Office 365 for Mac Users

There are two options for setting up Office 365 on a Mac. The choice depends on whether or not you are currently using Outlook on your Mac.

Setup Office 365 for Current Outlook for Mac users
Once you have set up Office 365, take a moment to update your Outlook account work for Office 365.

1. Open Outlook on your Mac and choose Preferences from the menu

2. The Outlook Preferences menu opens. Choose Accounts in the personal settings section

3. On the Preferences menu, locate User name, and change AD\username to your email address (username@uiwtx.edu)
Setup Office 365 for First-time Outlook for Mac users
If you are setting up Outlook and Office 365 on your Mac for the first time, please follow these instructions:

1. Click on **Outlook** in the Finder or Dock

2. The *Welcome to Outlook* screen appears

3. Click to the second page and click **Get Started**

4. Outlook Opens. Click **Tools**

5. Click **Accounts**
6. On the *Add an Account* screen, click **Exchange or Office 365**

7. Enter your **UIW email address and password**

8. Click **Add Account**

9. The **authentication page** opens. Review and close it to open Outlook Mail