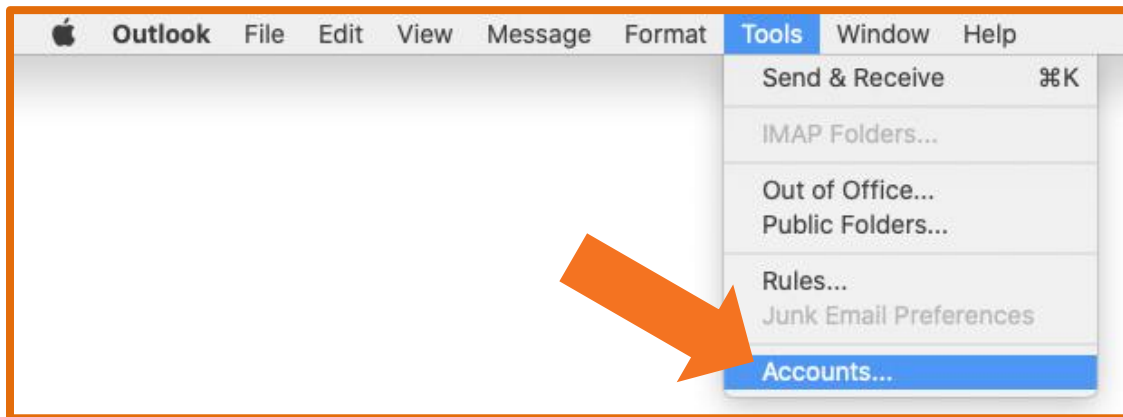
### Requirements:

1. An Office 365 Account
2. You have [Office for Office 365 installed on your computer](#)
3. The latest Microsoft Office updates have been applied

### Adding an Account

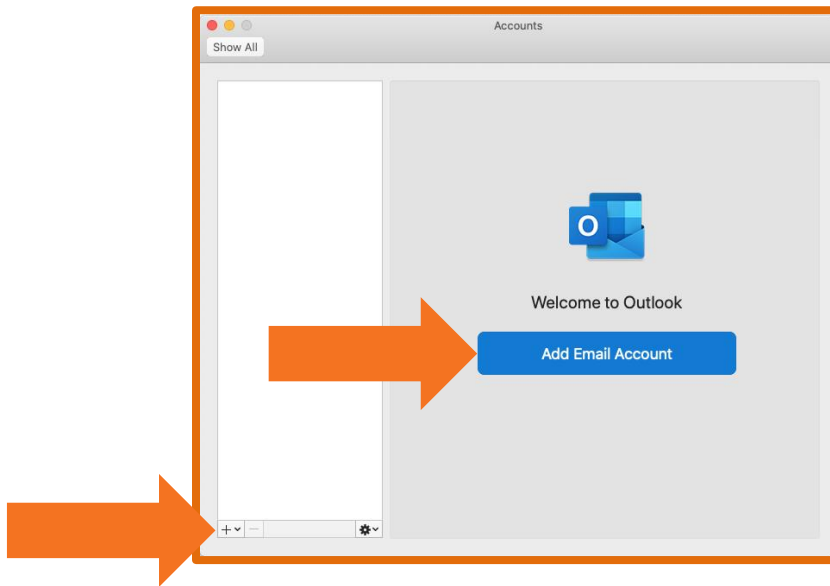
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1. Open Microsoft Outlook.
2. In Outlook, select **Tools** > **Accounts**.



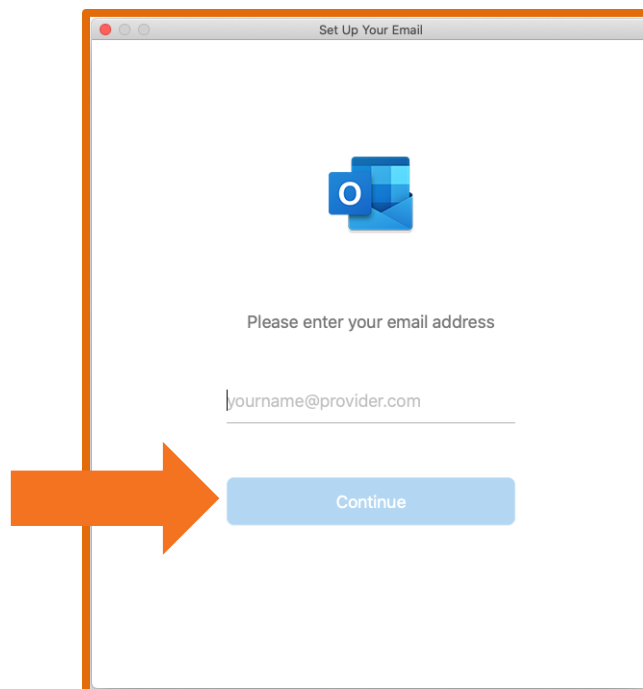
3. Click select **Add Email Account**.

