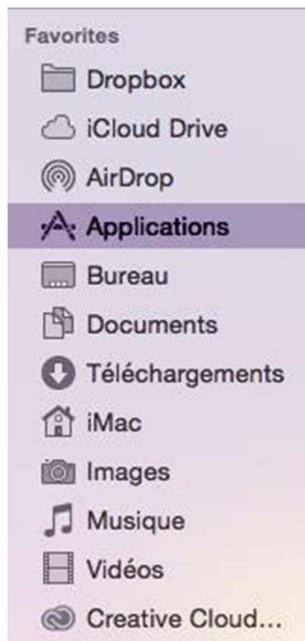
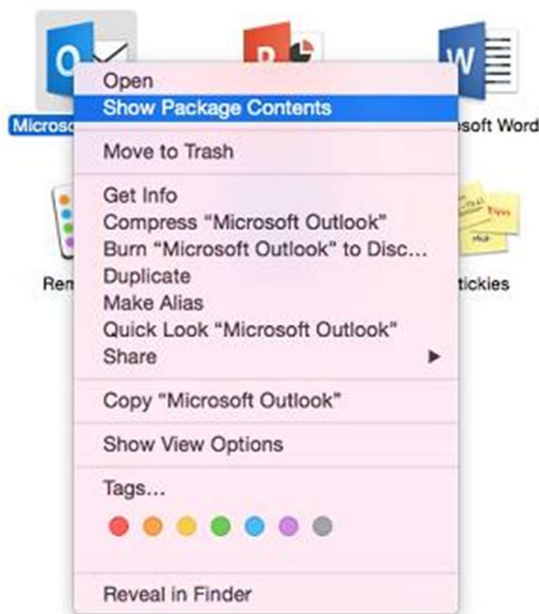


[Exchange 2019] Guide to Add Email Account on Outlook 2016 for Mac

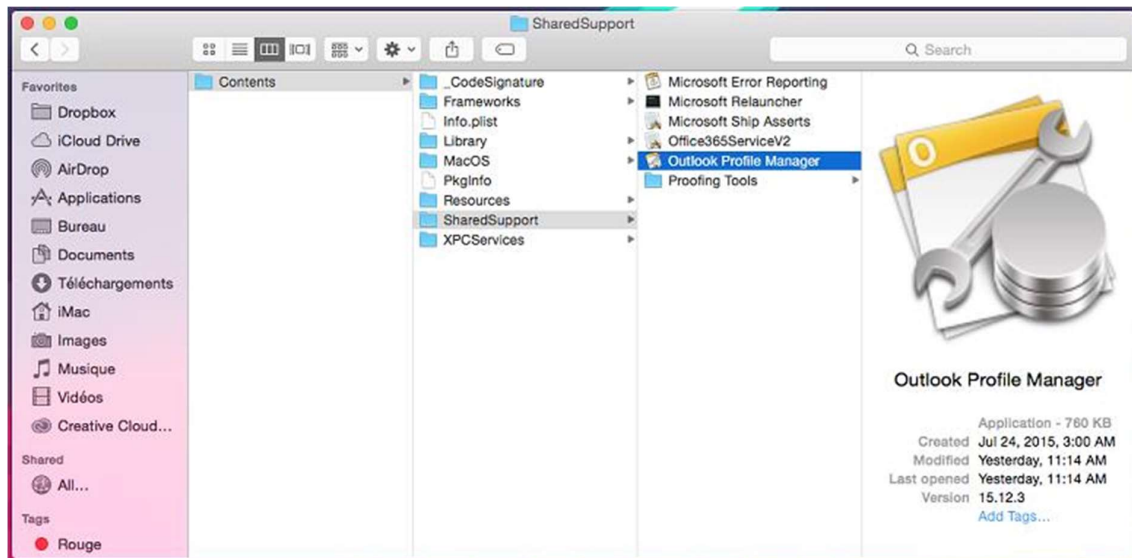
1. In the **Finder**, click on **Applications**.



