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

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.
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

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.