

Add an Office 365 Email Account to Outlook for Mac

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Once the mailbox is ready to go, you can add the account to your preferred email application. Whilst you can add your account to most modern email clients, the recommendation is to use Outlook.

For Office 365 (Exchange Online), the supported versions of Outlook are:

Outlook 2016 for Mac

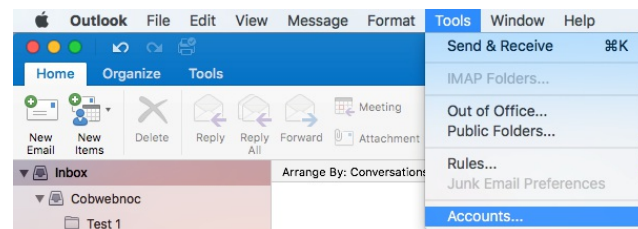
Outlook for Mac for Office 365

You will need to have the password for the account ready when setting up in Outlook for Mac.

Outlook for Mac

If you have not set up an account in Outlook, you will be prompted automatically to add an account. Otherwise, you can add the account alongside any existing accounts in Outlook for Mac.

1. Open Outlook for Mac
2. Go to 'Tools > Accounts'



3. Select the '+' icon in the lower left
4. Select **New Account**
5. Enter the email address of the account you want to add

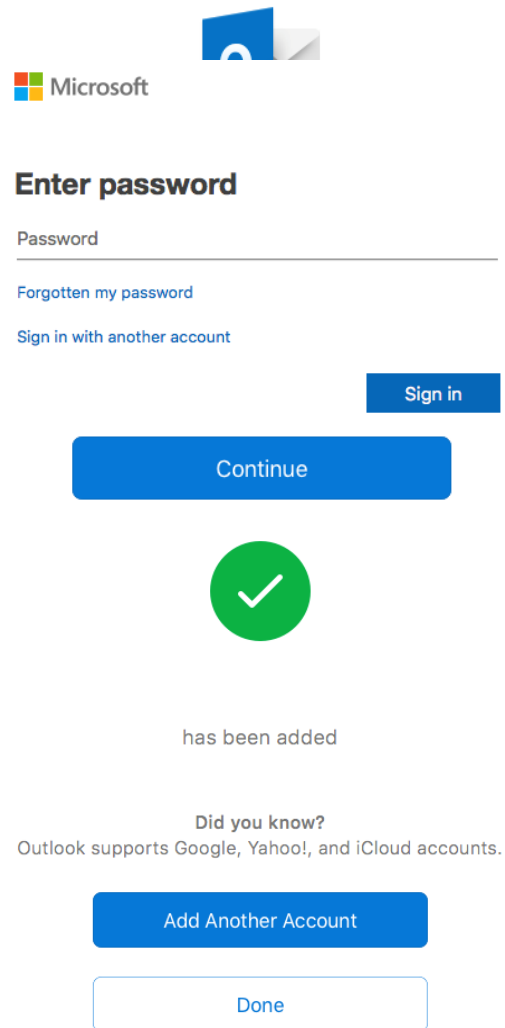
6. Press **Continue**

7. When prompted, enter the password for the account

8. Press **Sign In**

9. Press **Done**

NOTE: It may take a bit of time for Outlook to synchronise your data with the Office 365 server. During this time, some folders may appear empty.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. A password input field is present, followed by links for "Forgotten my password" and "Sign in with another account". A "Sign in" button is located in the top right corner. A large blue "Continue" button is centered on the screen. Below the "Continue" button is a green circular icon with a white checkmark. Underneath the icon, the text "has been added" is visible. Further down, there is a "Did you know?" section stating "Outlook supports Google, Yahoo!, and iCloud accounts." At the bottom, there are two buttons: a blue "Add Another Account" button and a white "Done" button with a blue border.