Microsoft 365 Email and Calendaring - Configure Outlook 2016 for Mac

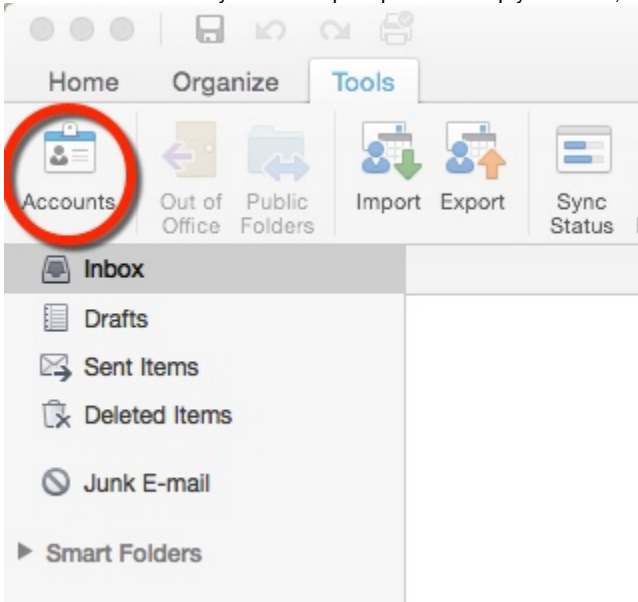## Microsoft 365 Email and Calendaring - Configure Outlook 2016 for Mac

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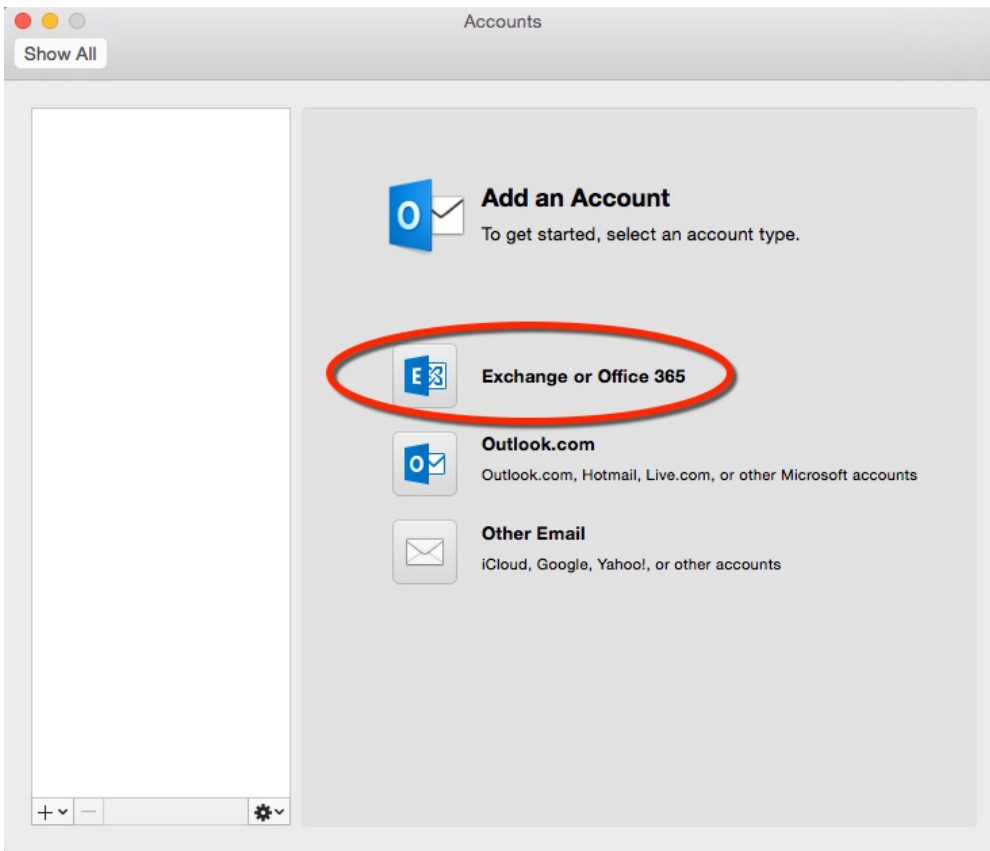>
> If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Microsoft 365?]

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**
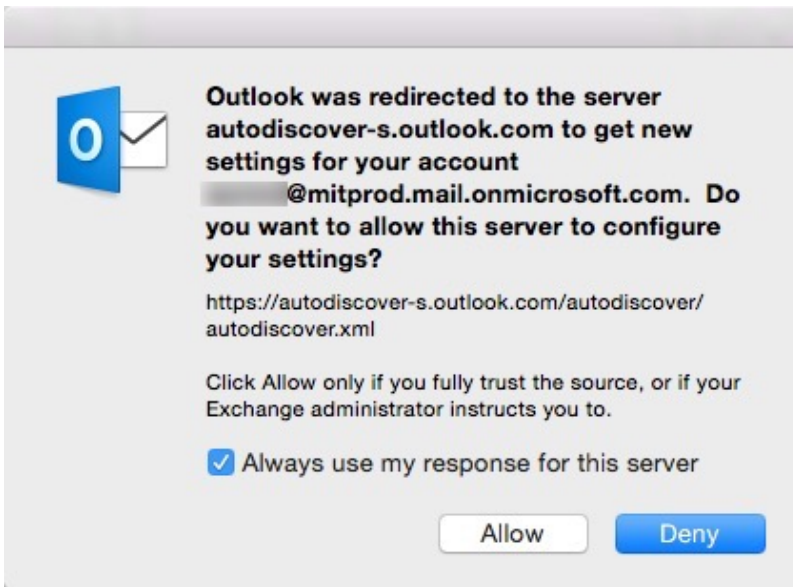   *Result:* You are prompted to input your account information.

