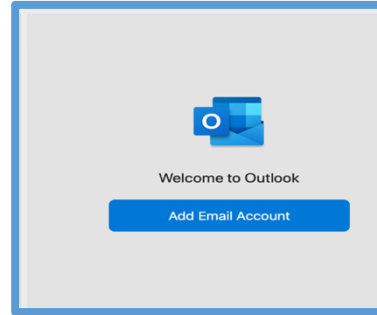
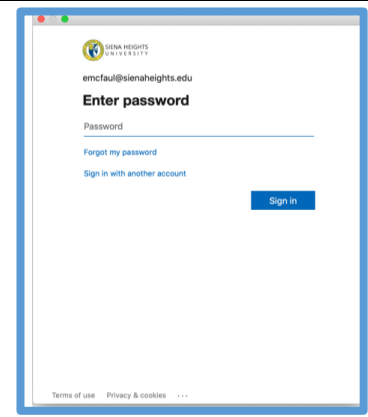
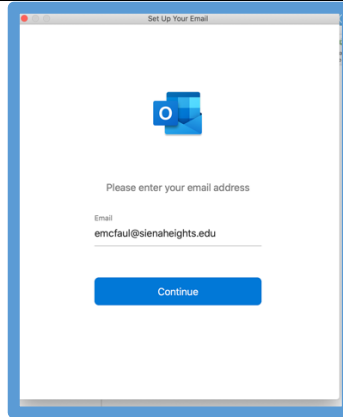


Outlook Mac³⁶⁵ Setup

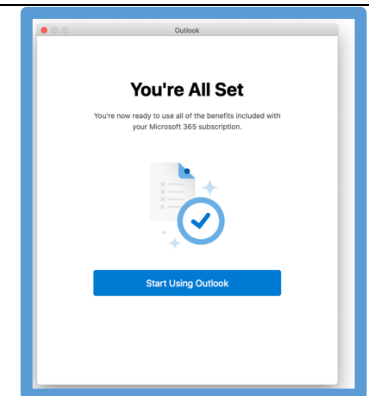
Open the Outlook 365 application from the **Application folder** on the Mac hard drive. Select the **Microsoft Outlook application**. A Welcome to the **Outlook menu will open**, click on the **Get Started button**.



Next screen you Get started with Microsoft 365. Select the **Already have a Subscription? Sign in button**. Next, on the Sign in menu, you will enter your e-mail address. yourusername@sienaheights.edu Click on the **blue continue Next button**. Under the Enter password menu enter your password Type you're my Siena password, and then click on the **blue Sign in button**.



The Final menu is **You're All Set**, click the **blue button**. **Menu appears enter your email address:** **Email address:** emcfaul@sienaheights.edu and click on the blue continue button.



A quick message menu from Office 365, and then your final message that your **account has been added**. Click on the **white done button**, and Closed your account menu. The Microsoft outlook application will open and take a few minutes to configure your e-mail, calendar, folder, and appointments.