- If you don't see this screen, it's possible you already have one or more accounts configured. Click the **+** at the bottom left of the screen to add another account.

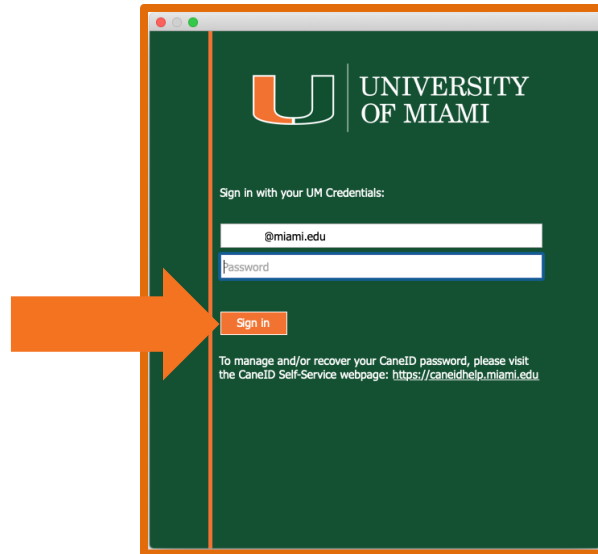


4. Provide your email address in the Set Up Your Email window.

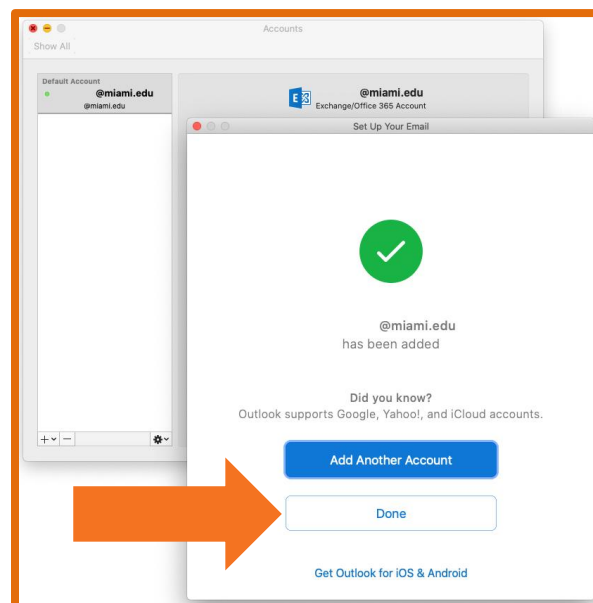
5. Click **Continue**.



6. The UM Single Sign-On screen will appear. Provide your password in the Password field.
7. Click **Sign in**.
8. Complete the Duo prompt.



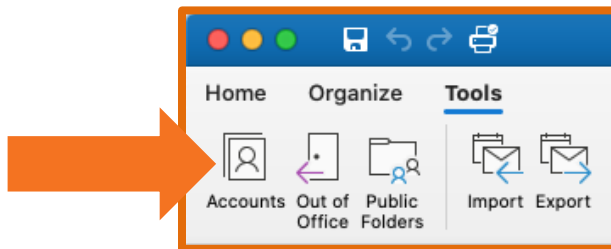
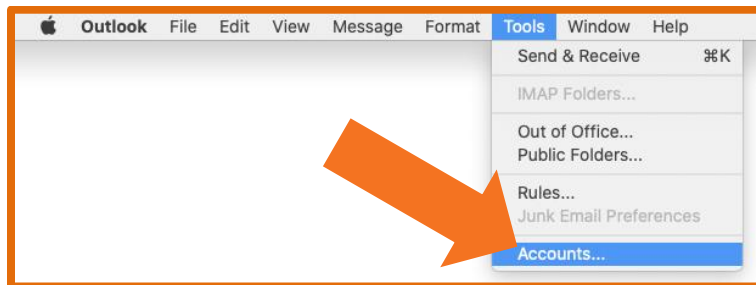
9. The Set Up Your Email window should state your email address was added. Click **Done** or **Add Another Account** if needed.
10. Your account will appear in the left-hand side of the Accounts window with a green circle next to it. Outlook will begin to populate with your messages.