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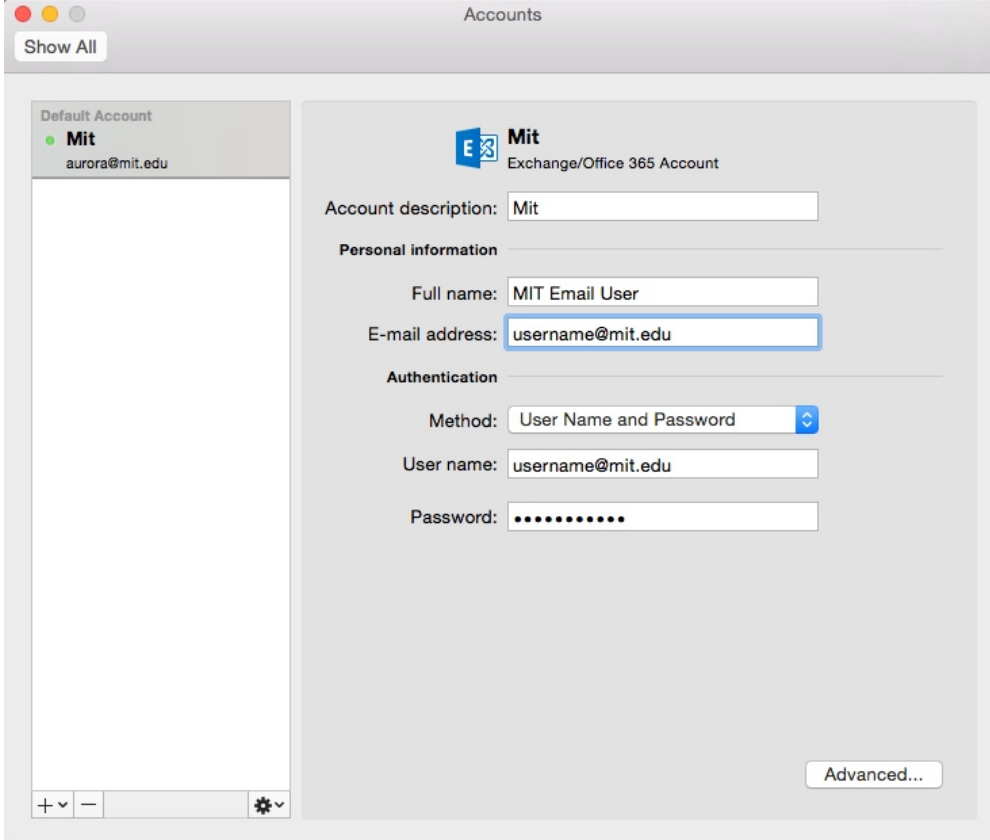   - **Password:** *your MIT account password*
5. Click **Add Account**
   Result: Auto-discover will contact the Microsoft 365 server and "auto-discover" the rest of your account settings. You may be asked to approve being redirected to the outlook.com server.
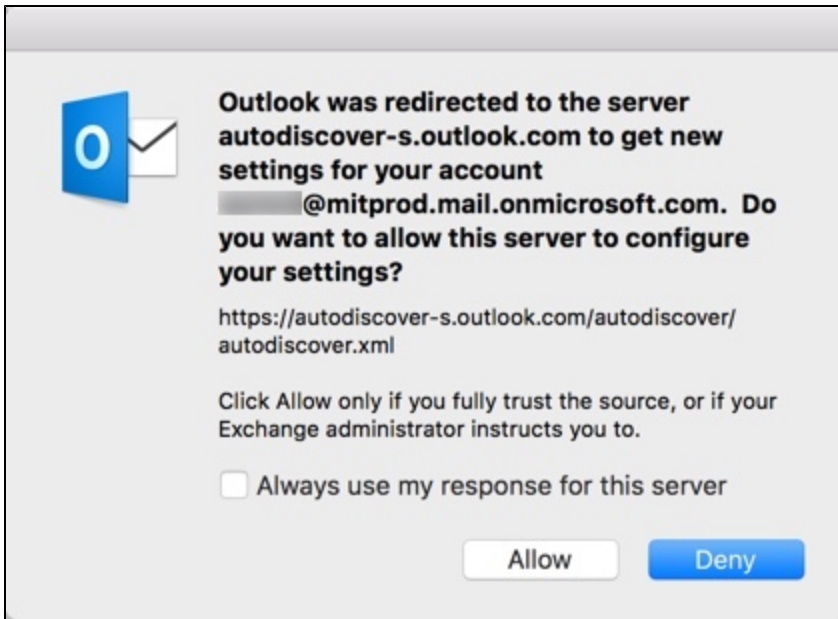
6. Click **allow** to approve that.
   Result: Microsoft 365 discovers your account settings and displays them.

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