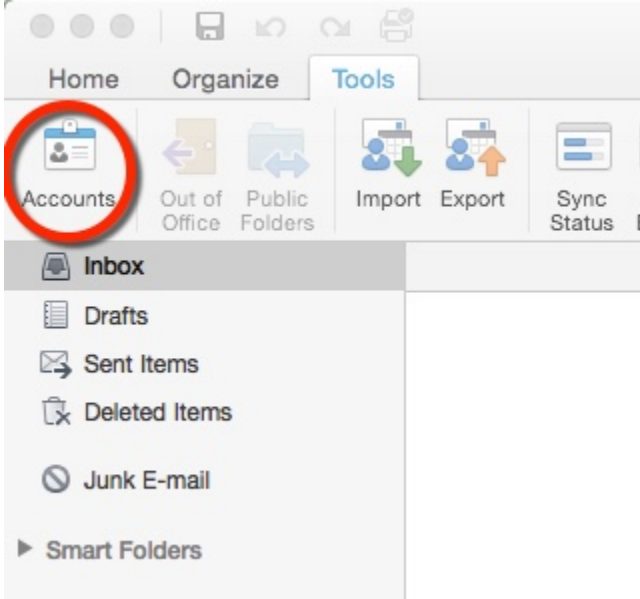


Microsoft 365 Email and Calendaring - Configure Outlook 2016 for Mac

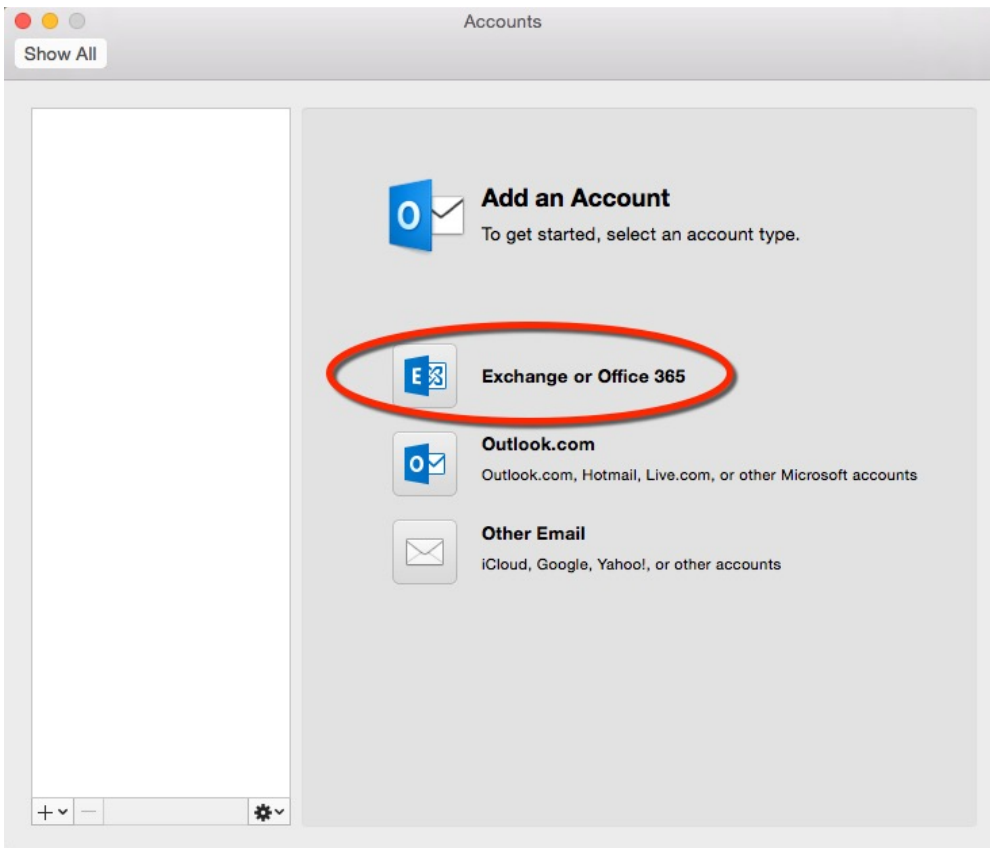
Microsoft 365 Email and Calendaring - Configure Outlook 2016 for Mac

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.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

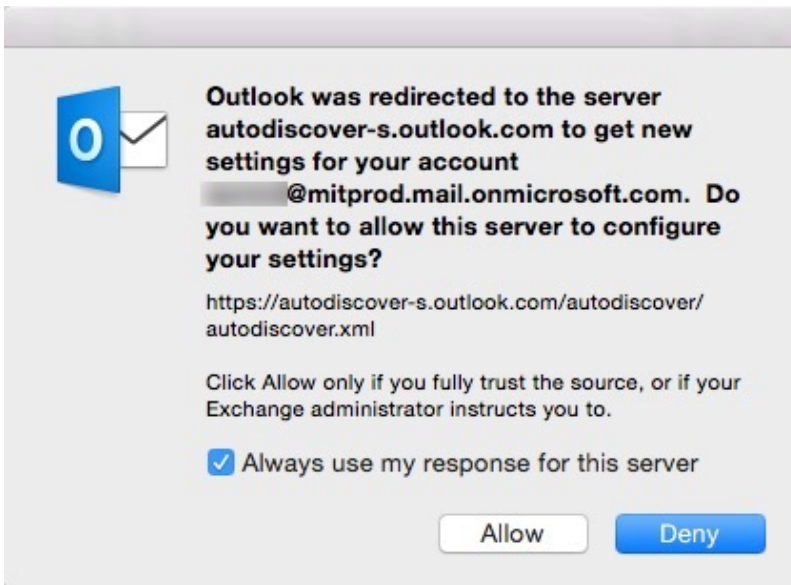
☒ Configure automatically

4. Enter as follows:

- **Email Address:** *username@mit.edu*
- **Authentication Method:** Username and Password
- **User Name:** *username@mit.edu*
- **Password:** *your MIT account password*

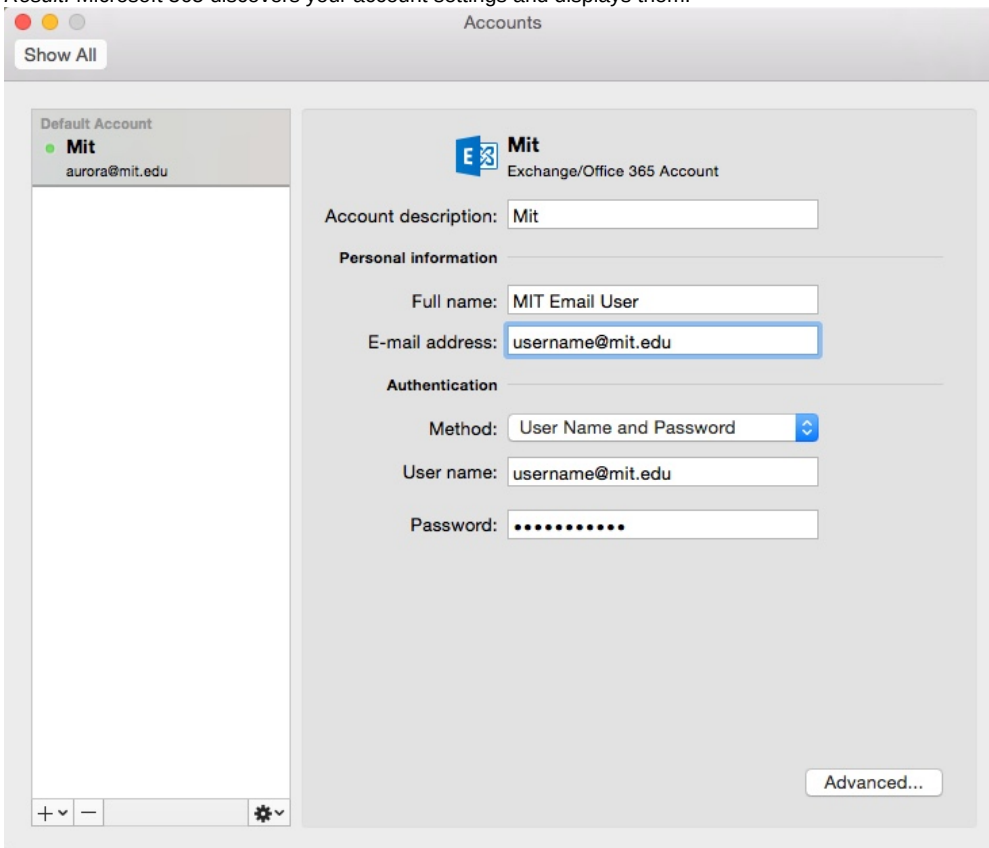
5. Click **Add Account**

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.



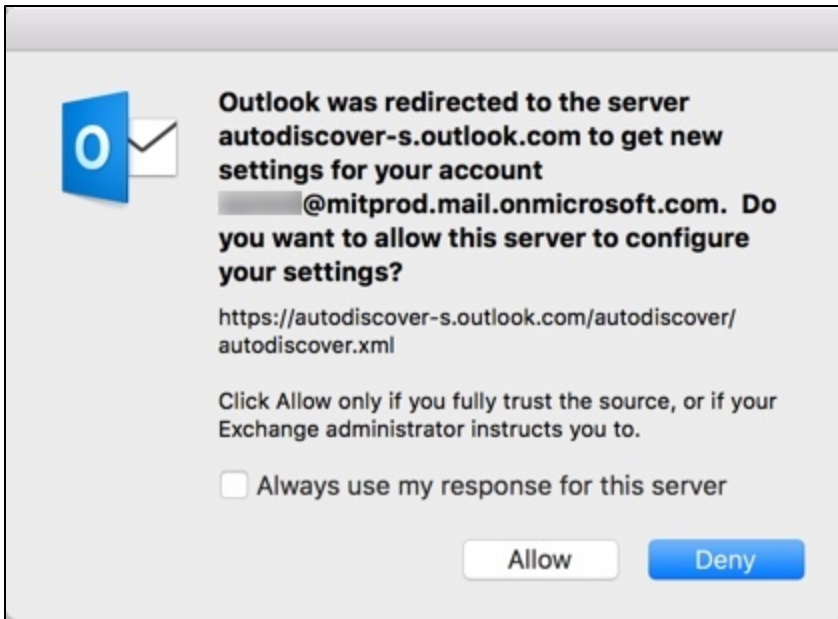
6. Click **allow** to approve that.

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](#)