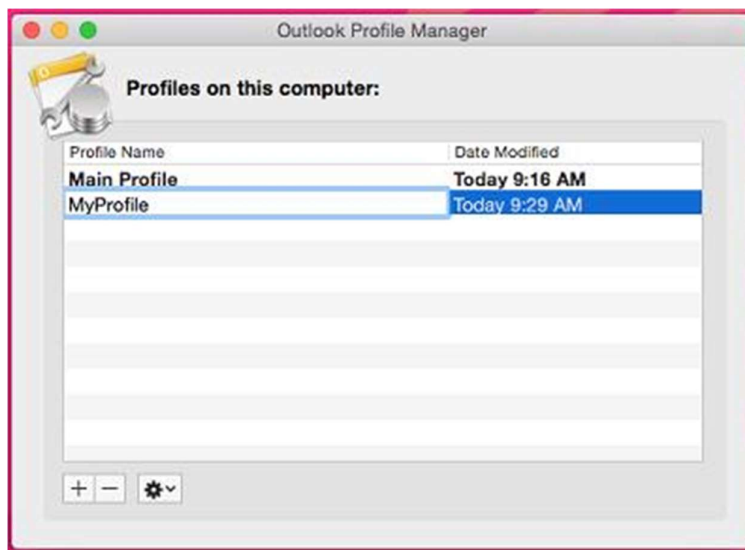
2. Press **CTRL** and then click **Microsoft Outlook** to display the contextual menu. Click on **Show Package Contents**.



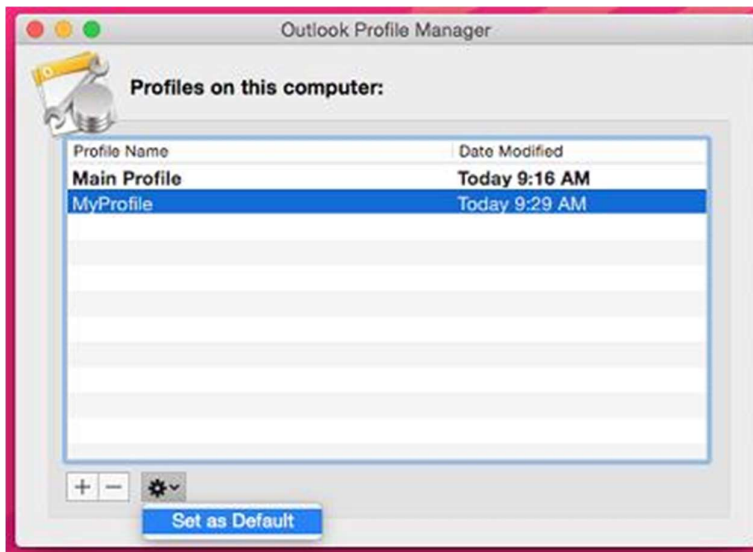
3. Browse to the **Contents > SharedSupport** folder and double-click **Outlook Profile Manager**.



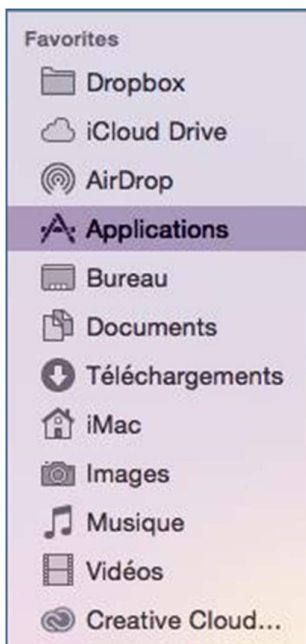
4. Inside the **Outlook Profile Manager** screen, click the **Add (+)** button and enter a name for your new profile.



5. Set the identity as default if multiple identities exist on your computer. To do so, click the **Options** button and click **Set as Default**.



