

Setting up Your University Office 365 Email Using Microsoft Outlook – Mac OS

This guide details how to set up your University of Exeter email account using Outlook for your Mac OS.

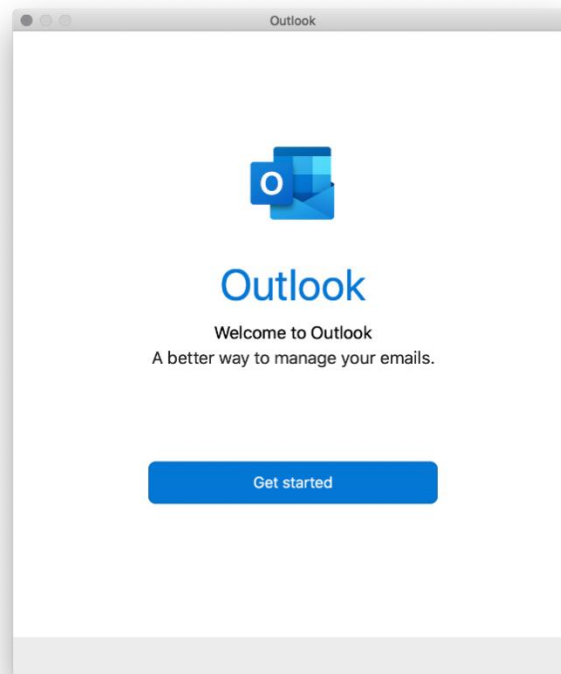
These instructions were written using the Catalina OS but should work for previous and subsequent versions of OS.

The Microsoft Outlook app is required for this set up. If it is not installed, this can be done by installing Microsoft 365:

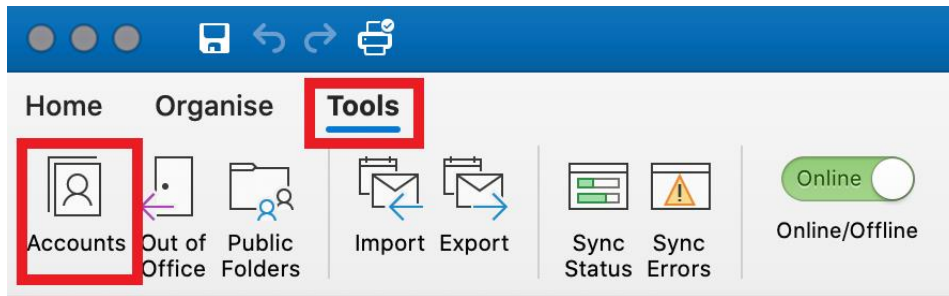
- [Click here for students](#)
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1. From the desktop click on the Outlook icon in the task bar. If the application is not in the task bar, click on Finder and find Applications in the left menu bar. Outlook should be in the applications list.

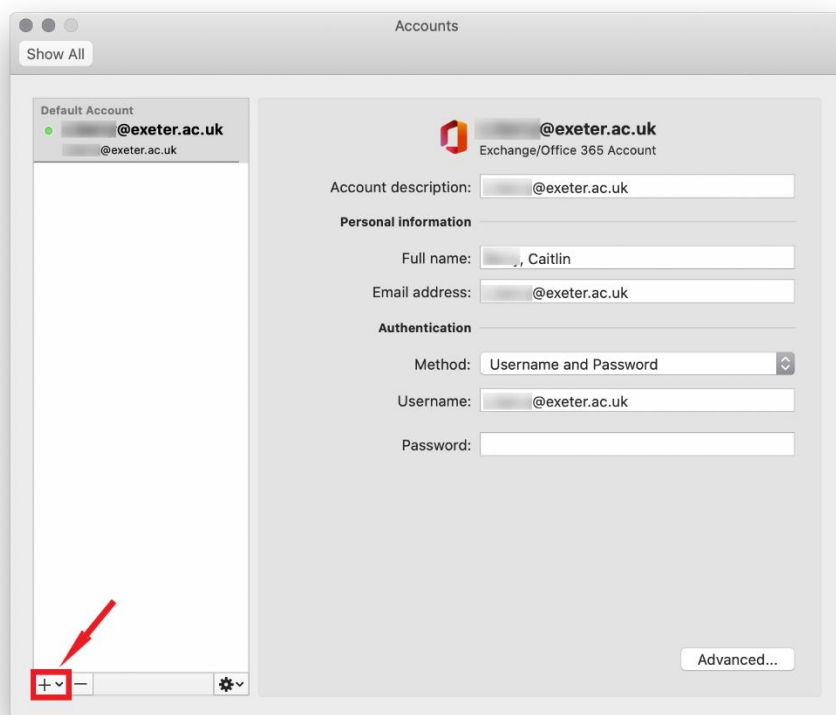
2. If you have not set up an account previously you will see the screen below. Click **Get started**, and you can then skip to step 5.



