Configure Outlook for Mac

Warning: Before proceeding, make sure you have updated Outlook to the latest version (patch) currently available. If you do not update Outlook before proceeding, the potential exists that you will be unable to configure your account to Office 365 (you will receive an error during the configuration process).

1. Launch Outlook 15 for Mac.

2. Open the Outlook menu and select Preferences.

3. Click the Accounts icon from the Outlook Preferences window.
4. Click the Exchange Account option.
5. On the *Auto Account Setup* window, enter the following for each field:
   - **Email Address:** *Your email address*
   - **Method:** *User Name and Password*
   - **Username:** *Your email address*
   - **Password:** *Your password*
   - Ensure **Configure Automatically** is checked.

![Auto Account Setup Window](image)

6. Click **Add Account**.
   
   **Please note:** If you receive an error message that your account is unable to be auto-configured, please make sure that your Outlook client is fully updated to the newest version (patch) currently available.
7. A summary will be displayed upon successfully account configuration.

8. Close the Accounts window to start using Outlook.