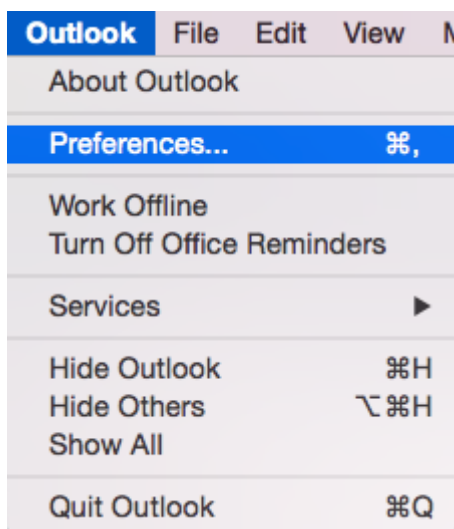


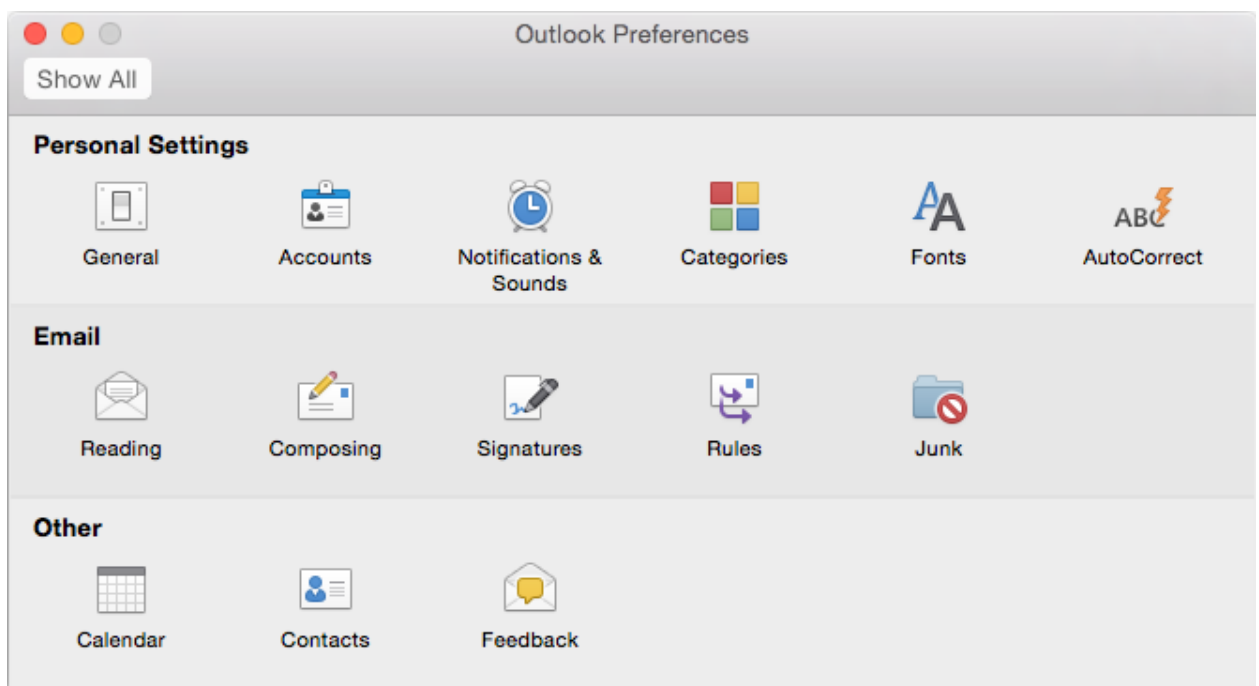
# OSX: Outlook 2016 (Office 365)

This article will assist you with setting up Outlook 2016 with your Office 365 Exchange mailbox.

