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

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