This guide shows you how to configure your Mac to connect to your University email account using Microsoft Outlook for Mac 2016.

## Configure your account

1. Launch **Outlook** and click **Get started**.

2. Type your email address in the format `userID@abdn.ac.uk`, e.g. `s99jb7@abdn.ac.uk` and click **Continue**.

3. Type your usual University password and click **Sign in**.

4. If your account has been enabled for MFA, you will be prompted for your second factor of authentication.

   Outlook starts to connect to Office 365 and builds your mailbox.

5. Click **Done** when the confirmation message appears.

## Further information and help

Use MyIT to report an issue with the IT Service Desk: [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk)

Remember, you can also access your University email, calendar and contacts via a web browser using Outlook Web Access (OWA) 365. Log in at [http://outlook.com/abdn.ac.uk](http://outlook.com/abdn.ac.uk)