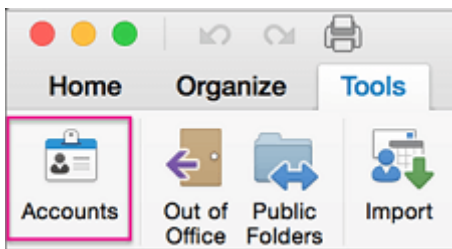
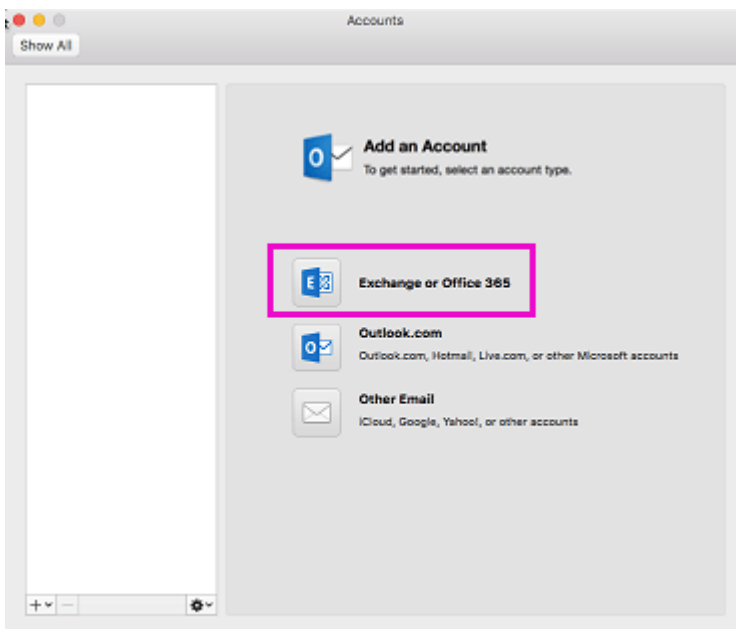


## Adding your Hosted Exchange Mail Account in Outlook 2016 on MAC

1. Open Outlook 2016 and select **Tools > Accounts**.



2. In the **Accounts** box, select **Exchange or Office 365**. (If you don't see this screen, it's possible you already have one or more accounts in Outlook 2016 for Mac. Just click the + at the bottom of the screen to add another account.)



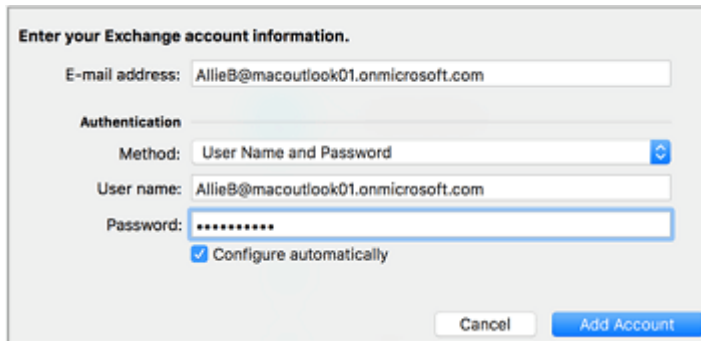
3. Enter the following information when prompted.

**E-mail address:** Your **full** email address as it was sent to you by Visualize IT.

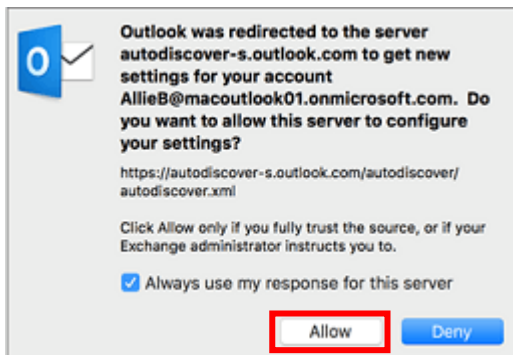
**Method:** User Name and Password

**User name:** Enter your **full** email address again

**Password:** Enter the password that was sent to you by Visualize IT



4. You might see a redirection message. If so, check **Always use my response for this server** and then click **Allow**.

