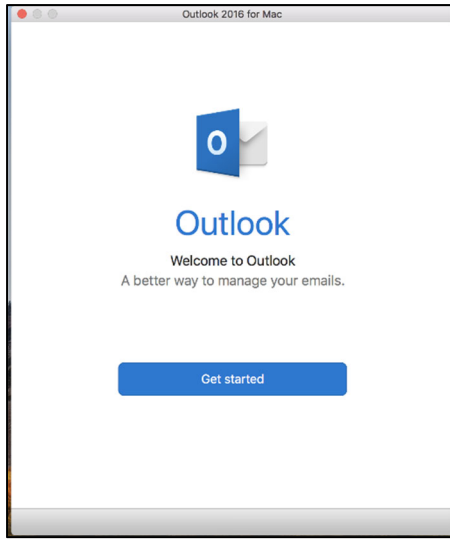


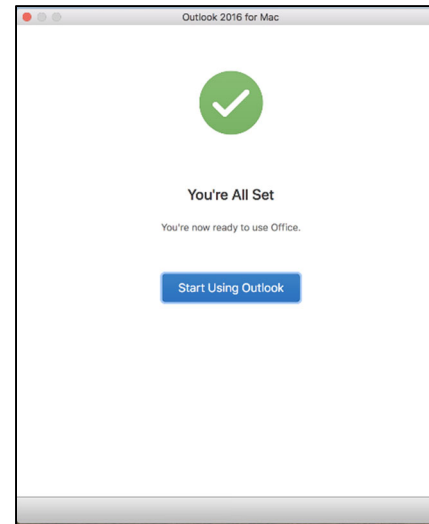
# Office 365 at TCCS

## How to Add your Outlook Email in Mac

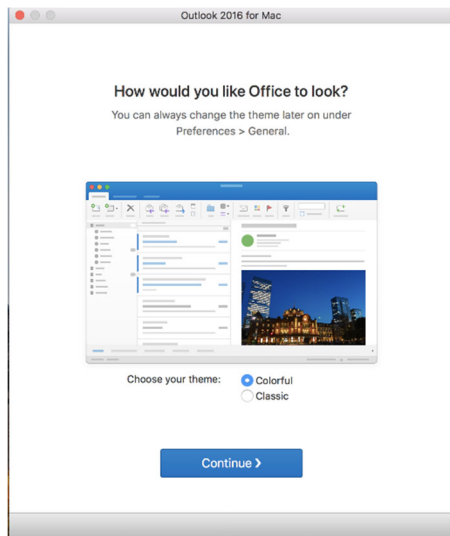
**Step 1:** Open Outlook Application) Click on “Get started”



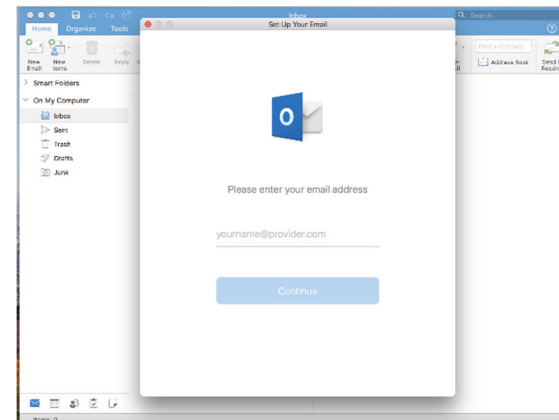
**Step 3:** Start Outlook Configuration. Outlook is now ready to configure your email account



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



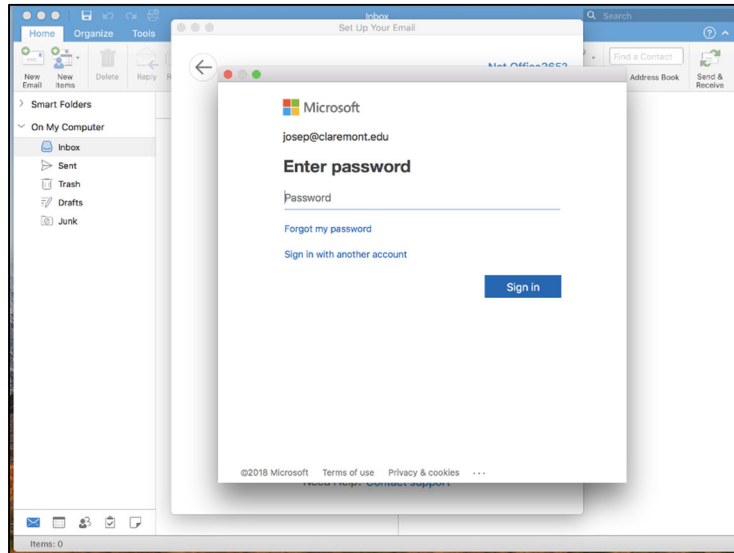
**Step 4** Add Email Account. Enter your email address is the space provided (ex. josep@claremont.edu)



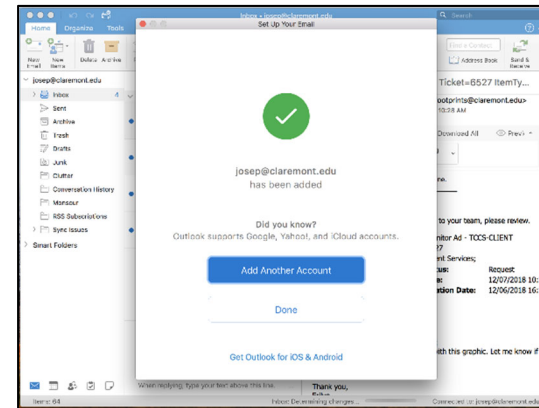
# Office 365 at TCCS

## How to Add your Outlook Email in Mac

**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:

