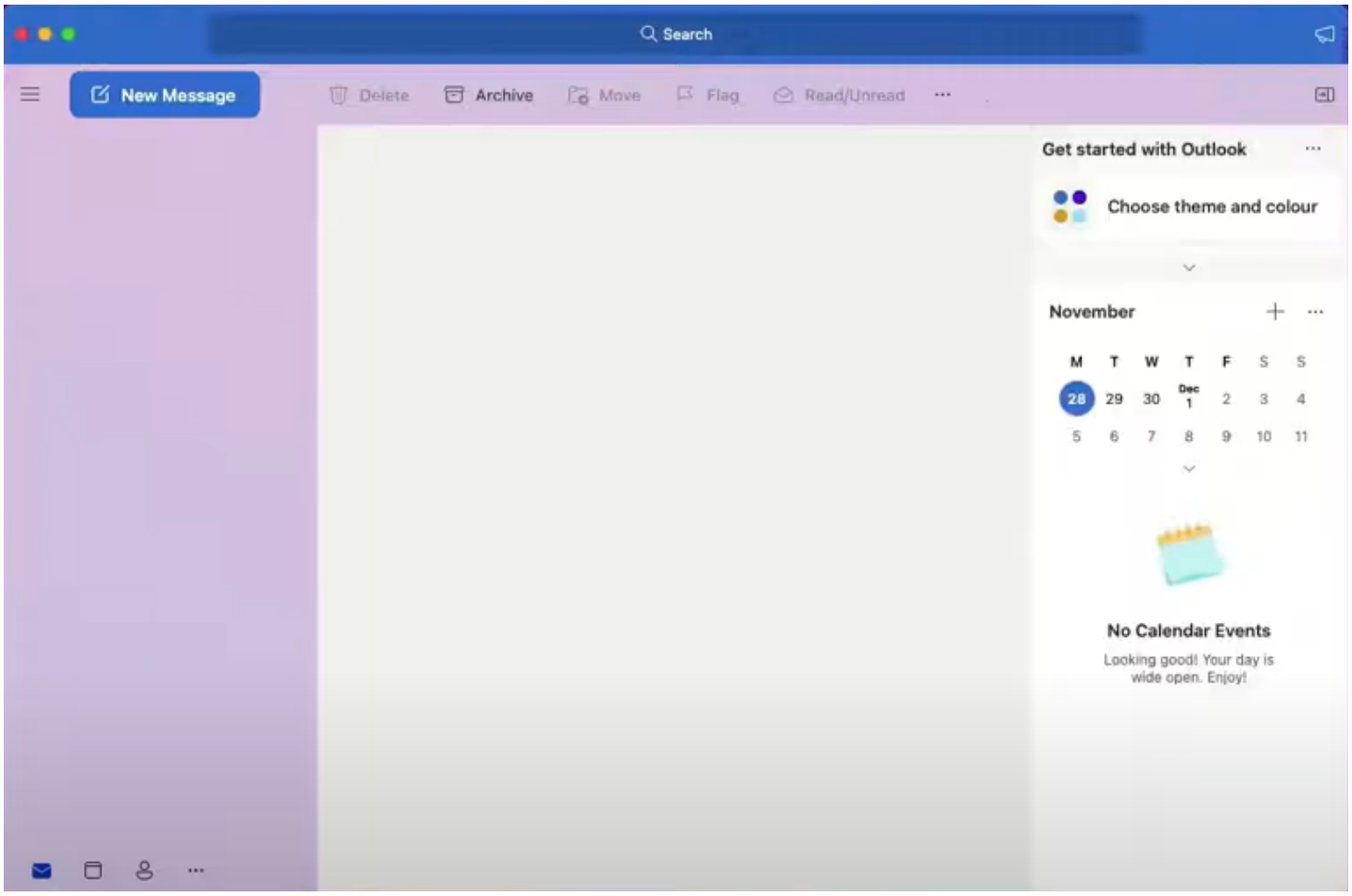
Microsoft 365 (macOS)

