How to Setup Outlook for MAC Office 365

1. Open Outlook for MAC

2. Select Preferences

3. Select Accounts

4. Select Exchange Account
5. Type in your University Email Address (first.lastname@usm.edu), Username w+ID#@usm.edu and CampusID Password, then Add Account.

6. You may get a screen like this. If so select Always use my response for this server and then click Allow.

7. Congratulations! Your account should now be setup in Outlook.