

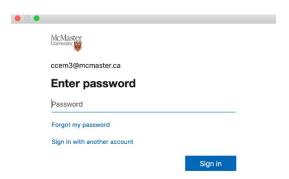
Instructions for adding Outlook to Macintosh

Outlook Setup for Mac (First Time Ever)

- 1. Open Outlook
- 2. Type in your email address ("macID@mcmaster.ca"). It will connect to Office 365 service.



3. Another window will pop up prompting you to enter your password (it will have a McMaster University logo on the top left side)



Outlook Setup for Mac (Add Additional Accounts)

- 1. Open Outlook
- 2. Select Tools > Accounts
- 3. At the bottom left corner of the window, click on (+) sign > New Account



4. Follow the same steps to add account info as if you're adding a new account