Office 365 at TCCS
How to Add your Outlook Email in Mac

Step 1: Open Outlook Application) Click on “Get started”

Step 2: Select Your Theme -- Choose colorful or classic

Step 3: Start Outlook Configuration. Outlook is now ready to configure your email account

Step 4: Add Email Account. Enter your email address is the space provided (ex. josep@claremont.edu)
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Step 5: Enter your password. Outlook will automatically recognize your Office 365 account and it will redirect you to the Office 365 Login page.

Step 6: Once logged in, Outlook will give you an option to “Add Another Account” or to be “Done”.

Step 7: When the process is completed, this is how Outlook will look: