Microsoft 365 Email and Calendaring - Configure Outlook 2016 for Mac

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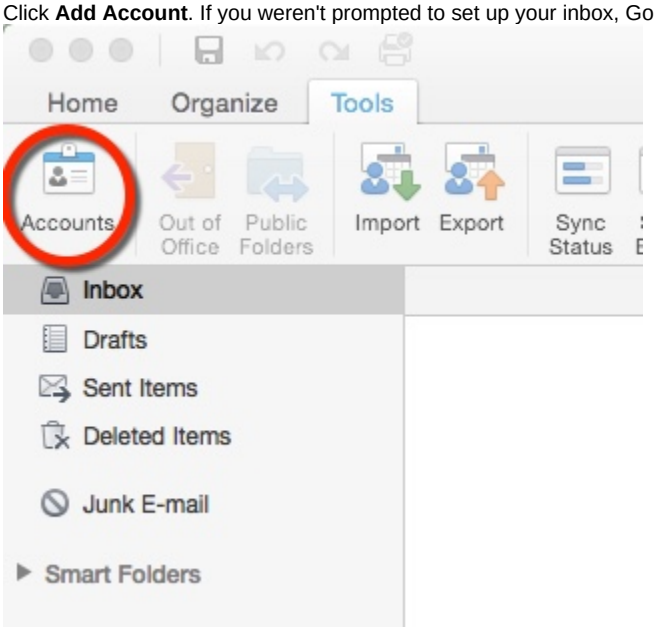
If you have just had your mailbox migrated to Microsoft 365 Email and Calendaring, see the Post-Migration and Modern Authentication Microsoft 365 Email and Calendaring Setup page for how to get up and running.

This article refers to the Microsoft 365 Email and Calendaring. If you're looking for Exchange Email and Calendaring on the Exchange On Prem Server, see: [istcontrib:MIT Email Setup Landing].

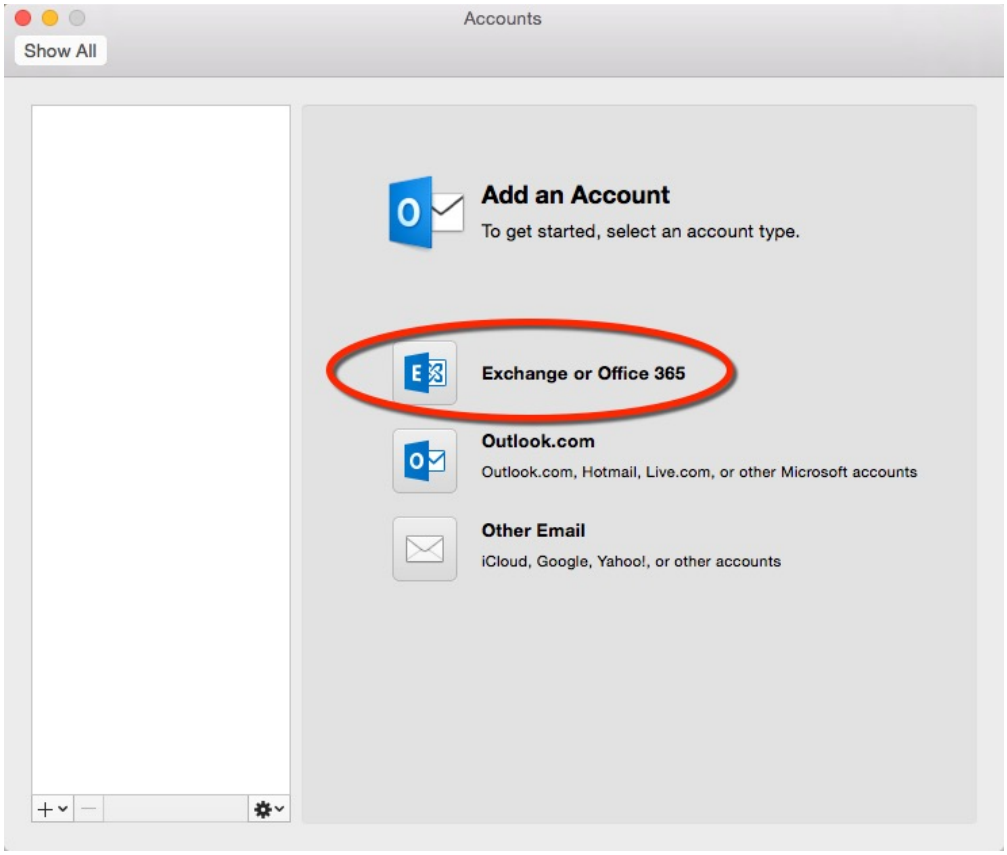
If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Microsoft 365?]

