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

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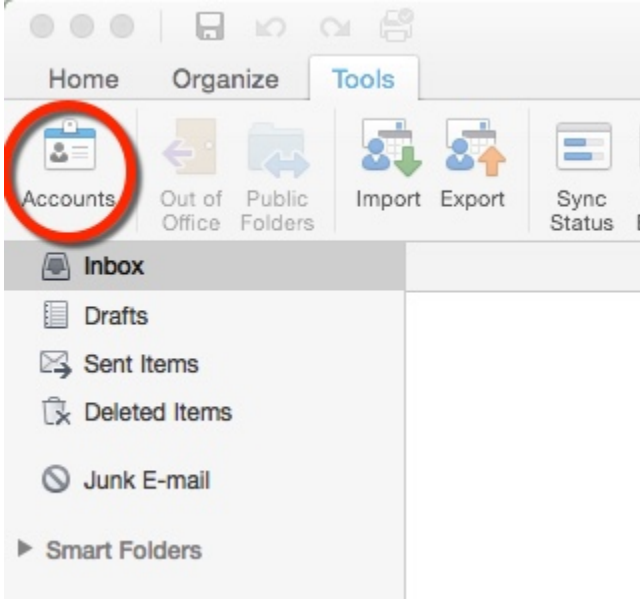
Result: The accounts window opens.
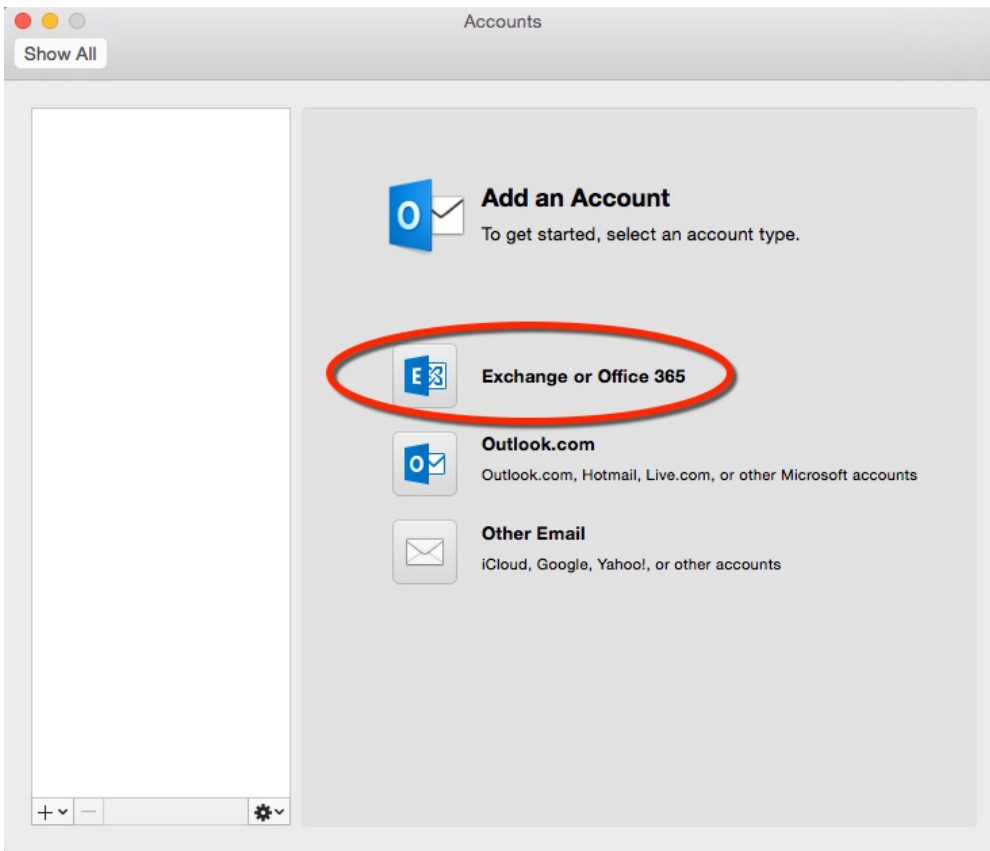
3. Select **Exchange or Microsoft/Office 365**
   *Result:* You are prompted to input your account information.

