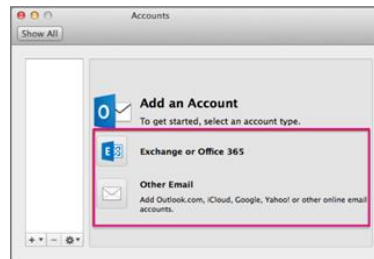
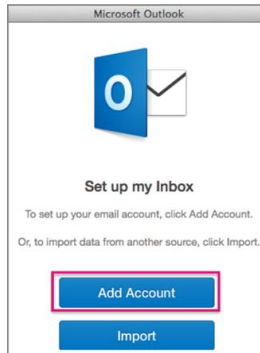
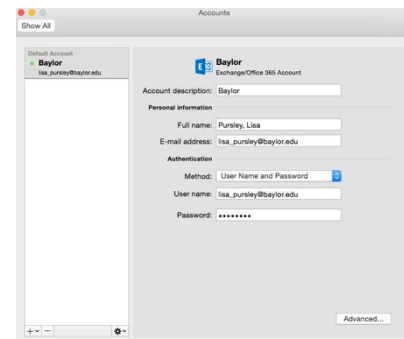


How to setup Outlook 2016 for MAC using Outlook 365

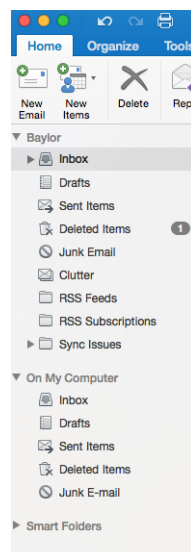
1. Login to portal.office.com to download Office 365 to your MAC. Once the download is complete click on the (blue) Outlook icon to begin the setup. You will have the choice to import email from Outlook 2011. We recommend you choose this option, but only if you were using local email folders under “Folders on my computer” within Outlook. Otherwise, click “Add Account.” Be sure to choose “Exchange or Office 365.”



2. Enter your Baylor email credentials as noted below. Click “Add Account” to allow auto configuration to complete. Click “Always allow” when you see the auto discover prompt. When done you will see your account info as listed as below.



3. You should now see you folders in your account and begin to use your Outlook 365 email. The “Folders on my computer section will be populated if you chose to import from Outlook 2011, otherwise they are their for future, archive purposes.



For further assistance, please contact the Help Desk at 254.710.4357