

# Office 365 Setup in Outlook for Mac

## Outlook for Mac 2011

1. Open Outlook for Mac 2011. On the **Tools** menu, click **Accounts**. If this is the first account you're creating in Outlook 2011, under **Add an Account**, click **Exchange Account**.

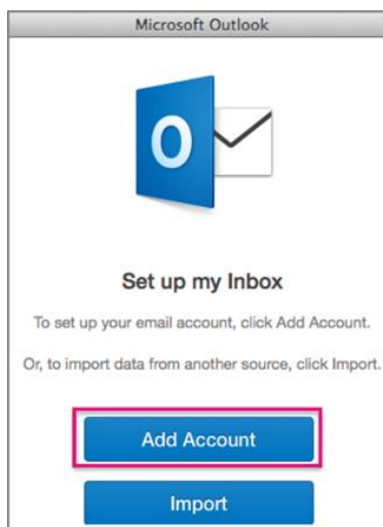
If you've previously created an email account for a different email address, in the lower corner of

the **Accounts** dialog box, click , and then click **Exchange**.

1. On the **Enter your Exchange account information** page, type your email address.
2. Under **Authentication**, make sure **User Name and Password** is selected.
3. In the **User name box**, type your complete email address. In the **Password box**, type your password.
4. Make sure **Configure automatically** is selected, and then click **Add Account**.
5. After you click **Add Account**, Outlook will perform an online search to find your email server settings. In the dialog box that asks if you want to allow the server to configure your settings, select the **Always use my response for this server** check box, and then click **Allow**.
6. If Outlook is able to set up your account, you'll see the account you set up in the **Accounts** dialog box. Close the **Accounts** dialog box. If Outlook isn't able to set up your account, see the next section in this article.

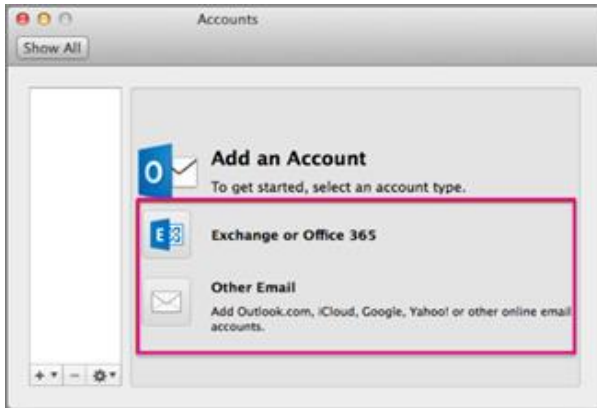
## Outlook for Mac 2016

1. On the setup page, click **Add Account**.



2. Click the account type you want to add:

- Click **Exchange or Office 365** to add your work or school email account. Please check with your help desk to see what type of account you have.
- Click **Other Email** to add your personal, online email account, like Outlook on the web, Google, iCloud, etc.



3. Enter your account information and click **Add Account**.

This image shows the account set-up page for Exchange or accounts with Office 365 subscriptions.

A screenshot of the 'Enter your Exchange account information' dialog box. The title is 'Enter your Exchange account information.' The form contains the following fields: 'E-mail address' with the value 'kerimills@contoso.com'; 'Authentication Method' set to 'User Name and Password'; 'User name' with the value 'Contoso/kerimills'; and 'Password' which is masked with asterisks. There is a checked checkbox for 'Configure automatically'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Add Account'.

**NOTE** For a work or school account with Office 365 subscriptions, please make sure you use your email address for both the **Email address** and **User name** fields.

All the accounts you add will show in the left pane.

**TIPS** You can add more email accounts from the **TOOLS** tab.

