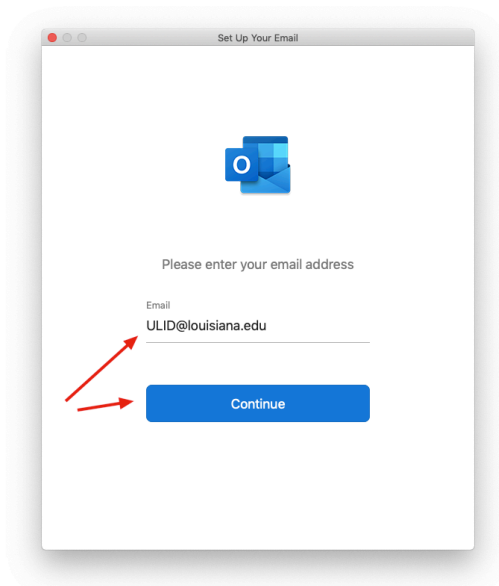


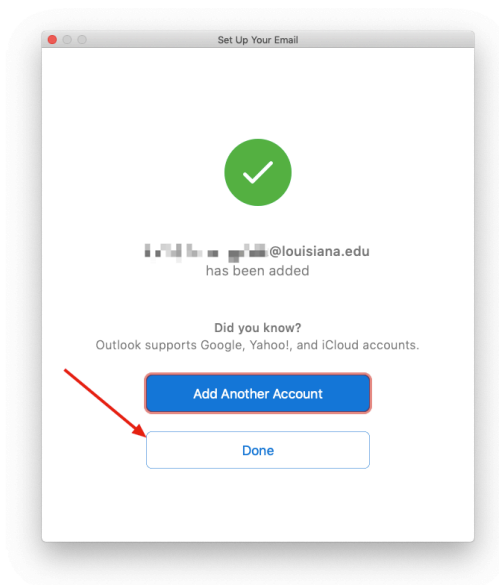
Purpose: Setup an Office 365 Account on a Mac using Office 365 ProPlus

Steps:

1. Open Outlook and you should see a login window:



2. Input your ULID@louisiana.edu and then hit Continue
3. Input your Password on the next screen and then hit Sign In.



4. Once you see the above screen, hit DONE and your email should come up and look like this:

The screenshot shows the Outlook interface with the following elements:

- Navigation Pane (Left):** Shows the 'Inbox' folder and its subfolders: Departments, Shared Email, Drafts, Archive, Sent, Trash, Junk Email, Clutter, Conversation History, RSS Feeds, Sync Issues, and Smart Folders. Red arrows point to 'Inbox' and 'SubFolders'.
- Message List:** A table with columns for 'By: Conversations' and 'Date Sent'. The 'Date Sent' column header is highlighted with a red arrow and labeled 'Change to "Date Sent"'. The list shows three items with dates 6/18/19 and 6/13/19.
- Message Preview (Right):** Displays the email content for the selected item. The subject is 'Re: President's and Dean's lists are here, photos from Costa Rica Study Abroad'. The 'From' field is redacted, and the 'Sent' date is Thursday, June 13, 2019 1:33 PM. The email body contains the @LOUISIANA logo and a photo of a man in a library.

Completed!

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>