Re-Adding a Microsoft 365 Account in Outlook on macOS

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In this tutorial, I'll walk you through the steps of re-adding your Microsoft 365 account to **Outlook** on macOS. If you're encountering issues with your account, this guide will help you resolve them.

Helpful Video Tutorial

For a more detailed, step-by-step tutorial, please watch the video below

Watch the tutorial

Please try these steps before contacting us for further assistance.

Step 1: Open Outlook

Start by opening **Outlook** on your Mac. You can find it in your Applications folder or search for it via Spotlight.

Step 2: Go to Preferences

Click on **Outlook** in the top menu bar, then select **Preferences** from the dropdown menu.

Step 3: Select Accounts

In the **Preferences** window, click on **Accounts** to manage your email accounts within Outlook.

Step 4: Remove the Existing Account

If your Microsoft 365 account is listed, select it and click the **minus (-)** button to remove it from Outlook. Or click into the account and click '**Remove**'

Step 5: Add a New Account

To add your Microsoft 365 account again, click the **plus (+)** button. Select **Microsoft 365** and enter your account details, including your email address and password.

Step 6: Complete the Setup

Once the account is added, Outlook will start syncing your emails and other data. Your inbox should populate shortly with all your messages.

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