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

Details

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

![Add Account and Import buttons in Outlook 2016 for Mac]

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.
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

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