How to: Add a TechMail account to Outlook 2016 for Mac

Details

If you are opening Outlook 2016 for the first time, click the Add Account button.

If you have already opened Outlook 2016 before, click Outlook, then click Preferences.
1) Under "Personal Settings," click **Accounts**.

2) Click **Add Email Account**.
3) Type your TechMail address, and click **Continue**.
5) In the screen that pops up, ensure that your TechMail address is correct, and type your password. Then, click **Sign in**.
6) If prompted about allowing the server autodiscover-s.outlook.com or autodiscover.ttu.edu to configure your settings, check the box labeled Always use my response for this server. Then, click Allow.

7) After Outlook 2016 has configured your account, you should see your account settings. In the Account description field, type a descriptive name to refer to the account, such as "TechMail."
8) Close the Accounts window.
You will be able to send/receive email, and access your calendar, contacts, tasks, notes, and other features using Outlook 2016 for Mac.

Solution Properties

Solution ID
150720152046300

Last Modified Date
12/16/2018 11:35:34 AM

Author
josill