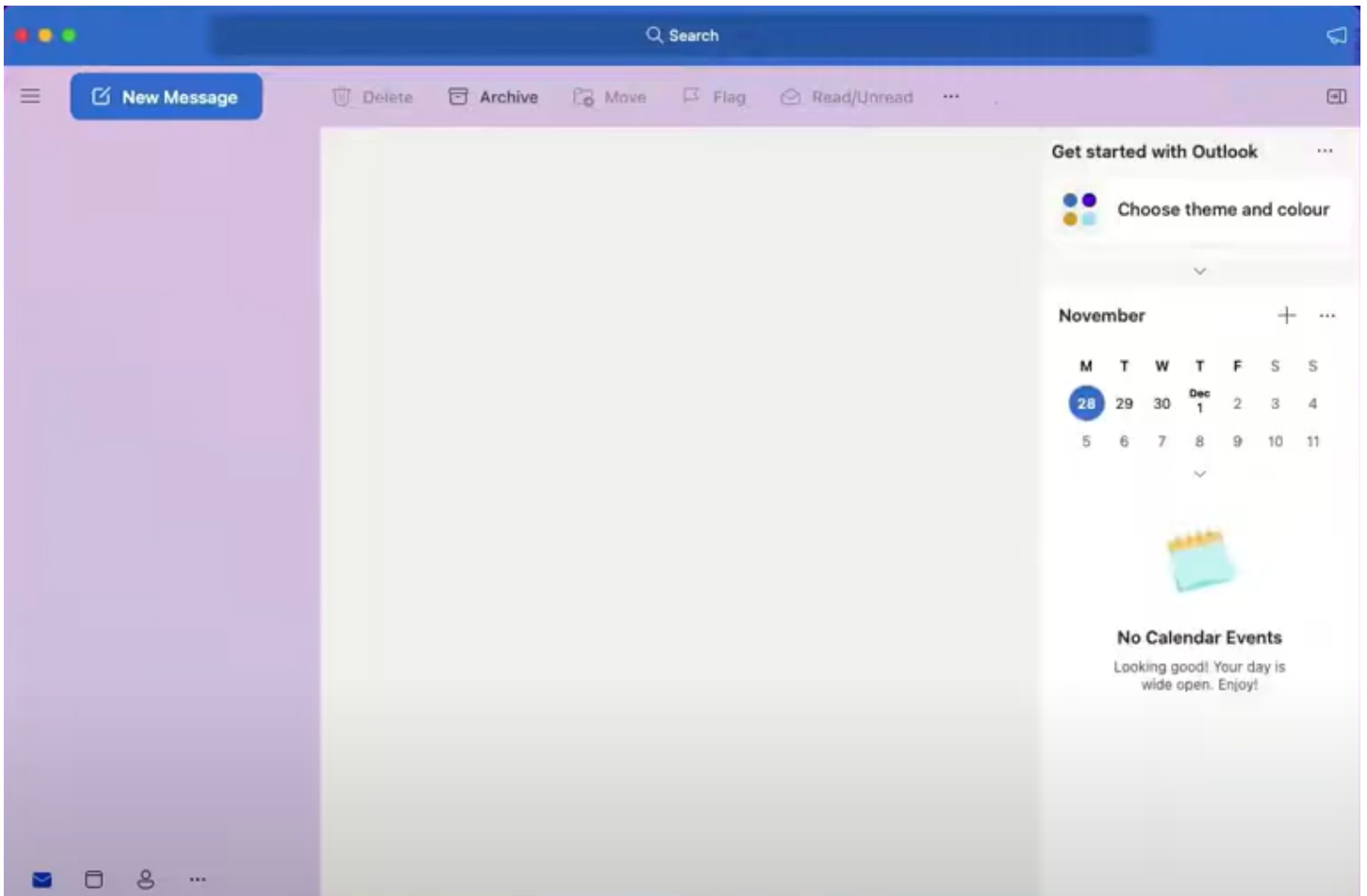


# Microsoft 365 (macOS)

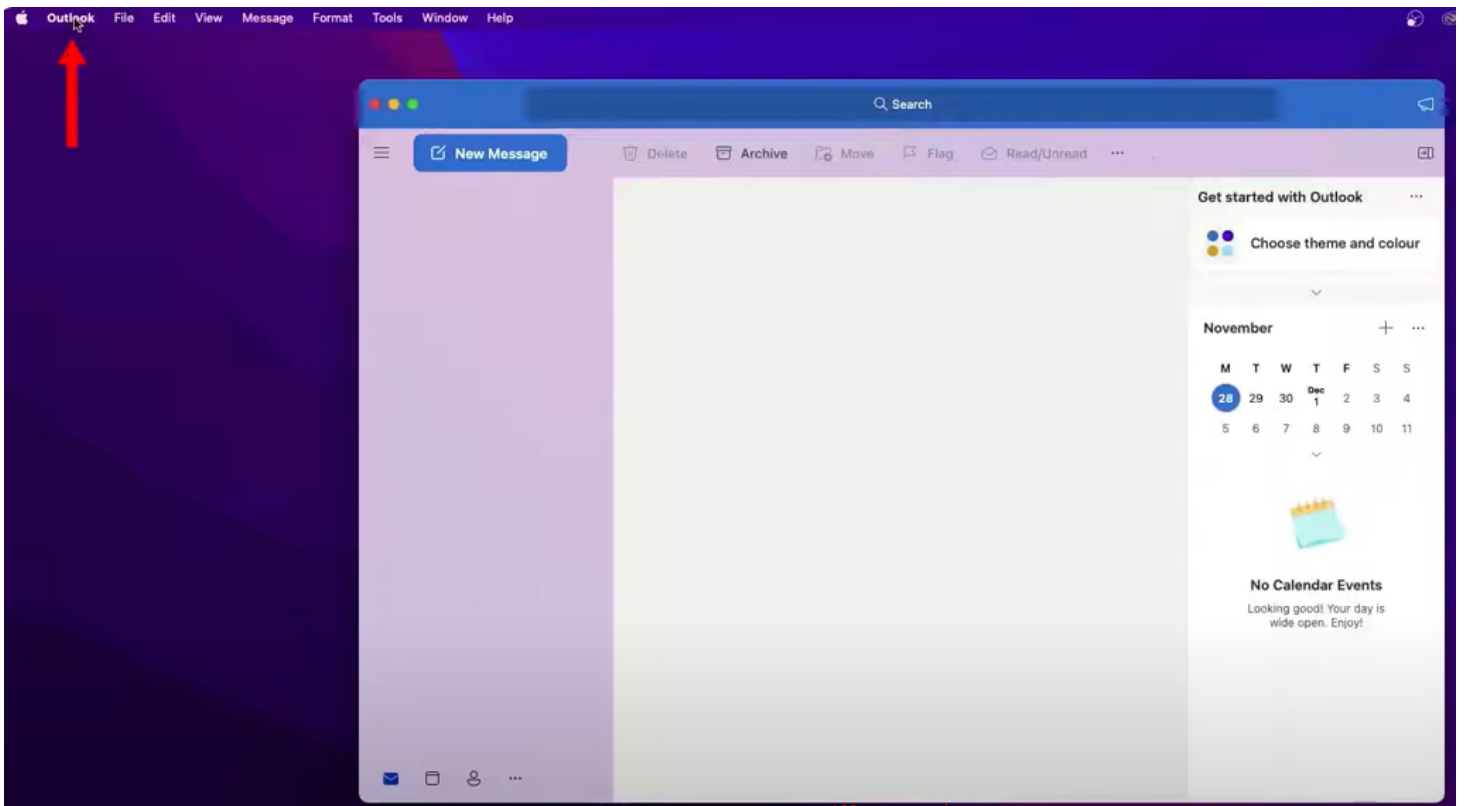
## Open Outlook:

