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