How to: Add your TechMail account in Outlook 2016 for Mac

Details

1) If you are opening Outlook 2016 for the first time, click the Add Account button. Otherwise, you will need to add an additional account.

2) Type your TechMail address and click Continue.
3) Type the following information and then click Add Account.

- **Method**: Username and Password
- **Email Address**: your TechMail address
- **DOMAIN/Username or Email**: your TechMail address
- **Password**: your eRaider password
- **Server**: outlook.office365.com
4) Type your TechMail address and eRaider password. Then, click **Sign in**.
Please sign-in with ttu\eRaider username or tluhs\eRaider username or your @ttu.edu email address.

raider.red@ttu.edu

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Sign in

Set-Up Account Change Password

Forgot Password? Forgot Username?

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5) Click Done.

NOTE: You may also click Add Another Account to set up multiple accounts.
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.
OUTCOME

You will be able to send/receive email, access your calendar, contacts, tasks, notes, and other features using Outlook 2016 for Mac.

Solution Properties

Solution ID
150720152046300

Last Modified Date
11/06/2019 06:07:49 PM

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