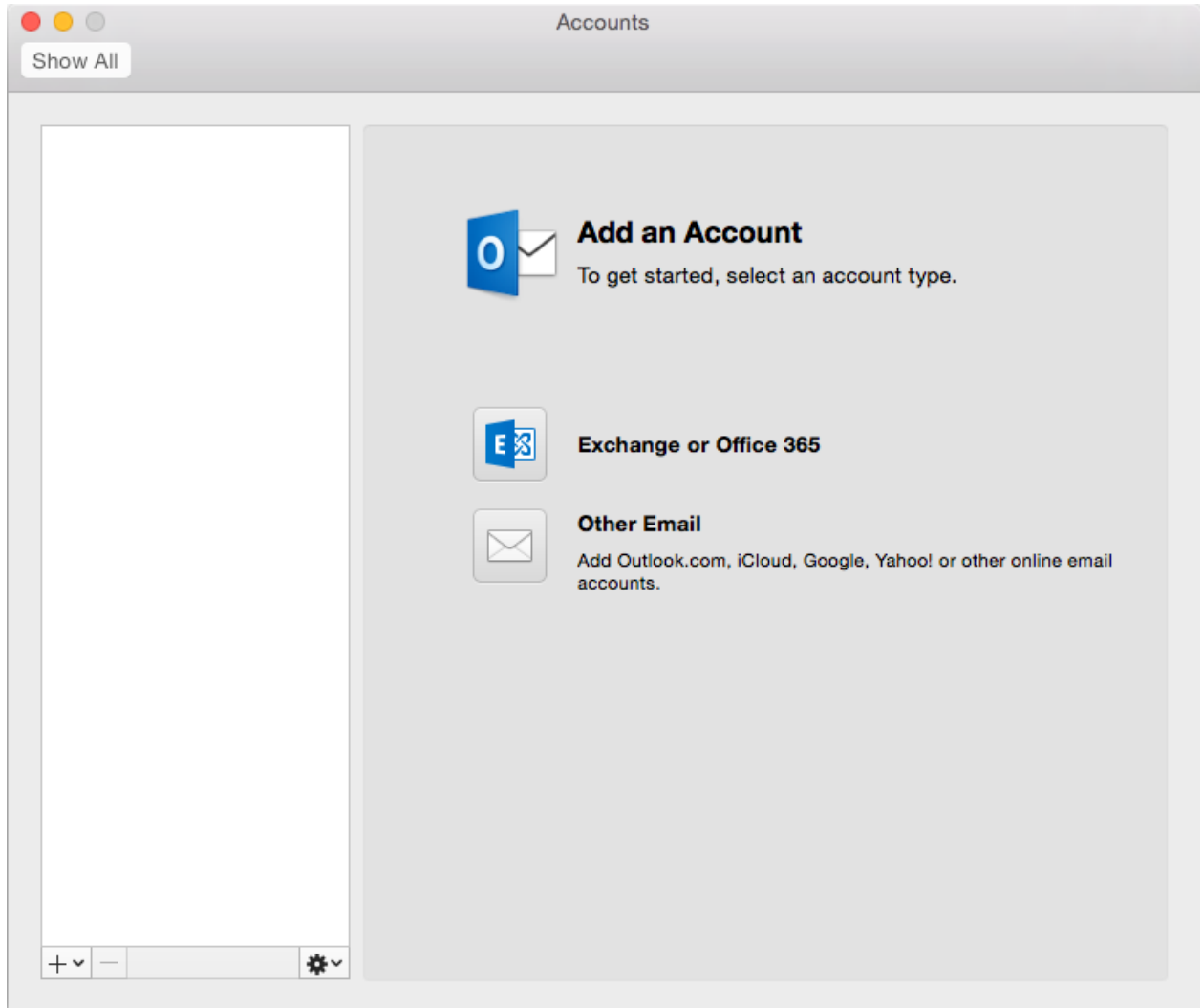
1. Launch Outlook. Then, select "**Preferences**" from the Outlook menu.



