




Instructions for adding Outlook to Macintosh

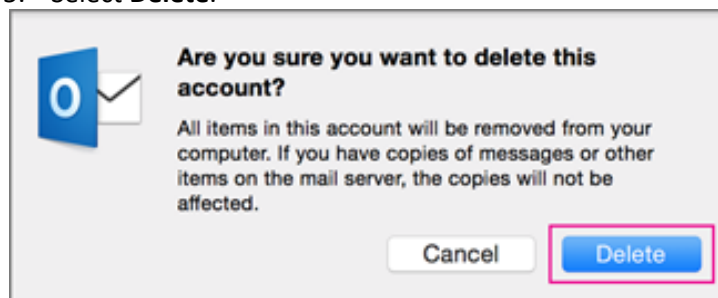
For the best results, please remove and re-add the accounts after migration to the cloud.

To delete an account:

1. Open Outlook for Mac.
2. Select **Tools > Accounts**.
3. On the left-hand side of the window, select the account you want to delete.
4. In the lower left of the **Accounts** dialog box, click 



5. Select **Delete**.



Please see the instruction below to add the account.

1. Open Outlook
2. Type in your email address (your 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)



ccem3@mcmaster.ca

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in