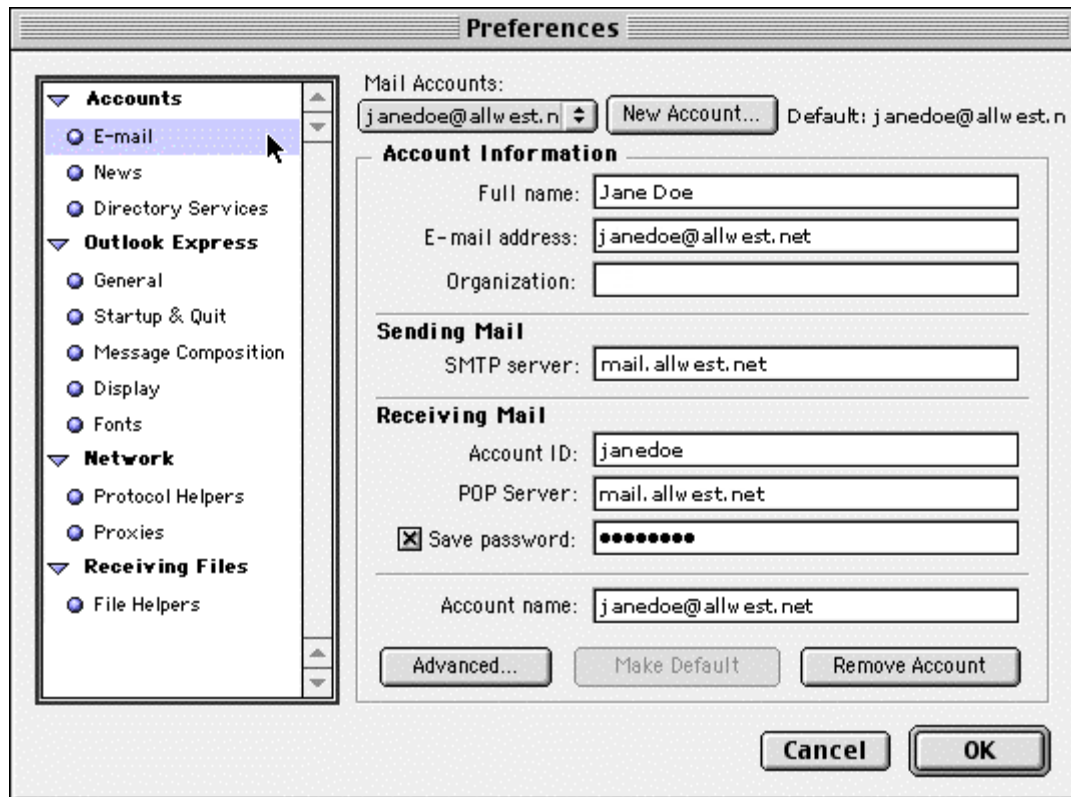


Setup: Outlook (Mac)

1. To set up (or edit) an email account in Outlook (Mac), first open Outlook and then choose **Edit > Preferences** from the menu bar .
2. Click on **E-mail** under the **Accounts** section in the window on the left side.



3. Once you have filled in the necessary information, using the screenshot above as an example, click **OK** to save your changes.