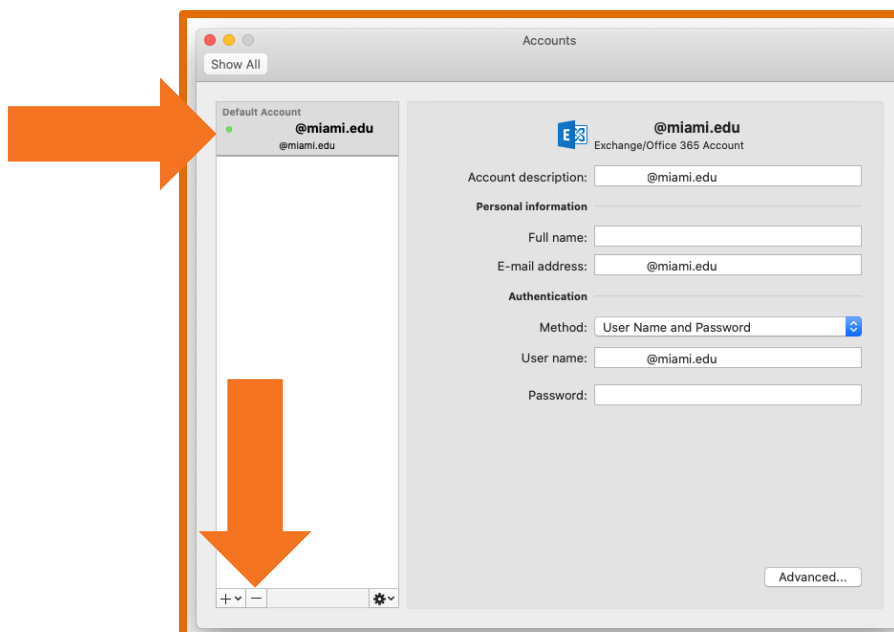
## Removing an Account

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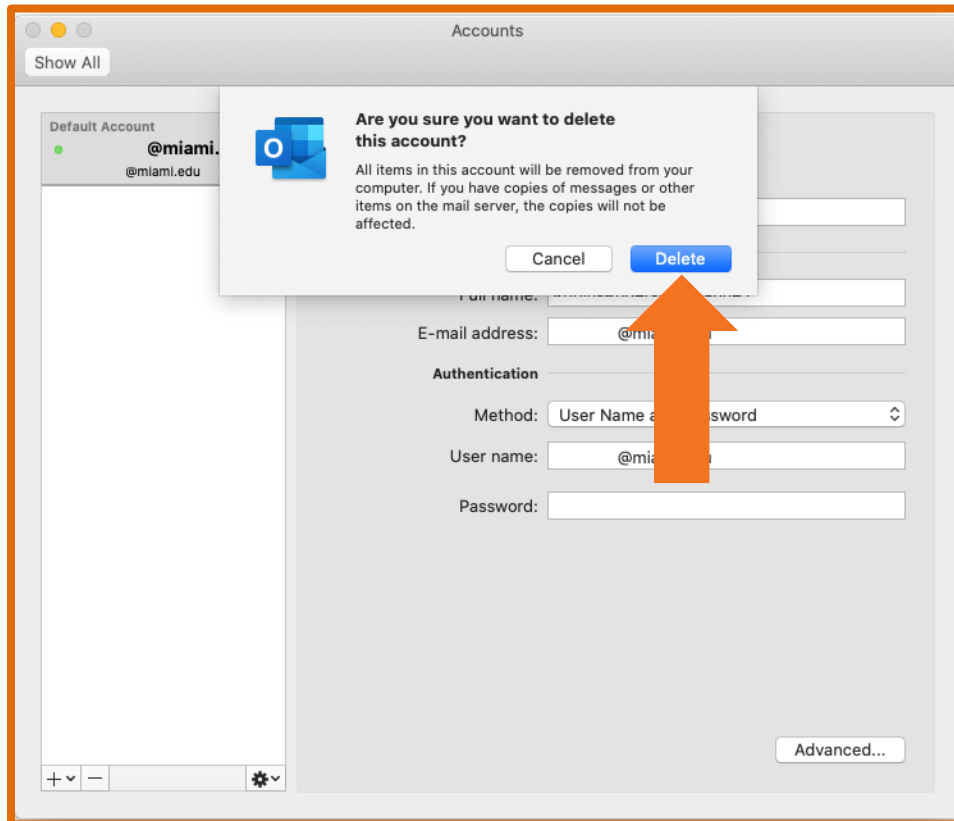
1. Open Microsoft Outlook.
2. In Outlook, select **Tools > Accounts**.



3. In the Accounts window, select the account you would like to remove and click the – icon in the bottom left-hand corner.



4. Click **Delete** in the window that appears.



5. The account will remove itself from Outlook and should no longer appear in the Accounts list.