

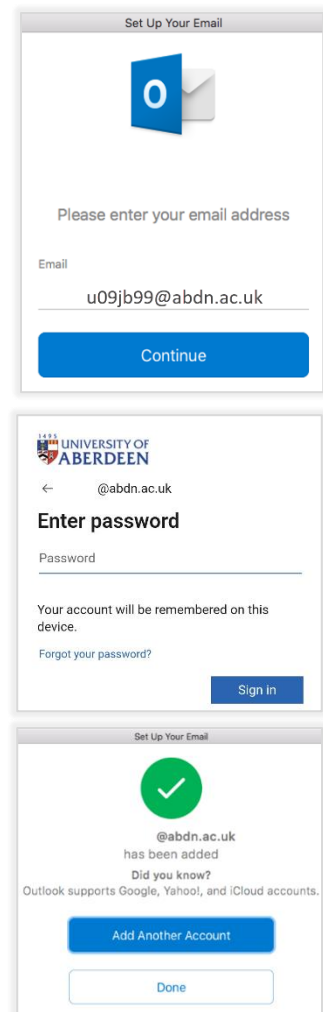
Outlook for Mac

Configure your account

1. Launch **Outlook** and click **Get Started**.
2. Type your email address in the format **userID@abdn.ac.uk**, e.g. *u09jb99@abdn.ac.uk* and click **Continue**.
3. Type your usual University password and click **Sign in**.
4. You will be prompted for your second factor of authentication through the MFA process.

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

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



Add an email account to your existing Outlook for Mac

This section applies if you already use Outlook and wish to add your University account.

1. In Outlook for Mac, select the **Outlook** menu and select **Settings**.
 2. Under **Personal Settings**, select **Accounts > Add Account**.
 3. Type your email address, select **Continue** and follow the prompts.
 4. If adding a Yahoo, or other IMAP or POP account, you might be taken to those sites and asked to allow Outlook to access your mail, contacts, and calendars. Select **Allow** to continue.
- Select **Done**.

Further information and help

More information is available on [Microsoft Help](#). You can also use MyIT to report an issue to the IT Service Desk: <https://myit.abdn.ac.uk>