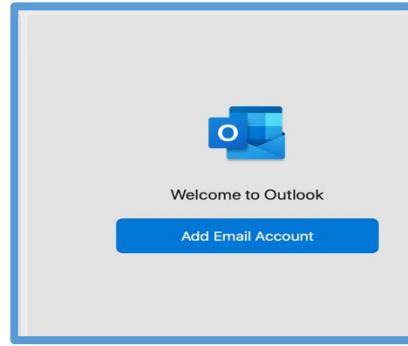
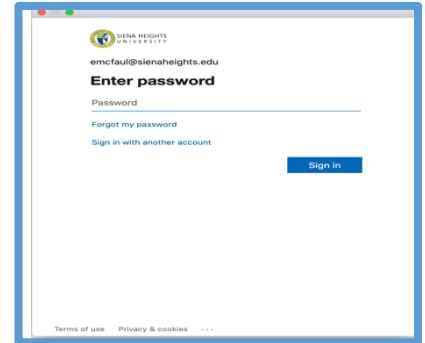
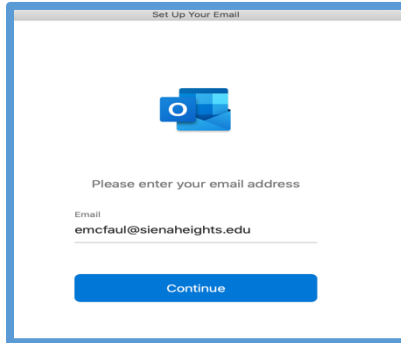


Outlook Mac 2019/365 Setup

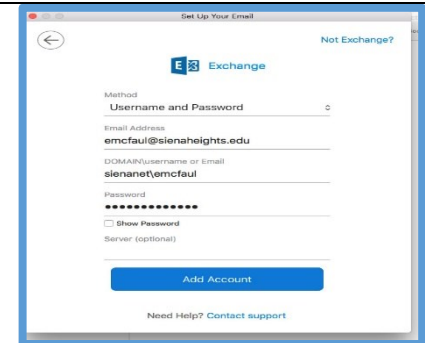
Upon opening the Outlook 2019 application from the Application folder on the Mac hard drive. Select the **Outlook 2019 application**. A Welcome to the **Outlook men will open**, click on the **Add e-mail button**.



Next screen you will enter your e-mail address. yourusername@sienaheights.edu Click on the **blue continue button**. Under the next menu enter your password. Type your Siena password.



Set up your e-mail as follows:
Method: Emma McFaul
Email address: emcfaul@sienaheights.edu
Domain\Username: sienanet\you rusername
Password: yourpassword
Mail server: leave blank.



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.

