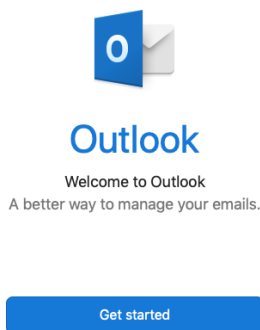


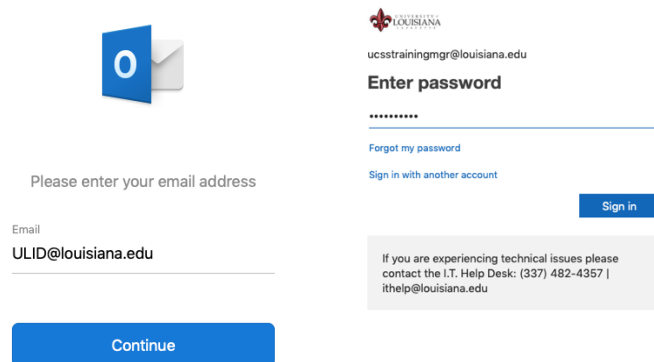
Purpose: Setup an Office 365 Account on a Mac using Outlook 2016

Steps:

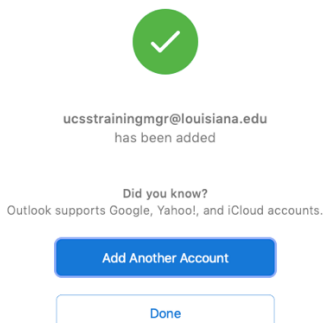
1. Open Outlook 2016 on your Mac. Hit "Get Started"



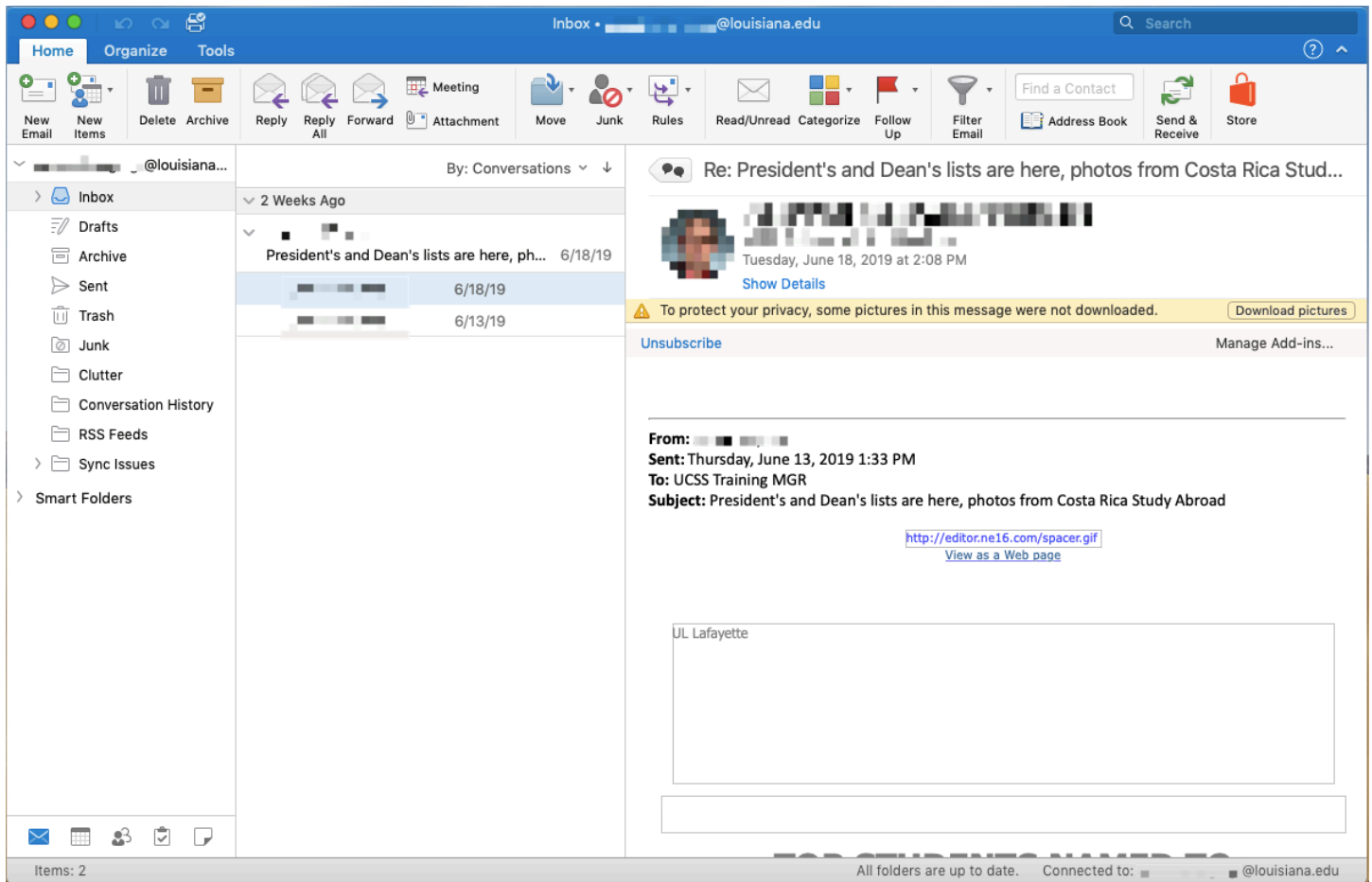
2. Enter your ULID@louisiana.edu, then hit Continue. You should be prompted for your password at this point.



3. Once you see this screen, hit DONE and your Email should come up:



4. Your Email screen should look like this:



DONE! You should have access to Mail, Contacts, Calendars & Tasks

For Information on How to use Outlook.com you can go to our Office 365 Training page where we have multiple tutorials by the It Service Desk and links to Microsoft Tutorials.

<https://servicedesk.louisiana.edu/get-help/knowledgebase/office365-education-deployment-project/office-365-training-help>