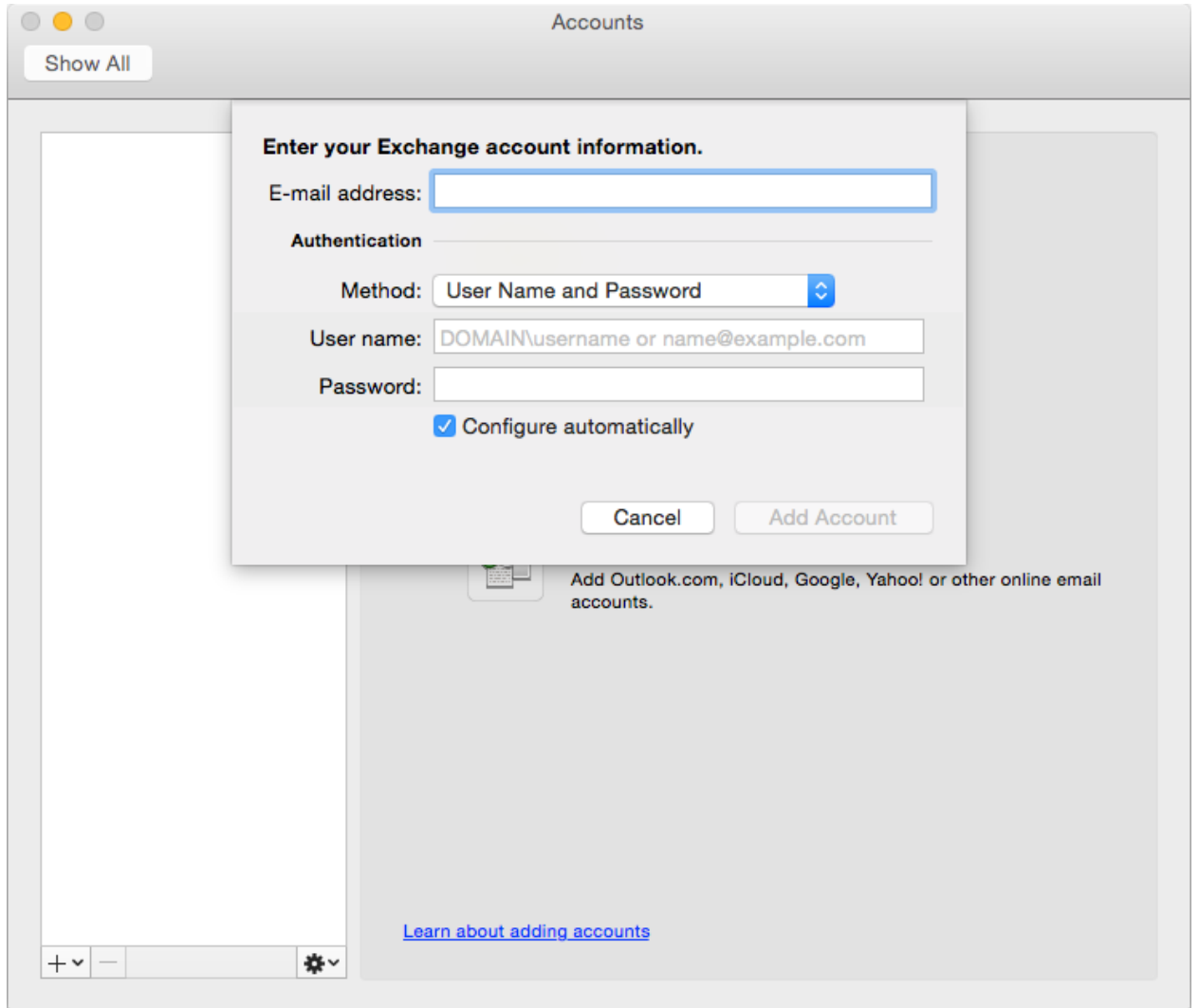
2. Select "**Accounts**"



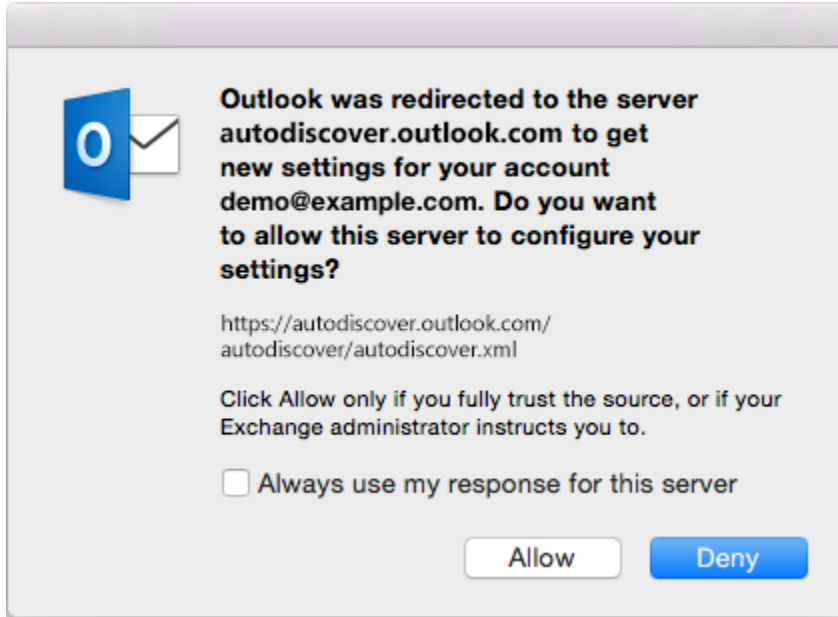
3. Select "**Exchange or Office 365**"



