



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.



Please enter your email address

|yourname@provider.com

Continue

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

The screenshot shows a login window with the McMaster University logo at the top left. Below the logo is the email address "ccem3@mcmaster.ca". The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue "Sign in" button.

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