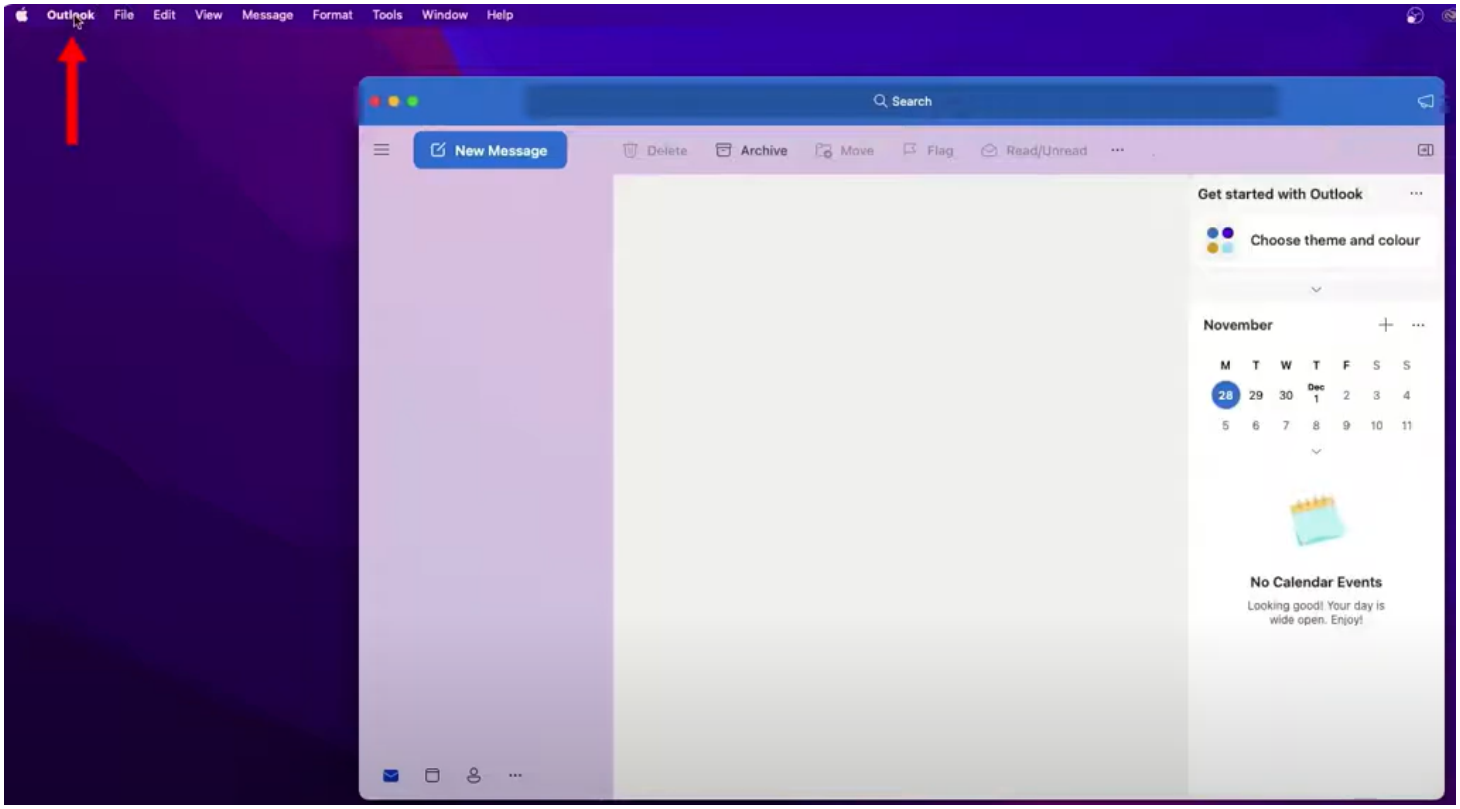
Open Outlook:

- Once the app is installed, open **Outlook** from your Applications folder or Launchpad.