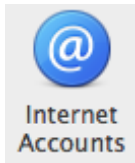


5. For Office 365 accounts, modern authentication is now supported. This enables additional layers of security such as multi-factor authentication. You'll be asked to sign in to your Office 365 account via your organization's sign-in page. You'll only be prompted for the sign-in once.
6. When the you've finished adding the account, it appears in the left pane of the **Accounts** box and Outlook begins downloading your messages and other items. A green indicator next to the account name means the account is connected.

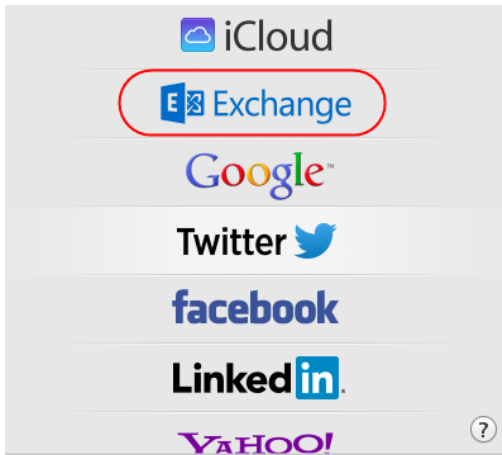
1. Open **System Preferences**



2. Click **Internet Accounts**.



3. On the "Account Type" page, select **Exchange** and continue to the next step.

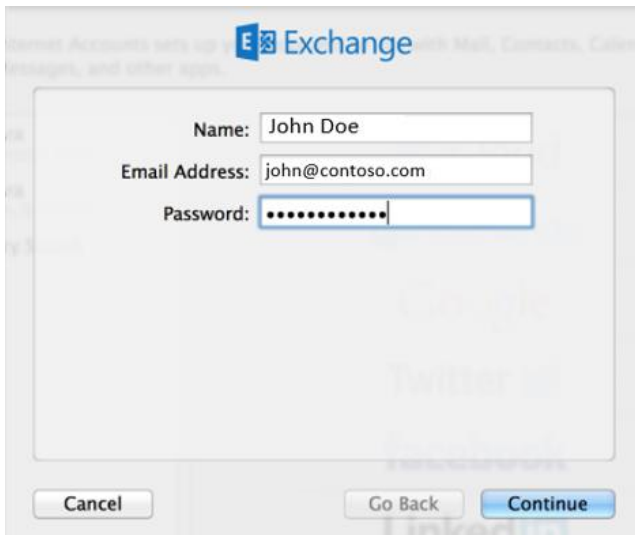


**Important:** If you are not presented with the above screen, click on the "+" sign located at the bottom left of the "Accounts" window. This action will start the account creation process.

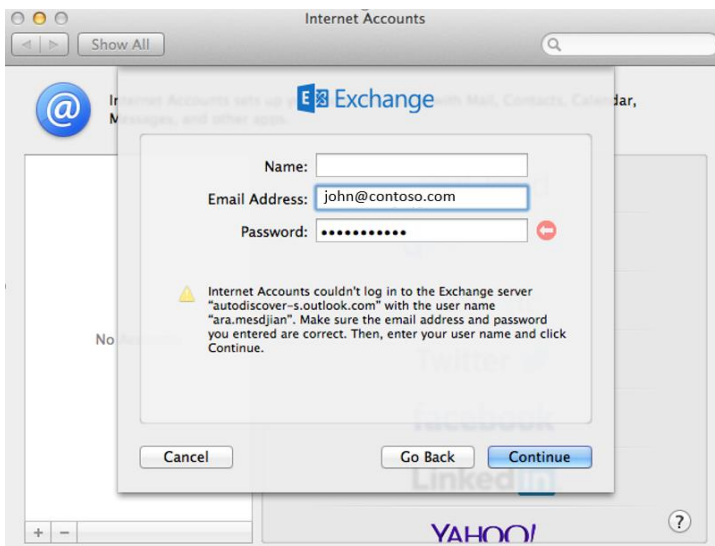
4. On the following page, enter your account credentials:

- **Name:** Your name as you would like it to appear
- **Email Address:** Enter your **full** email address
- **Password:** Password that was sent to you by Visualize IT

Click **Continue**



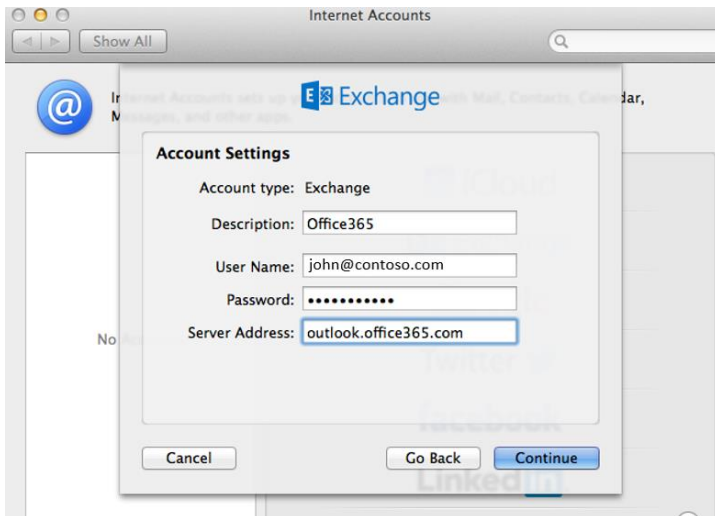
5. If you receive the following error, simply click **Continue**.



6. If you are presented with the following screen fill in the required credentials.

- **Description:** This field is for your discretion. You may give it a name that you will be able to identify in MAC mail
- **User Name:** MUST be your full email address (Sent to you by Visualize IT)
- **Password:** The password sent to you by Visualize IT
- **Server Address:** Set this to **outlook.office365.com**

(NB – If prompted for incoming *and* outgoing servers at this stage, simply enter **outlook.office365.com** for both)

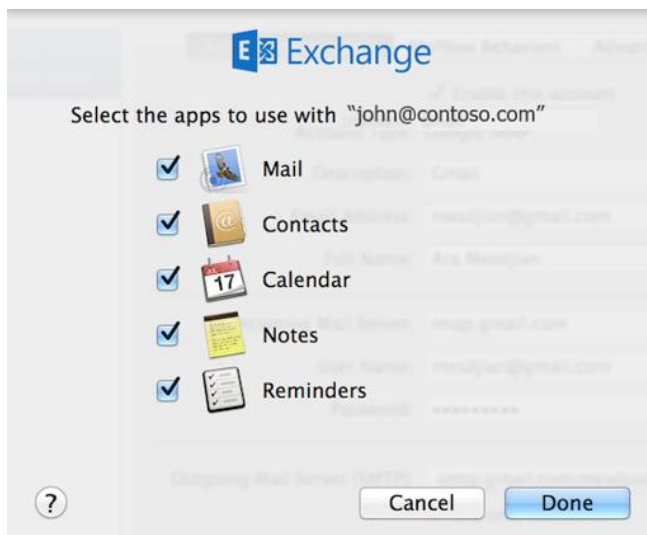


7. Click **Continue** on the “Account Summary” page



8. Next, you will be presented with the applications to configure:

It is recommended that you select all the applications listed: Mail | Contacts | Calendar | Notes | Reminders.



Click **Done** to finalize creating the account.

You may now open and begin using MAC Mail.

**Note** - If this account already contains email, it might take some time to synchronize completely. The duration of this process depends on the size of your mailbox and the download speed of your Internet connection.