

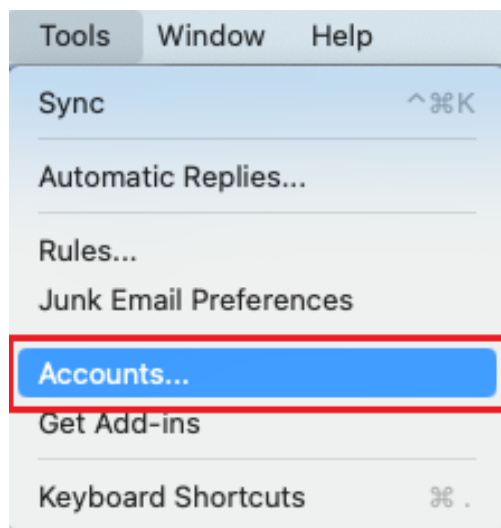
Outlook for Mac - Add Email Address

Roland Nowak - 2024-06-06 - Outlook

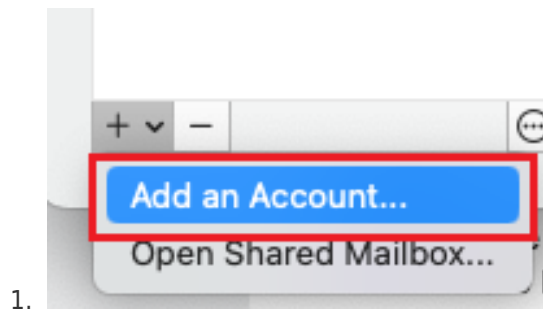
1. Open Outlook. Don't have the app? [Download Here](#)



2. If you're a new user, select **Add Email Account**, and then skip to step 4. Otherwise, select **Tools**, and then **Accounts**.



- 1.
3. Select the plus sign (+), and then **Add an account**.



4. Enter your email address, and then select **Continue**.
- You might get a page with accounts found. If the email address that you're setting up is listed, select it. Otherwise, select **Add Others** to continue.



Add an Account

Enter your email address

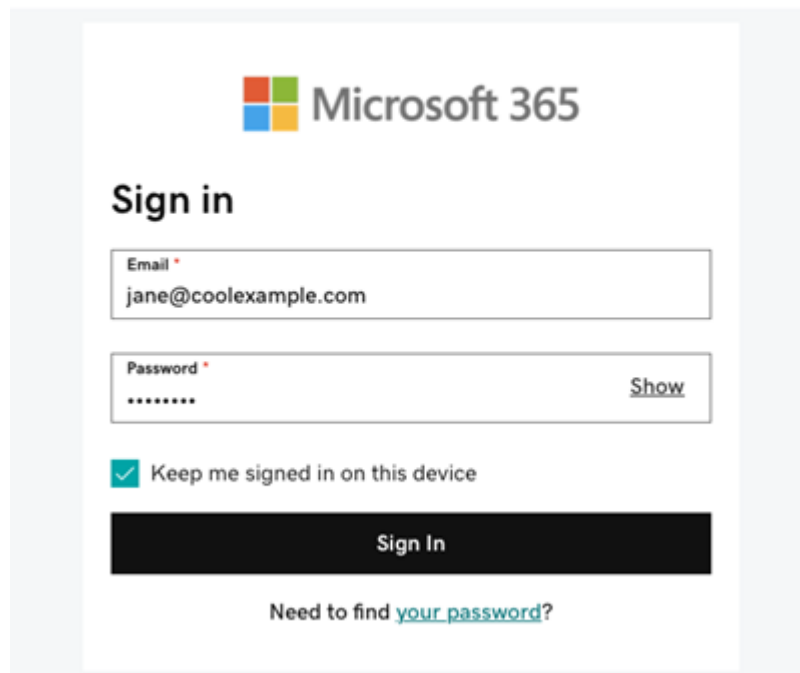
Add your Microsoft 365, Outlook.com, Google, iCloud, Yahoo, IMAP, or POP accounts.

Email address
jane@coolexample.com

Continue

[Create new account](#)

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5. Enter your email passwords, and then select **Sign in**. You might need to select your account type as **Work or school**, not **Personal**, to continue.



1.

6. If your admin enabled multi-factor authentication (MFA), verify your account or [set up the Authenticator app](#).
 1. You'll be asked if you want to add another account.
Tap **Done** to go to your Outlook inbox.



Microsoft 365 account has been added

jane@coolexample.com



Add another account

Outlook supports Microsoft 365, Outlook.com, Google, iCloud, Yahoo, IMAP and POP accounts.

[Add Another](#)



Take Outlook anywhere

Get Outlook for your iOS or Android devices.

[Get Mobile Outlook](#)

[Add another account](#)

[Done](#)

2.

Your Microsoft 365 email is now on your Outlook for Mac.