Office 365 for Mac Users

There are two options for setting up Office 365 on a Mac. The choice depends on whether or not you are currently using Outlook on your Mac.

Setup Office 365 for Current Outlook for Mac users

Once you have set up Office 365, take a moment top update your Outlook account work for Office 365
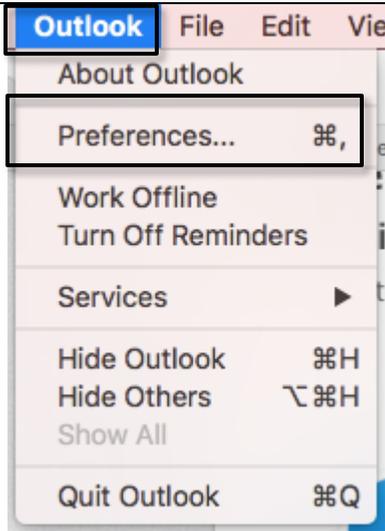
	1. Open Outlook on your Mac and choose **Preferences** from the menu
	2. The *Outlook Preferences menu* opens. Choose **Accounts** in the *personal setting*s section
	3. On the *Preferences* menu, locate *User name*, and change **AD\username** to your **email address (*username@uiwtx.edu*)**
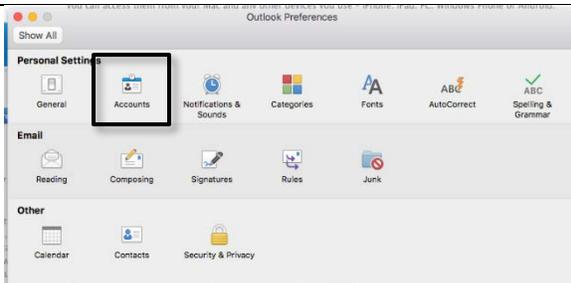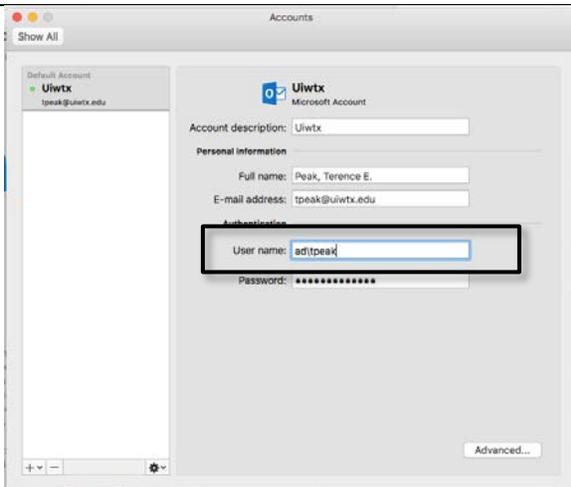
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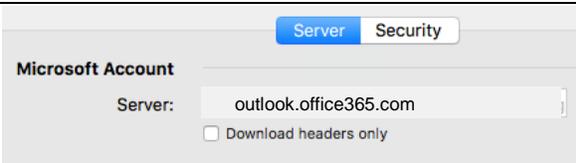
	4. The *Server/Security menu* opens, locate **Server:** and change the server from webmail.uiwtx.edu to outlook.office365.com

Setup Office 365 for First-time Outlook for Mac users

If you are setting up Outlook *and* Office 365 on your Mac for the first time, please follow these instructions:
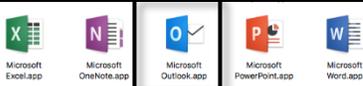
	1. Click on **Outlook** in the Finder or Dock
	2. The *Welcome to Outlook* screen appears 3. Click to the second page and click **Get Started**
	4. Outlook Opens. Click **Tools** 5. Click **Accounts**
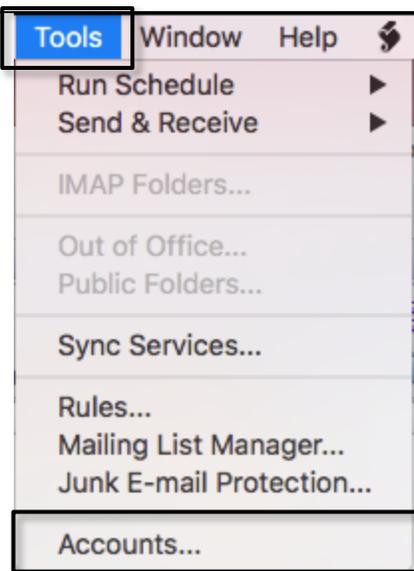
	6. On the *Add an Account* screen, click **Exchange or Office 365**
	7. Enter your **UIW email address and password** 8. Click **Add Account**
	9. The *authentication page* opens. Review and close it to open Outlook Mail
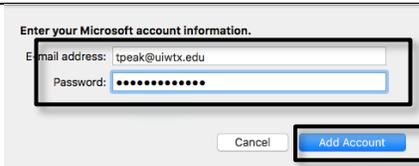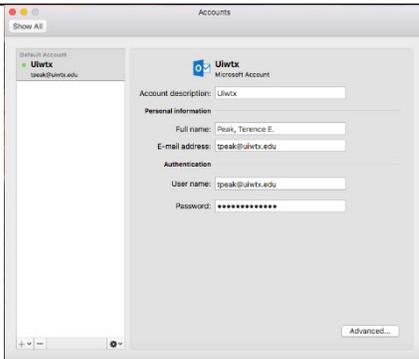
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