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.
OUTCOME

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

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