If you do not already have a copy of Outlook, you can obtain it with the rest of Office from the IS&T Software grid.

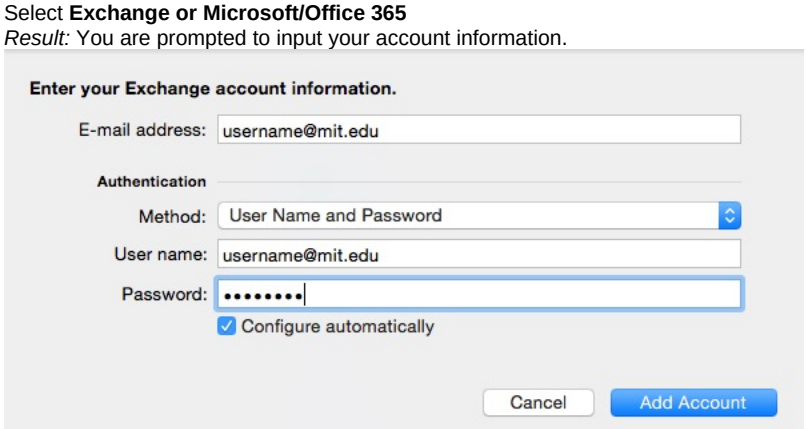
1. Open Outlook.
   Result: If this is the first time you're opening Outlook, you're prompted to setup your inbox.
2. Click **Add Account**. If you weren't prompted to set up your inbox, Go to **Tools Tab > Accounts**



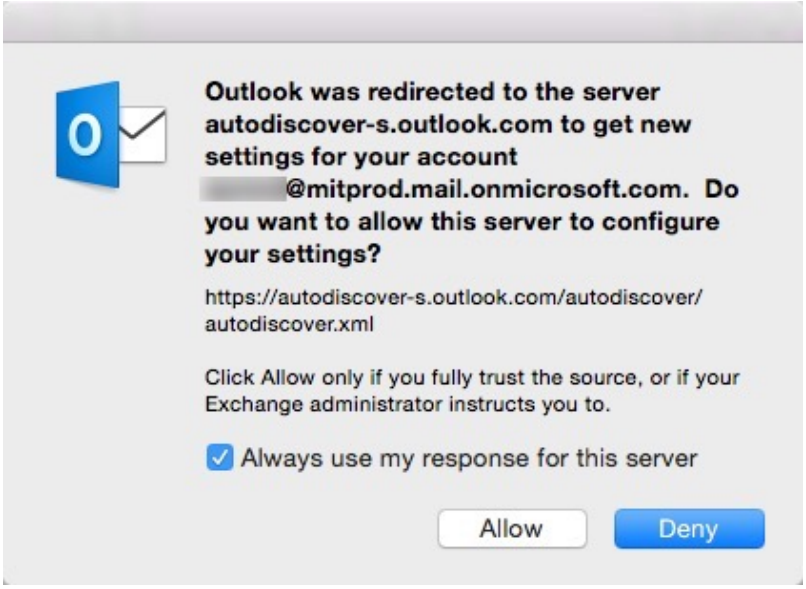
Result: The accounts window opens.



