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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