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



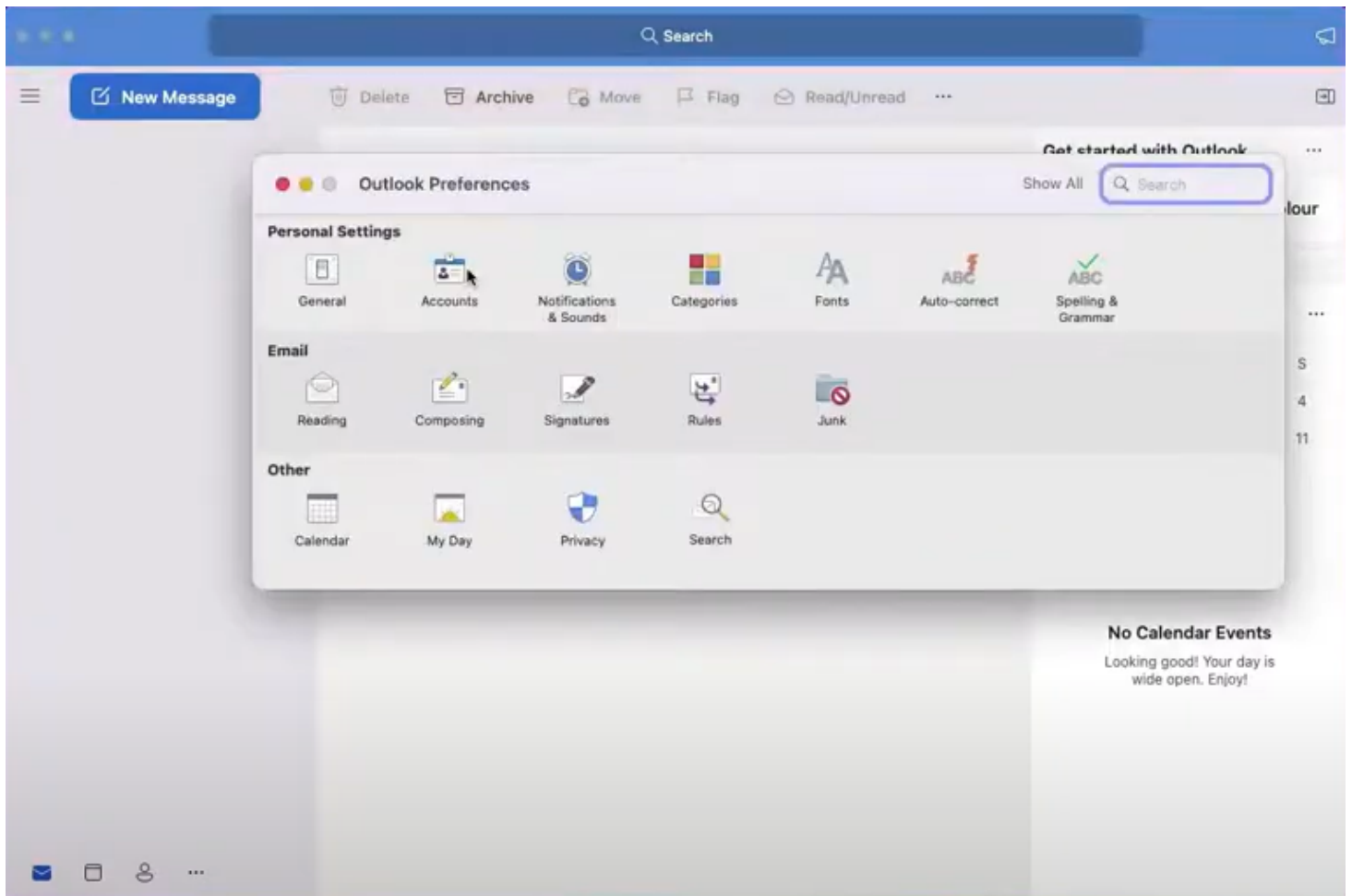
## Open System Preferences:

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

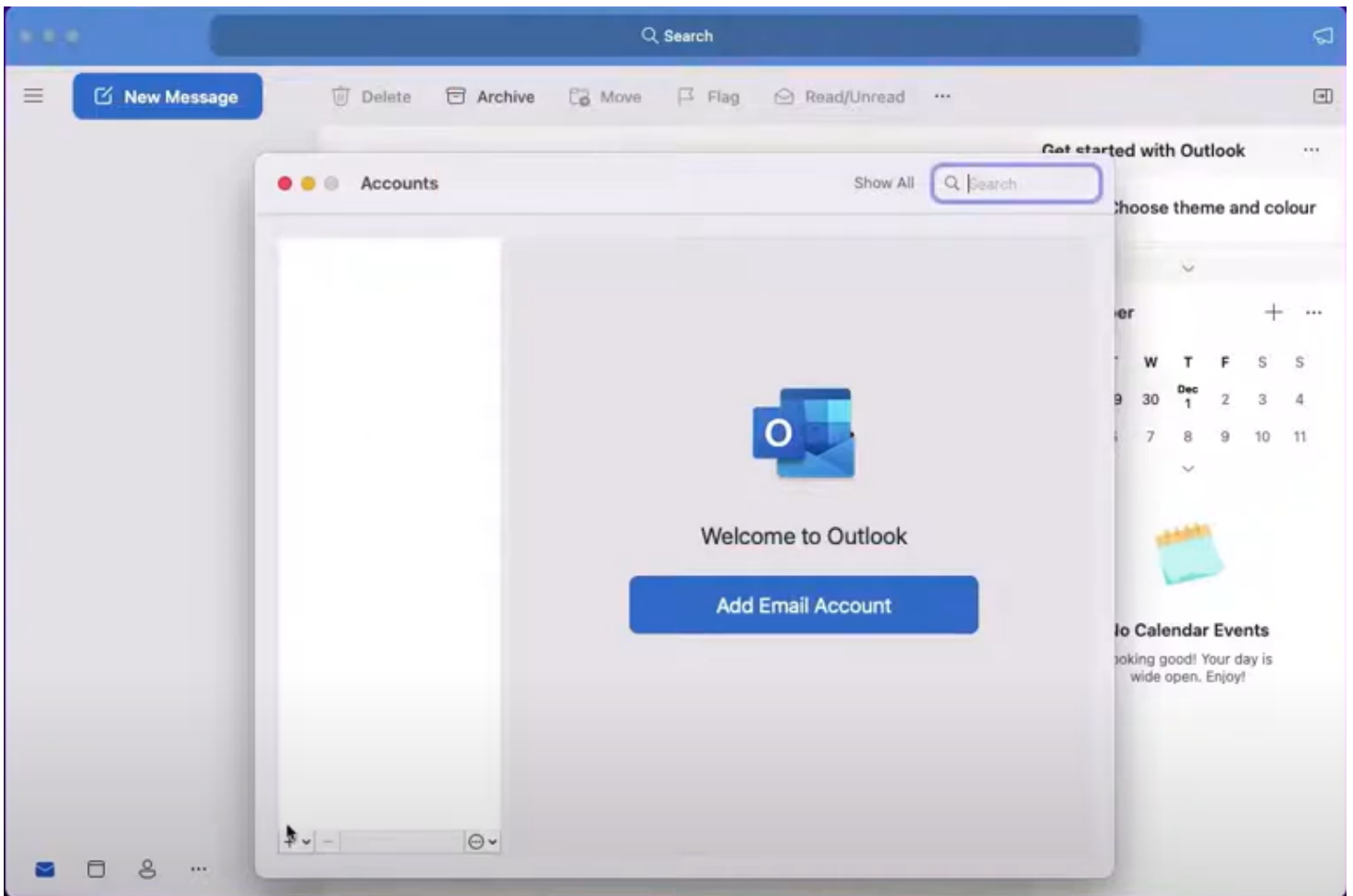


## Go to Internet Accounts:

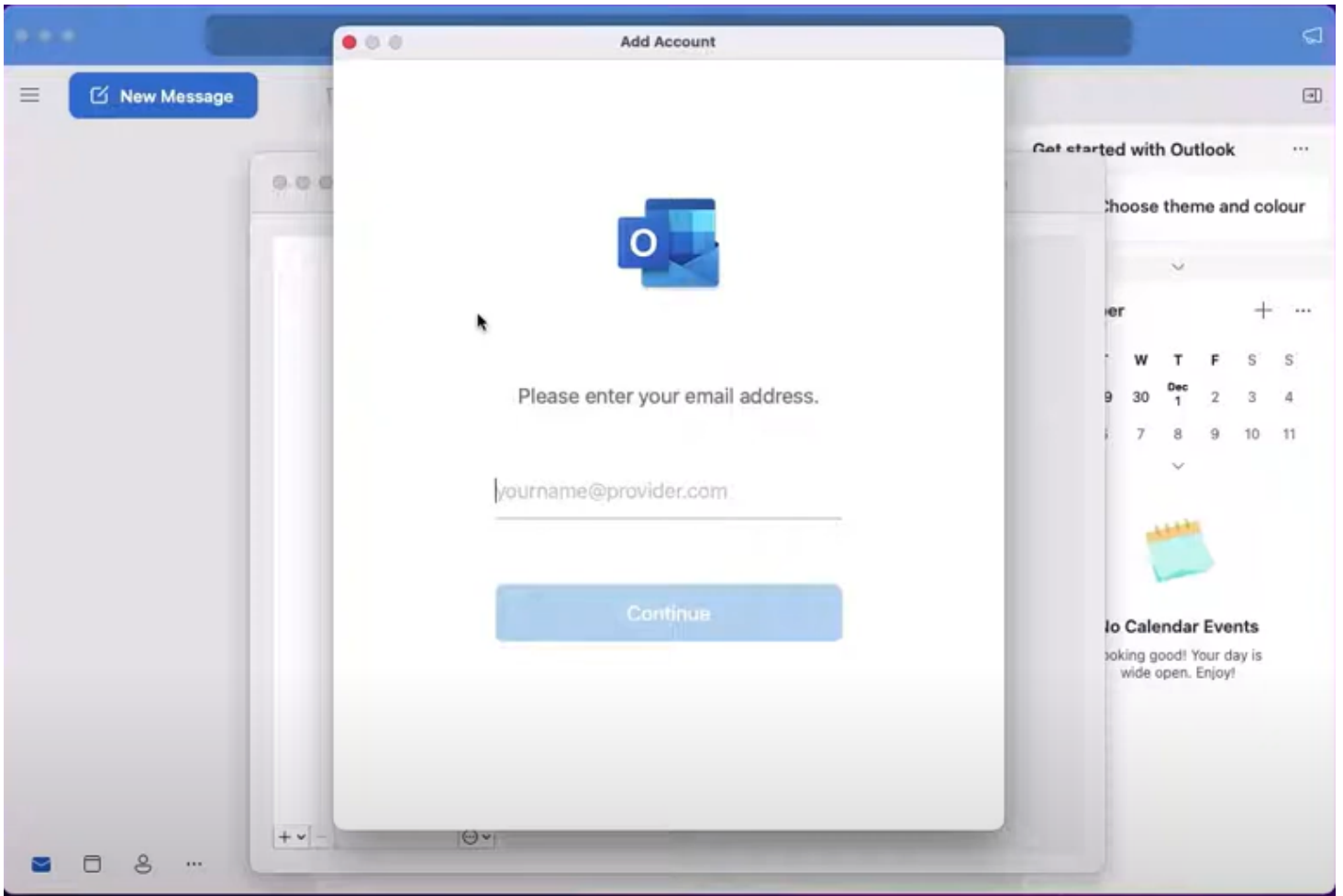
- In the **System Preferences** window, click on **Internet Accounts**. This is where you manage email accounts and services like Google, Yahoo, Microsoft Exchange, and others.