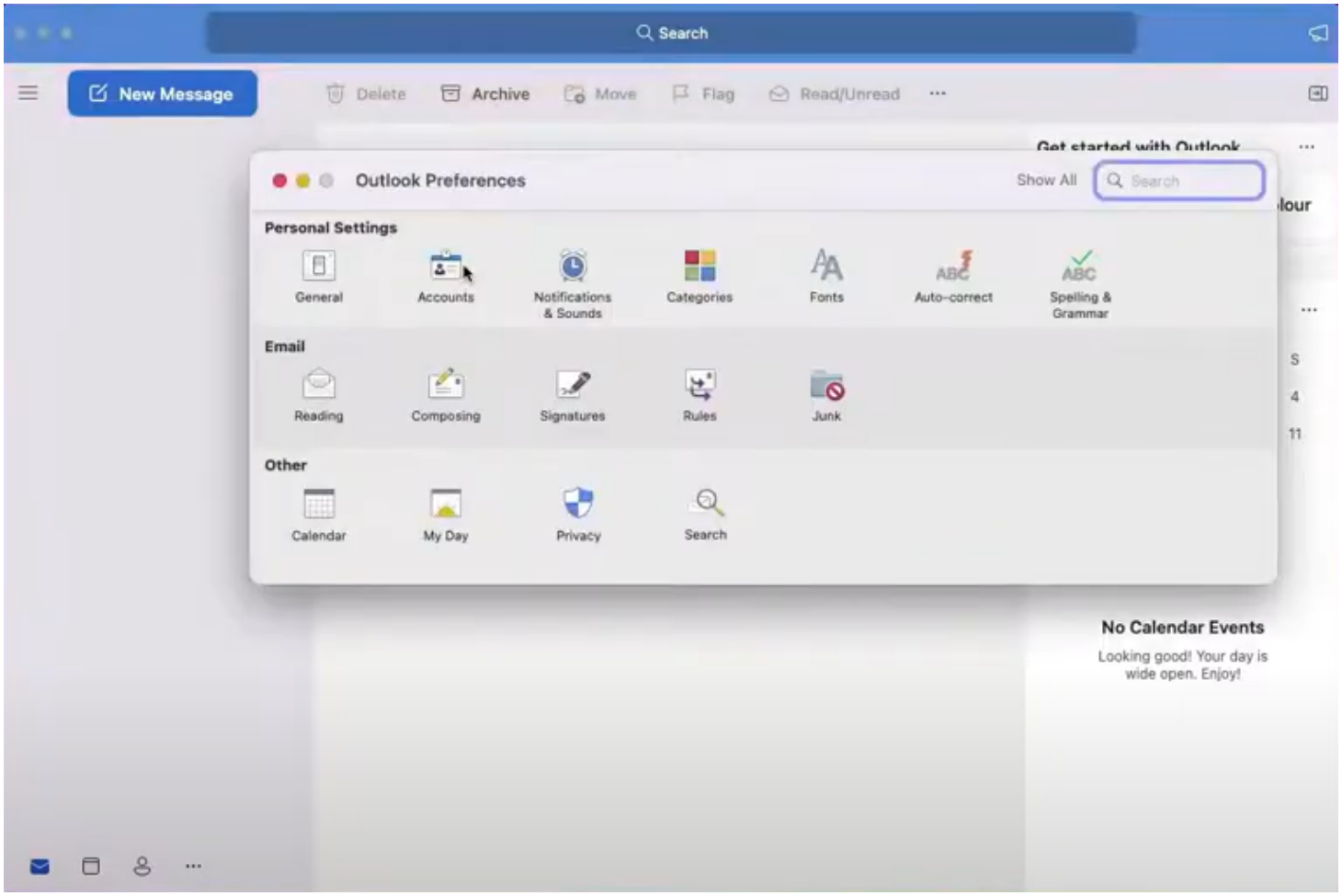
Open System Preferences:

- Click the **Apple icon** in the top-left corner of your screen.
- Select **System Preferences** from the dropdown menu.

