Add a new Office 365 e-mail account to Mac

You can use Outlook to manage multiple e-mail accounts. Before you can send and receive e-mail messages, you first have to set up an e-mail account.

Let's set up your e-mail account.

To complete this procedure, you must have your e-mail account and server information. If you have already set up your e-mail account, you can skip this procedure.

1. On the Tools menu, click Accounts (also written as Tools > Accounts in this tutorial).

2. On the bottom of Add an account pop-up menu, Click on the triangle and select Exchange.

3. Enter your e-mail address and password, and then click Add Account.

   Note: If Outlook recognizes your e-mail provider (for example, Windows Live Hotmail), the Configure automatically check box remains selected, and Outlook attempts to configure your server information automatically. To enter the server information manually, clear the Configure automatically check box.

4. Verify your account personal information and server information, and then close the Accounts dialog box.