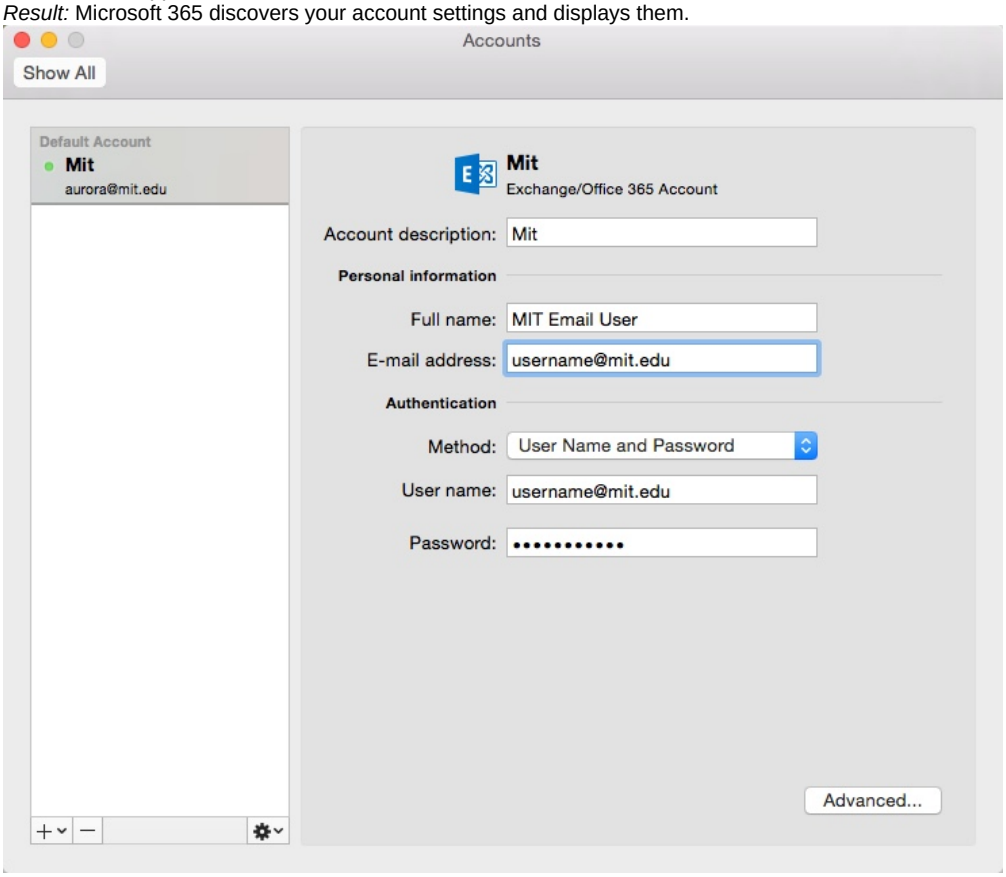
3. Select **Exchange or Microsoft/Office 365**
   Result: You are prompted to input your account information.



4. Enter as follows:
   - **Email Address:** *username*@mit.edu
   - **Authentication Method:** Username and Password
   - **User Name:** *username*@mit.edu
   - **Password:** *your MIT account password*
5. Click **Add Account**
   Result: Auto-discover will contact the Microsoft 365 server and "auto-discover" the rest of your account settings. You may be asked to approve being redirected to the outlook.com server.

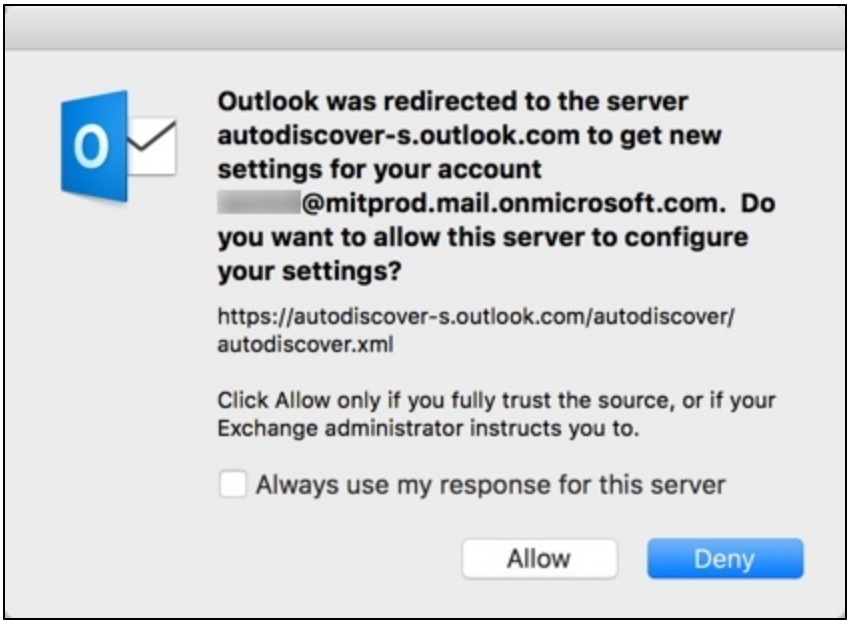


6. Click **allow** to approve that.
   Result: Microsoft 365 discovers your account settings and displays them.



7. You can close the "Accounts" window.

   Note: You may see an error message similar to the following saying Outlook was redirected to a different server to get new account settings. Click **Allow**



Your email may take some time to initially download if you have a lot stored on the server.

See also

- [Microsoft 365 - Email and Calendaring Landing Page]
- Microsoft 365 - Email and Calendaring - Known Issues
- Microsoft 365 - Email and Calendaring - FAQ