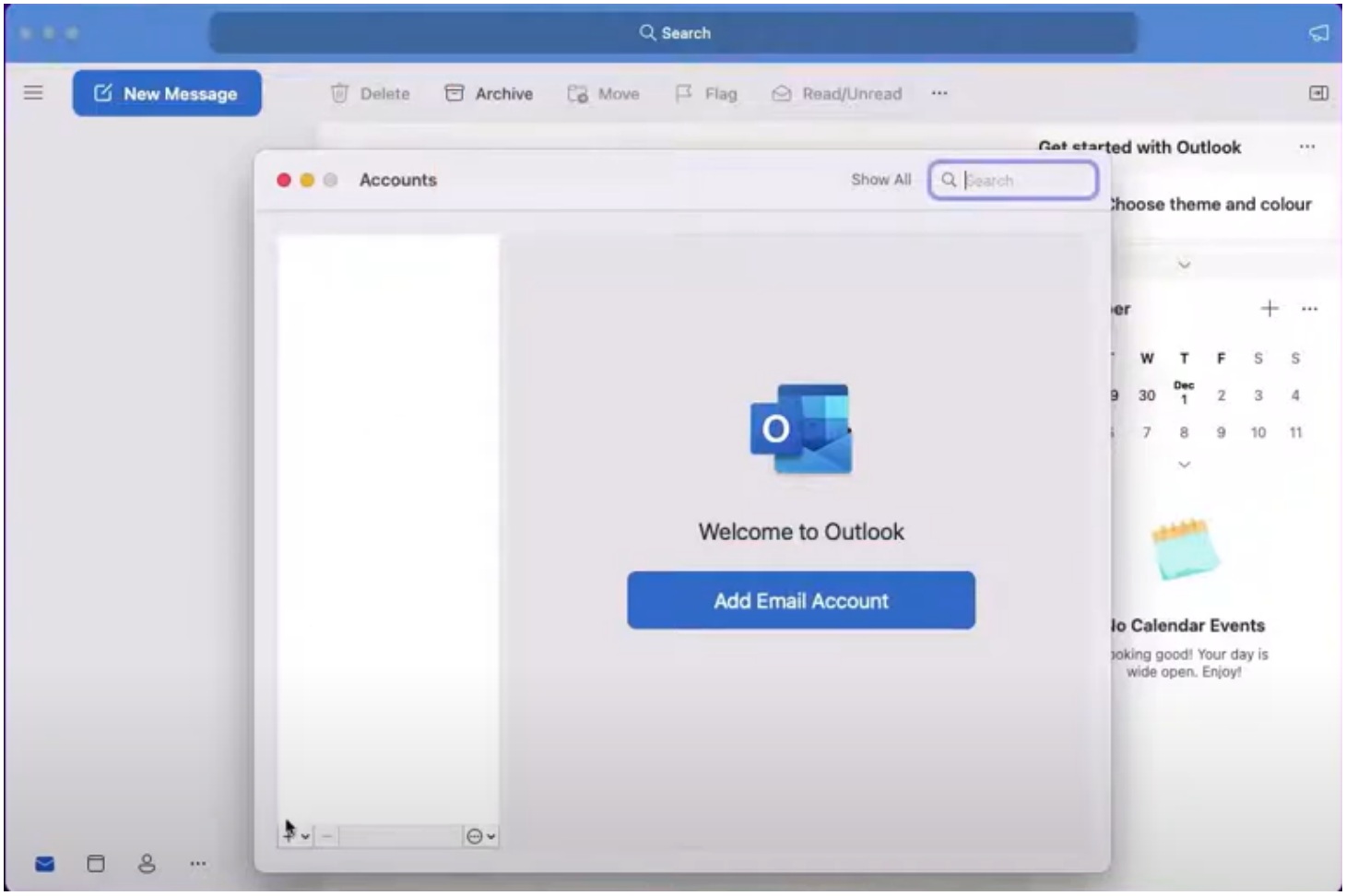


Go to Internet Accounts:

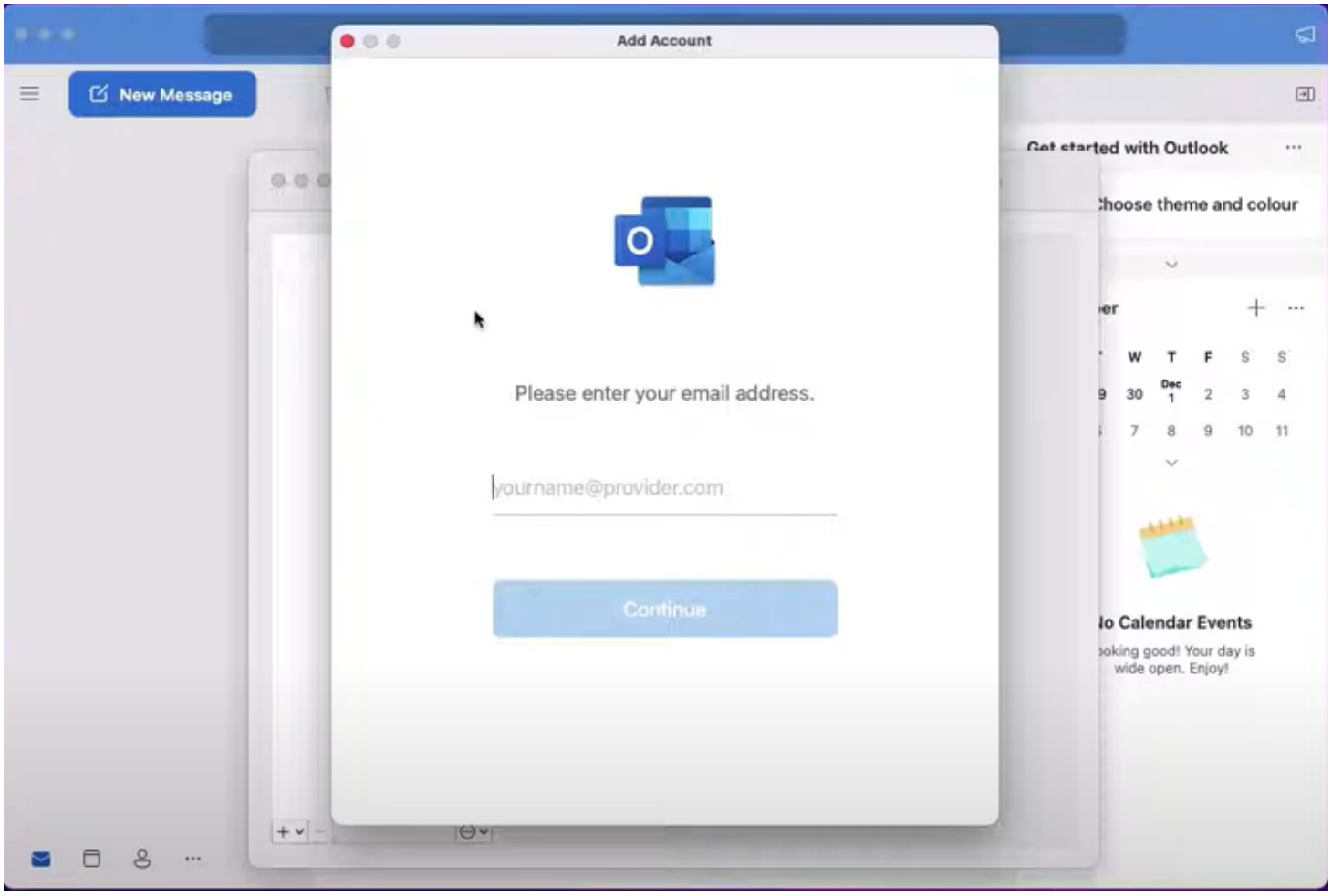
- In the **System Preferences** window, click on **Internet Accounts**. This is where you manage email accounts and services like Google, Yahoo, Microsoft Exchange, and others.

