ACCESSING OUTLOOK FOR Mac USERS
for Faculty, & Staff
Step 1

Open up the “Microsoft Outlook” application.
Step 2

Select “Exchange or Office 365”.
Step 3
Enter the credentials you use to login into your work computer.

Then select “Add Account”.
Step 4

You should now be able to see your work email account in the left panel as a selection. Click to be directed to your inbox.

*You have the option of changing the “Account Description” to your person preference.*
Step 5

You should now see your inbox and should have all of the same functions you have at your work desktop.