3. If you already have an account set up when you open Outlook you will need to choose **Tools** in the top menu bar, and then **Accounts**.

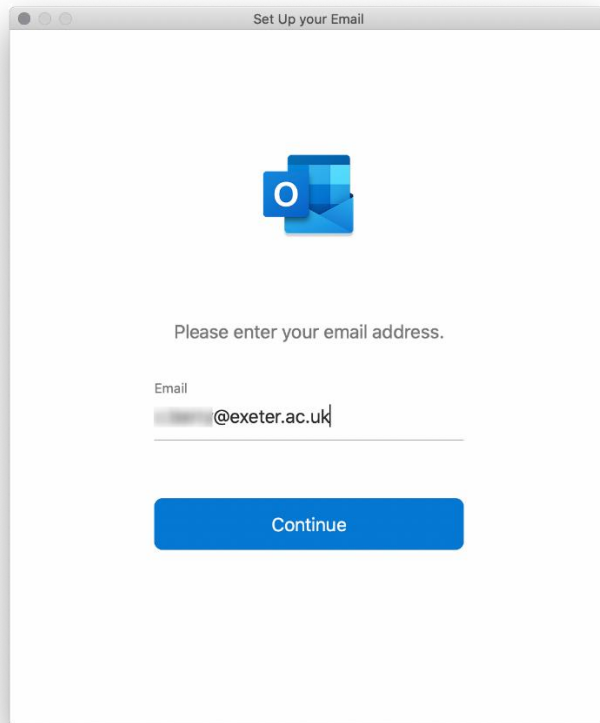


4. Click the plus (+) button on the bottom left of the window to add an account.

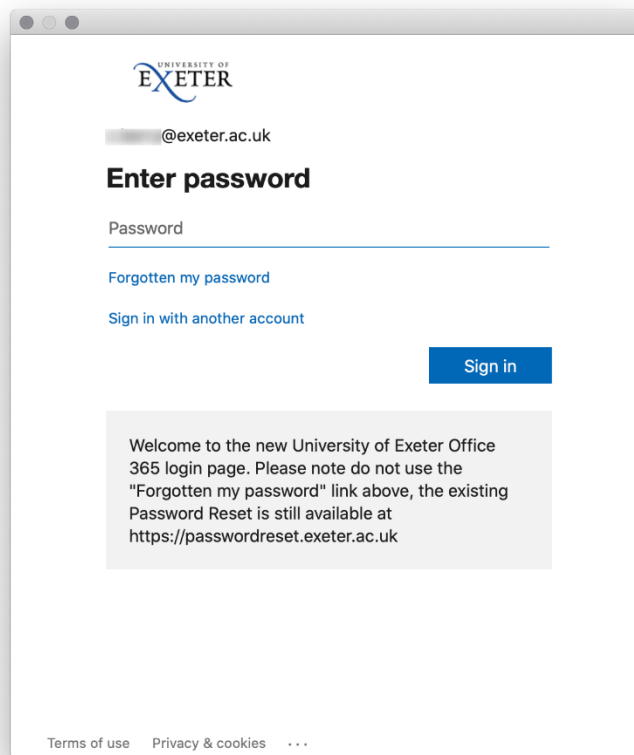


5. If you are asked which account you wish to set up, select **Exchange Account**.

6. Type in your full university email address and click **Continue**.



7. You will be taken to the University's Single Sign On portal. Enter your password and click **Sign in**.



8. Your account should now be set up and you can click **Done** to return to your Outlook view. Your mail should start to download. Note, it may take several moments to complete.