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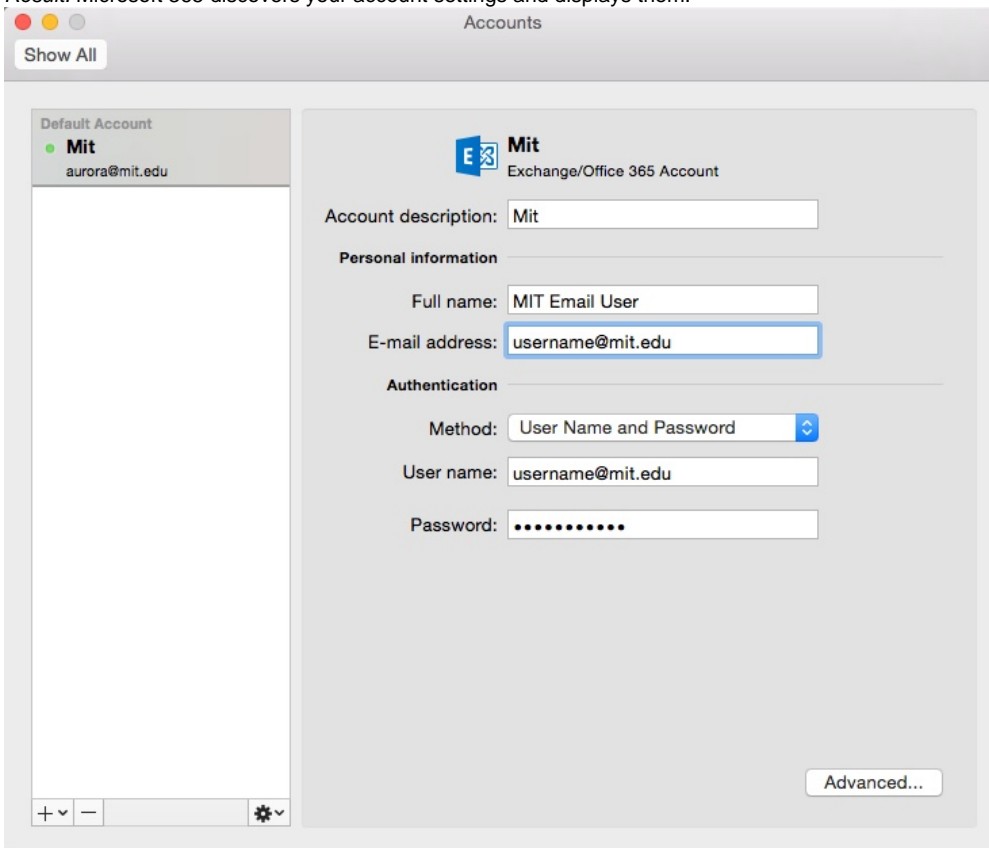   - **Password:** *your MIT account password*
5. Click **Add Account**
   Result: Auto-discover will contact the Microsoft 365 server and "auto-discover" the rest of your account settings. You may be asked to approve being redirected to the outlook.com server.
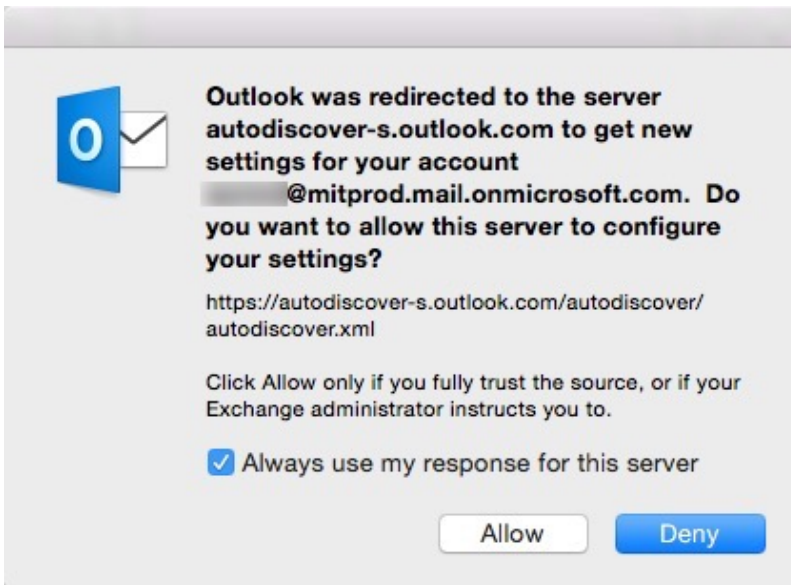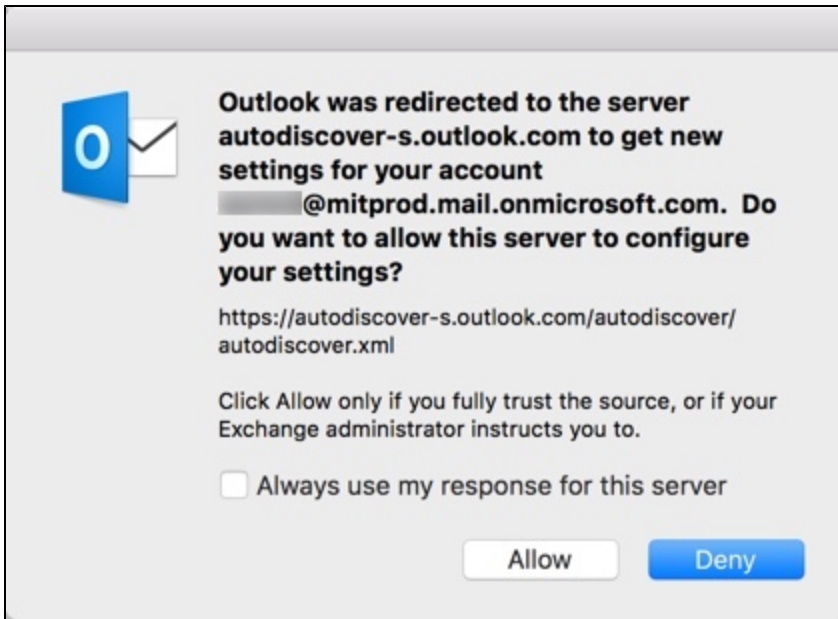
6. Click **allow** to approve that.
   Result: Microsoft 365 discovers your account settings and displays them.

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**

ℹ️ 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