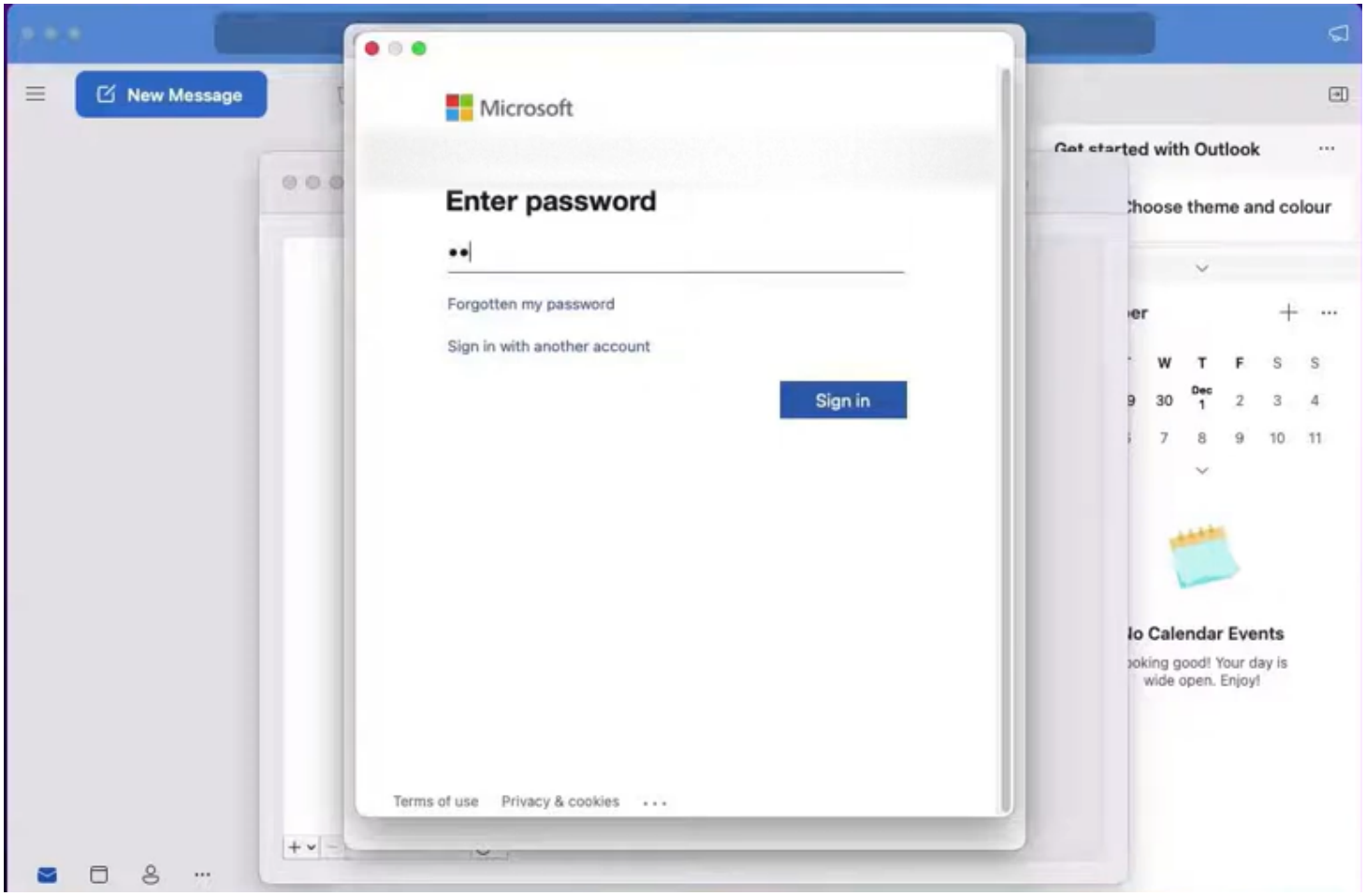


Add a New Account > Select Outlook or Exchange:



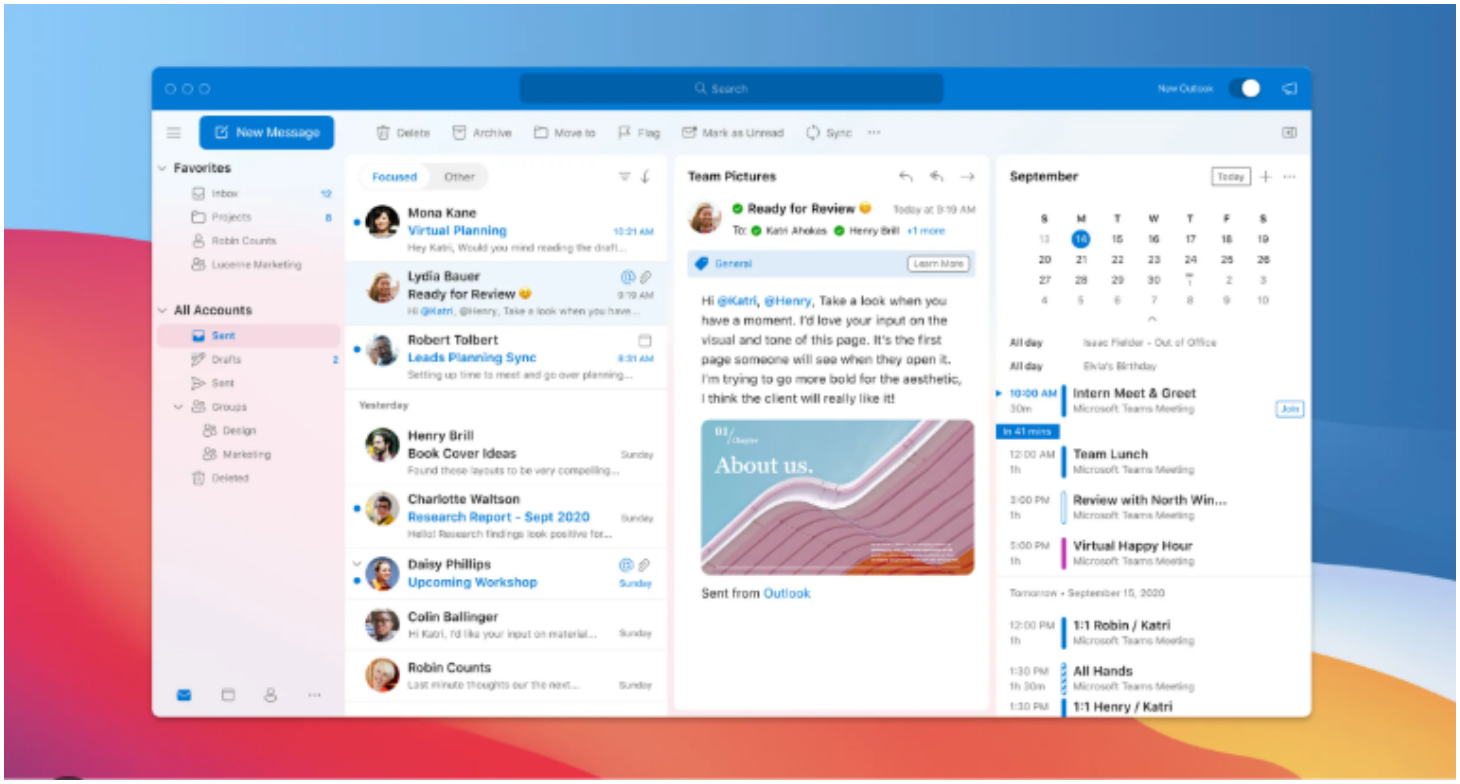
Enter Your Outlook Email > Enter your Microsoft 365 email address > Enter Password


Add Account
New Message
Please enter your email address.
yourname@provider.com
Continue
Get started with Outlook
Choose theme and colour
W T F S S
Dec 1
No Calendar Events
Looking good! Your day is wide open. Enjoy!



Complete Setup:

- After selecting the apps to sync, click **Done**.
- Your Outlook (Microsoft 365) account is now added to macOS and will sync with the Mail, Contacts, and Calendar apps.



Revision #4

Created Wed, Feb 12, 2025 5:37 AM by Reece Peterson

Updated Mon, Feb 17, 2025 12:44 AM by Reece Peterson