How to configure Outlook for Mac

Microsoft Outlook is the preferred email client at Yale School of Management.

Please use these instructions to configure Outlook on your workstation.

Step-by-step guide

Microsoft Outlook for Mac uses profiles to manage your accounts within Outlook.

Launch Outlook to start the account creation wizard. Click the **Exchange or Office 365** account option.

On the *Auto Account Setup* window, enter the following for each field:

- **Email Address**: Enter the primary address of your NetID, `firstname.lastname@yale.edu`
- **Authentication Method**: User Name and Password
- **User name**: `firstname.lastname@yale.edu`
- **Password**: Enter the password of the account you are configuring.

Ensure **Configure Automatically** is checked.

Click **Add Account**.

A summary will be displayed upon successful account configuration.
Modify the account description field to something more descriptive; such as your name.

Close the **Accounts** window to start using Outlook.

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