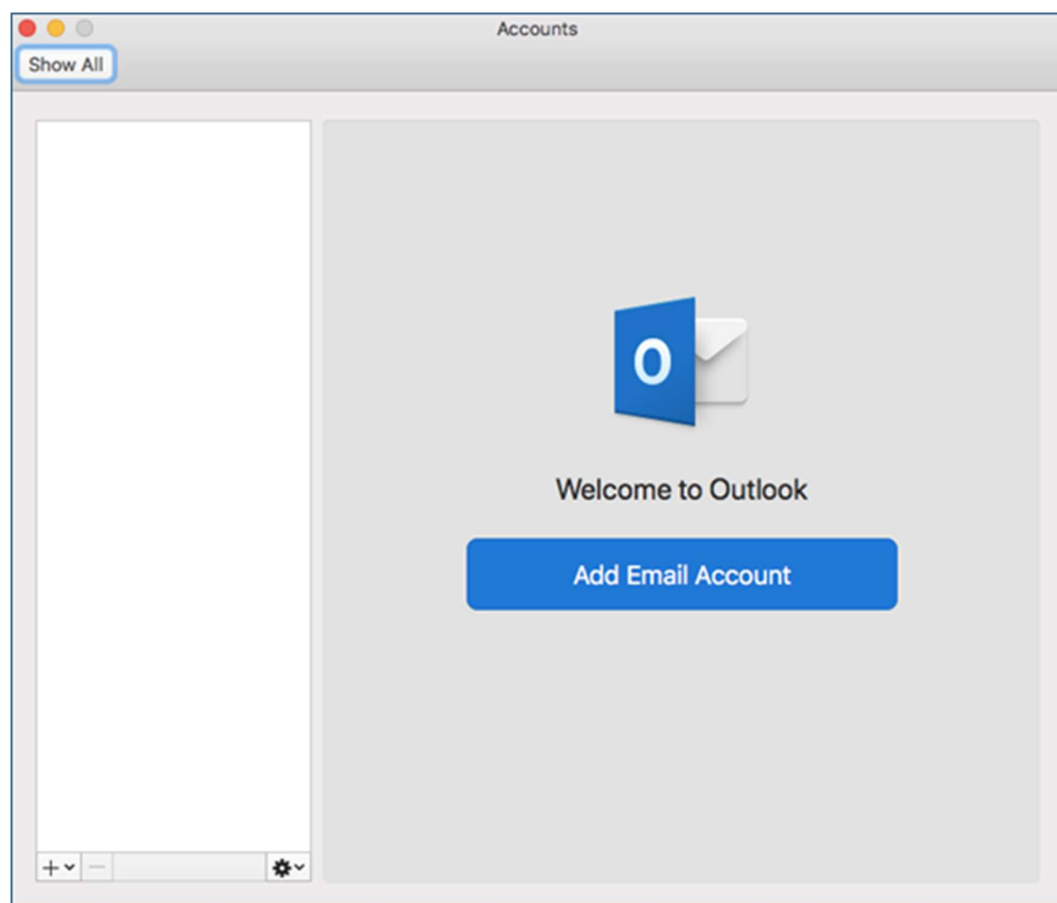
6. In the Finder, click on **Applications**, and then double-click on **Microsoft Outlook**.



Note: If you already use Outlook 2016 for Mac, the main window displays after you double-click Microsoft Outlook. Select the **Tools** menu, and then **Accounts**.

If a pop-up asks to use information in a keychain, click **Always Allow**.

When opening Outlook 2016 for Mac for the first time, select **Add Email Account** or **Add Others**.





Outlook


We found one email account
Do you want to add it?

