Outlook 2016 for Mac

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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:

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.)
4. 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

5. Click **Add Account** when done.

6. 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.