Setting up Office 365 in MacMail

Ensure the Mac is connected to the internet. If on campus, connect to hotspot-secure wireless network.

Select Mail > Add Account

Select Exchange and click Continue

On the Add Account screen, enter the following details and then click Continue

- Name: enter your name in the form FirstName Surname
- Email Address - enter your IT Services username@live.warwick.ac.uk e.g. u1512345@live.warwick.ac.uk
- Password - enter your IT Services password (i.e. the one you use to logon to a PC/the intranet)

Check that the Summary details are correct then click Continue

If prompted for a server, type outlook.office365.com

Select the apps you wish to use from the list then click Done.

Setting up Office 365 in Outlook 2016 on Mac

Ensure the Mac is connected to the internet. Open Outlook 2016 on the Mac.

Click on Tools menu > Accounts
Click on + sign and select Exchange

- Email address – enter your IT Services username@live.warwick.ac.uk e.g. u1512345@live.warwick.ac.uk
- Usercode – enter your IT Services username@live.warwick.ac.uk
- Password – enter your IT Services password (i.e. the one you use to logon to a PC/the intranet)
- If prompted for a server, type outlook.office365.com
- Click on the Add Account button

The account is then created and will open in Outlook.
Setting up Office 365 in MacMail

Ensure the Mac is connected to the internet. If on campus, connect to hotspot-secure wireless network.

Open the Mail icon in the Dock (if the Mail icon isn't shown you can find it on your Mac under Applications).

Select **Mail > Add Account**

Select **Exchange** and click Continue

On the **Add Account** screen, enter the following details and then click **Continue**

- **Name**: enter your name in the form Firstname Surname
- **Email Address** - enter your IT Services username@live.warwick.ac.uk e.g. u1512345@live.warwick.ac.uk
- **Password** - enter your IT Services password (i.e. the one you use to logon to a PC/the intranet)

  ▪ Check that the Summary details are correct then click Continue
  ▪ If prompted for a server, type outlook.office365.com

Setting up Office 365 in Outlook 2016 on Mac

Ensure the Mac is connected to the internet. Open Outlook 2016 on the Mac.

Click on **Tools menu > Accounts**

Click on + sign and select **Exchange**

- **Email address** – enter your **IT Services username@live.warwick.ac.uk** e.g., u1512345@live.warwick.ac.uk
- **Usercode** – enter your **IT Services username@live.warwick.ac.uk**
- **Password** – enter your IT Services password (i.e. the one you use to logon to a PC/the intranet)
- If prompted for a server, type outlook.office365.com
- Click on the **Add Account** button

The account is then created and will open in Outlook.