Add @

Add Others

7. Enter your email address and click **Continue**.

Set Up Your Email



Please enter your email address

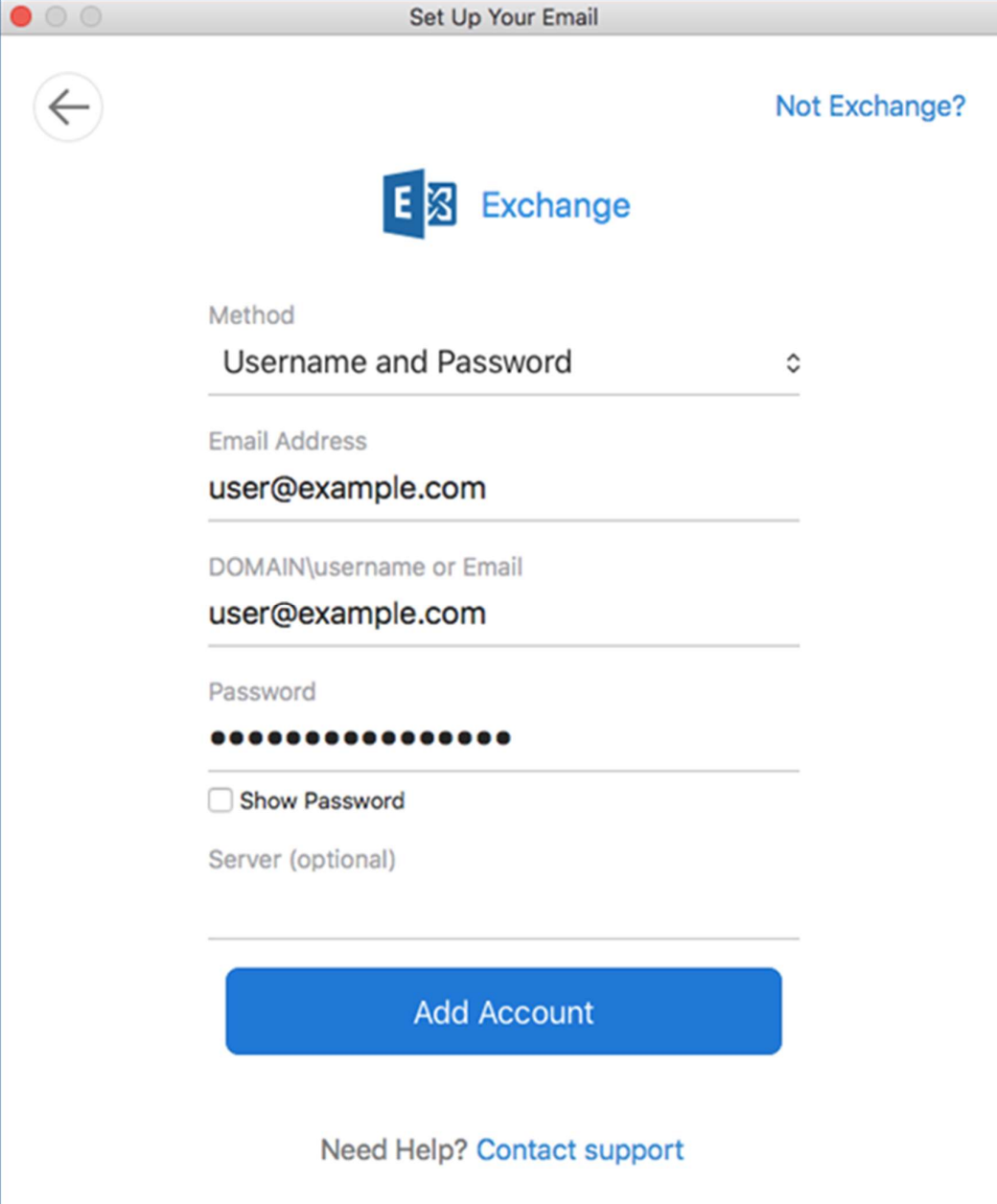
Email

user@example.com

Continue

8. Use the following settings:

- **Method:** choose **username and password** from the dropdown menu
- **Email Address:** your email address
- **Domain\username or Email:** your email address (username)
- **Password:** your password
- **Server (optional):** leave field blank. (Alternatively, you can enter: webmail19.mycloudmailbox.com)
- Click **Add Account**



The screenshot shows a window titled "Set Up Your Email". In the top left corner is a back arrow icon. In the top right corner is a link that says "Not Exchange?". Below this is the Microsoft Exchange logo. The form contains several input fields: "Method" with a dropdown menu currently showing "Username and Password"; "Email Address" with the text "user@example.com"; "DOMAIN\username or Email" with the text "user@example.com"; "Password" with a masked field of dots; a checkbox labeled "Show Password" which is currently unchecked; and "Server (optional)" which is empty. At the bottom of the form is a large blue button labeled "Add Account". Below the button is a link that says "Need Help? Contact support".

Set Up Your Email

Not Exchange?

Exchange

Method

Username and Password

Email Address

user@example.com

DOMAIN\username or Email

user@example.com

Password

●●●●●●●●●●●●●●●●

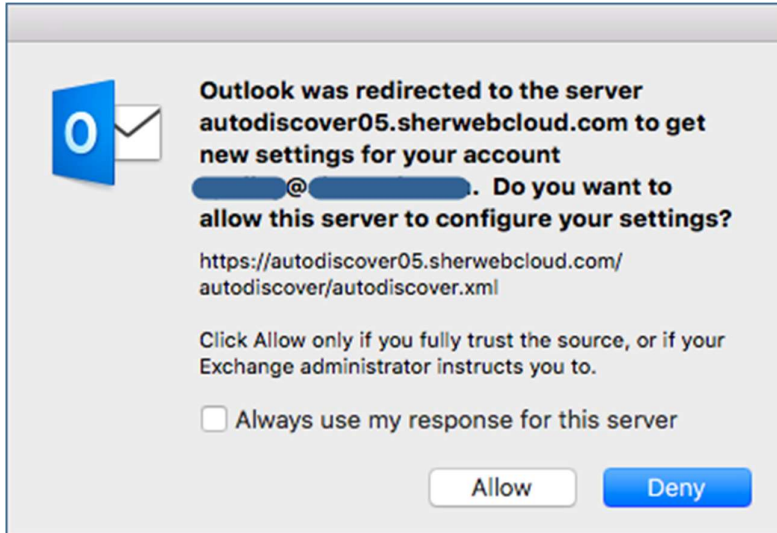
☐ Show Password

Server (optional)