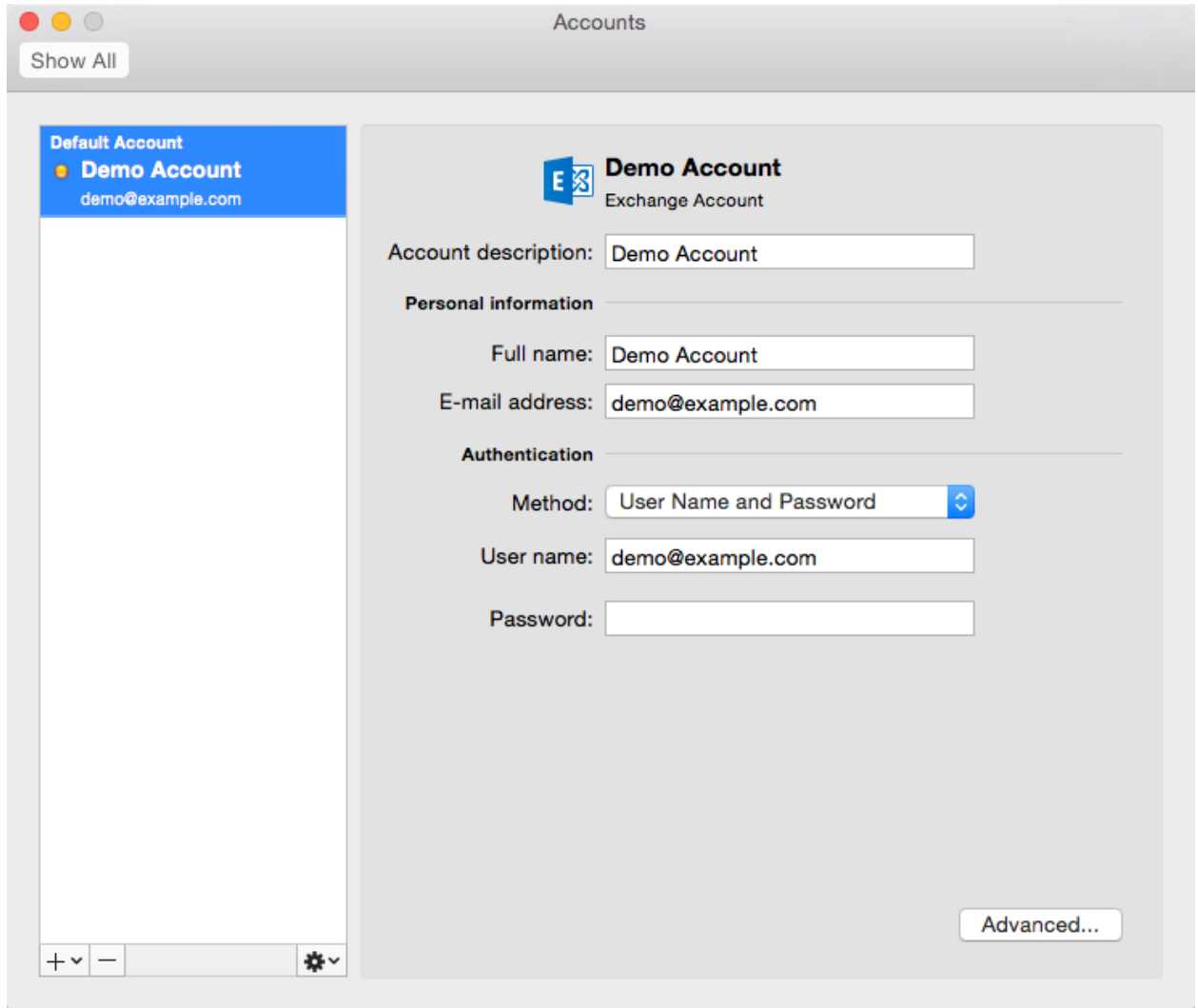
4. The pop up dialog will require the following:
  1. "**Email Address**": user@youremail.com
  2. "**Method**": User Name and Password
  3. "**User name**": user@youremail.com
  4. "**Password**": Your mailbox password
  5. "**Configure Automatically**": Checked



5. Click "**Add Account**". If prompted with the below dialog, click "**Allow**".



6. After a few moments, you should see the following screen, with your information within the fields.



7. Close this dialog. You should see the main Outlook window. Your email should begin downloading shortly.