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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**.

	Tools	Window Help	D		
	Sync	^%K			
	Automatic Replies				
	Rules Junk Email Preferences				
	Accoun	ts			
	Get Add-ins				
1.	Keyboa	₩.			

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.

	🚺 💶 🖾 ył						
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						
0							

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.

Micros	oft 365
Sign in	
Email * jane@coolexample.com	
Password *	Show
Keep me signed in on this de	vice
Sign I	n
Need to find <u>you</u>	r password?

- 6. If your admin enabled multi-factor authentication (MFA), verify your account or <u>set up the Authenticator app</u>.
 - 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

G M	Add another account Outlook supports Microsoft 365, Outlook.com, Googl iCloud, Yahoo, IMAP and POP accounts. Add Another	e,
	Take Outlook anywhere Get Outlook for your iOS or Android devices. Get Mobile Outlook	
Add another a	account	Done

2.

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