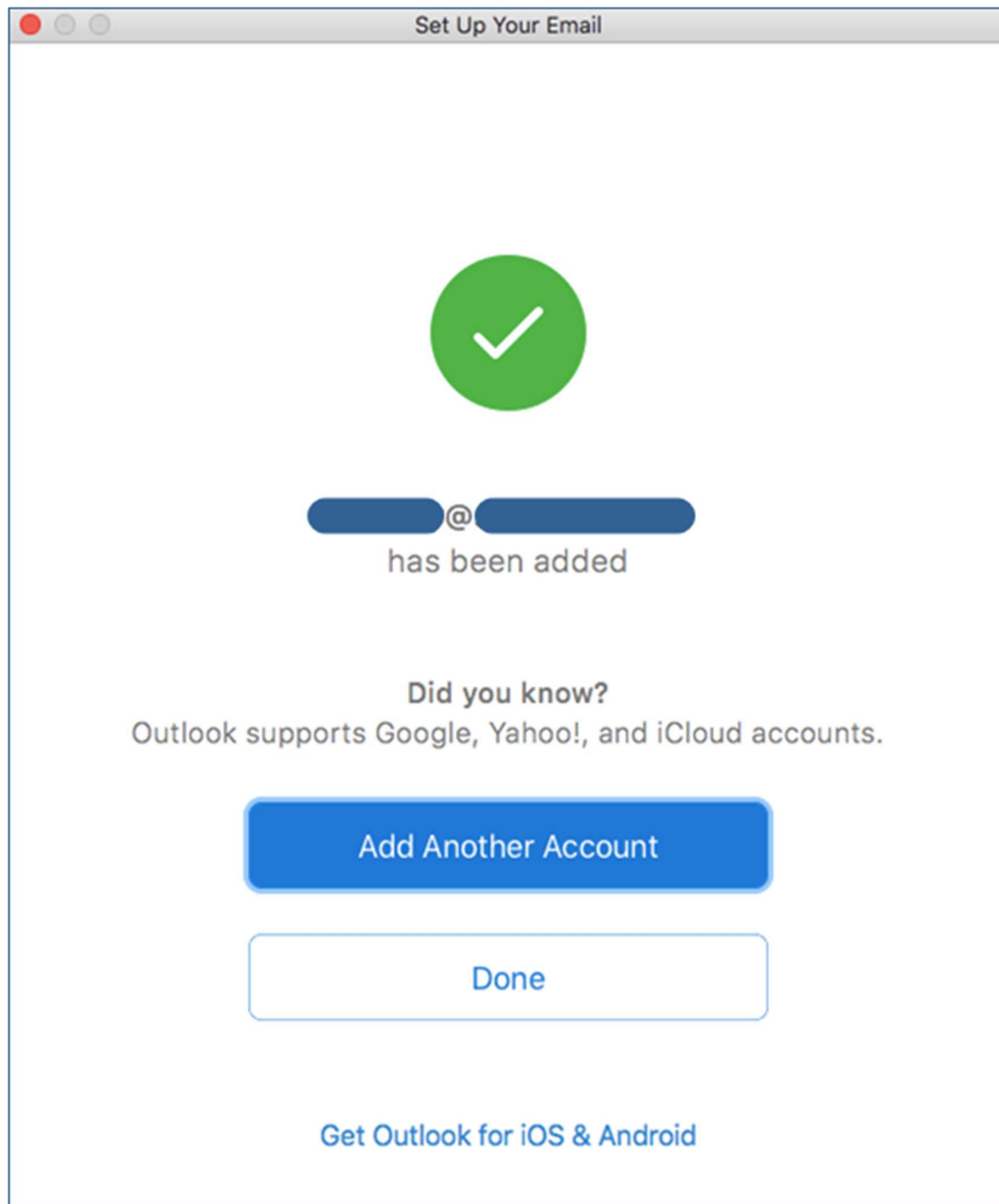
Add Account

Need Help? [Contact support](#)

9. A pop-up will appear asking you to allow Autodiscover to get new settings for your account. Make sure that the server mentioned is the correct one, and not, for example, a server that you are moving away from. If it is a different server, please contact your administrator. Otherwise, select **Allow**.



10. Select **Done** if you do not wish to add another account.



11. Modify the **Full Name** field, if you wish.

Accounts

Show All

Default Account

Exchange/Office 365 Account

Account description:

Personal information

Full name:

E-mail address:

Authentication

Method:

User Name and Password

User name:

Password:

Advanced...