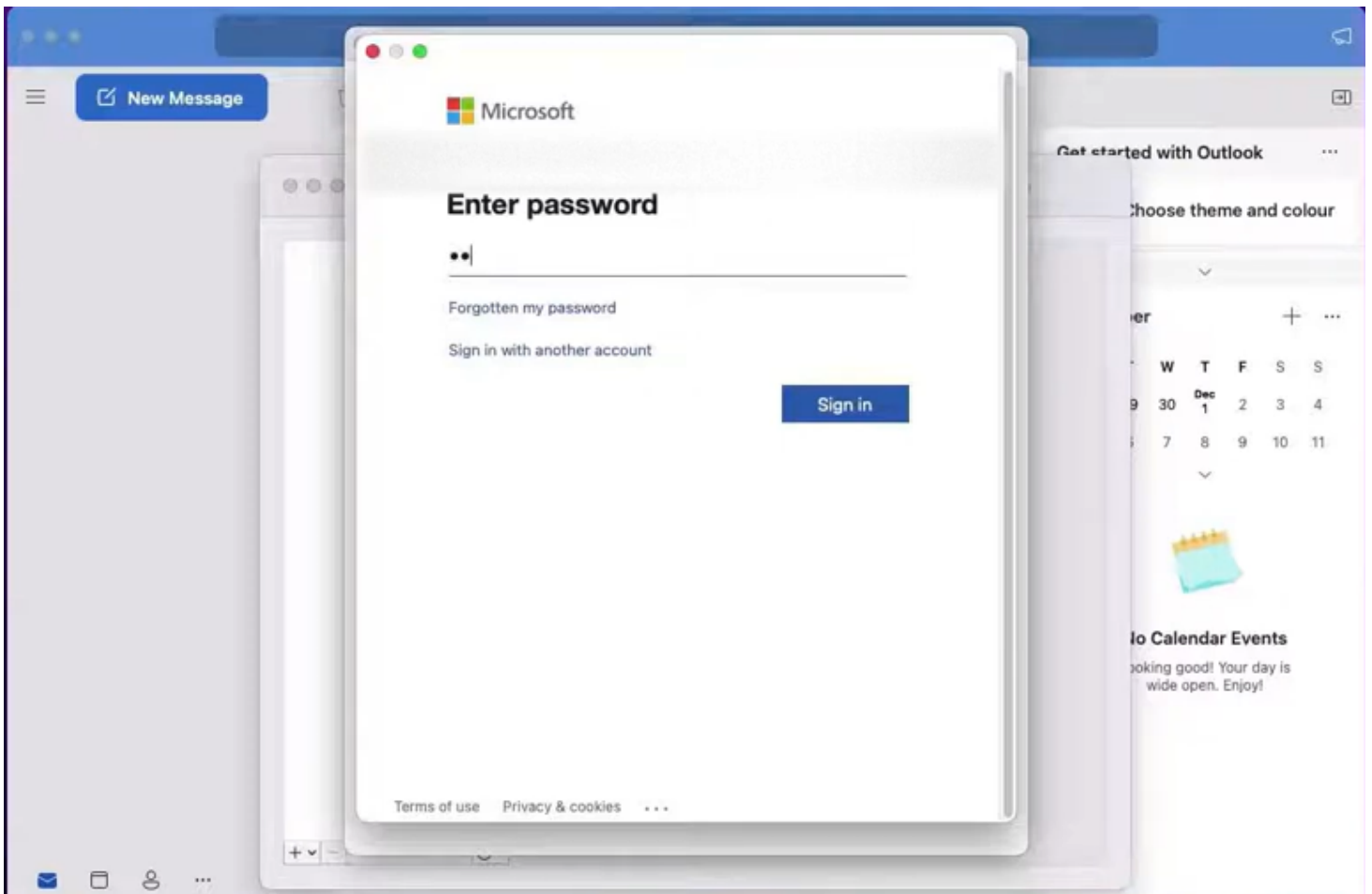


**Add a New Account > Select Outlook or Exchange:**



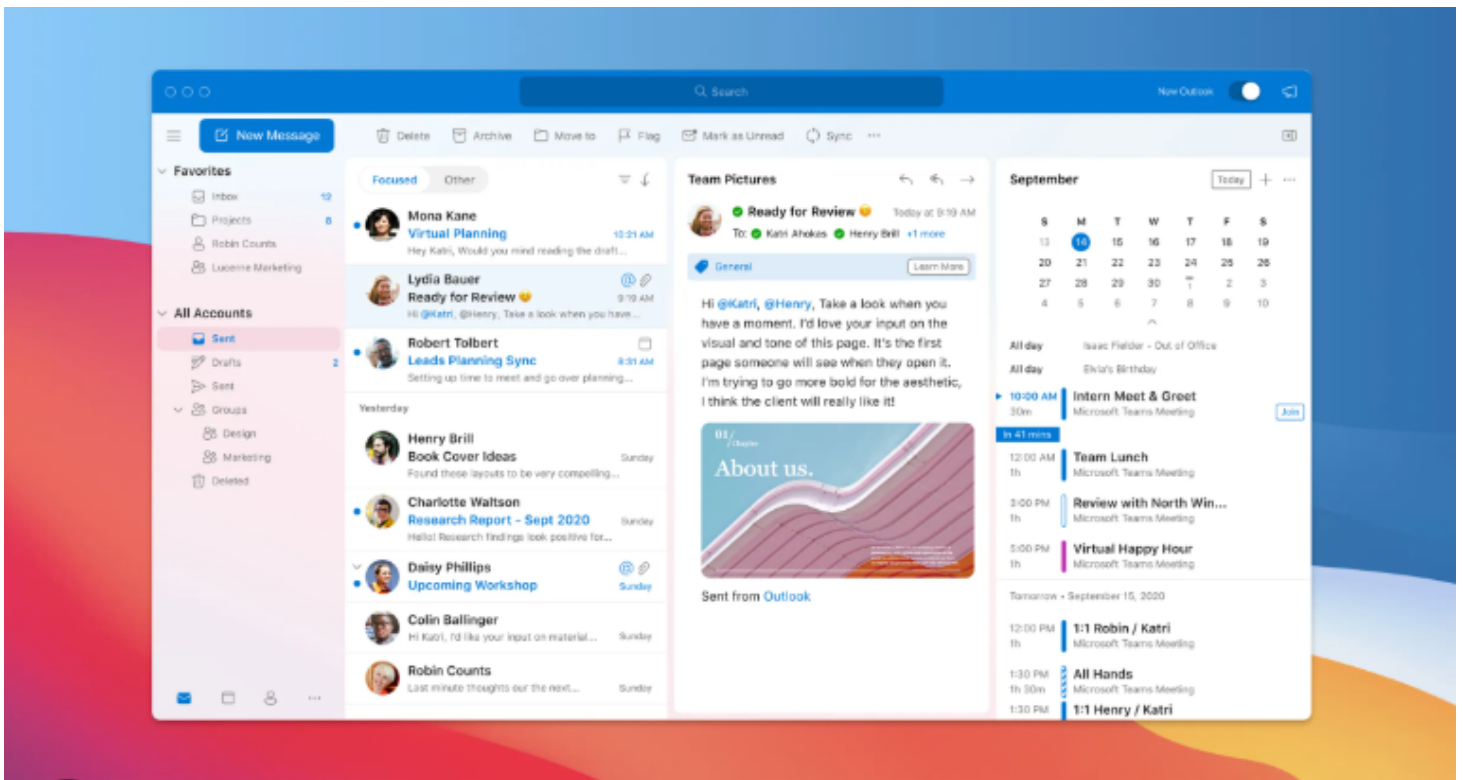
**Enter Your Outlook Email > Enter your Microsoft 365 email address > Enter Password**





## 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 [Theo Crawford](#)

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