

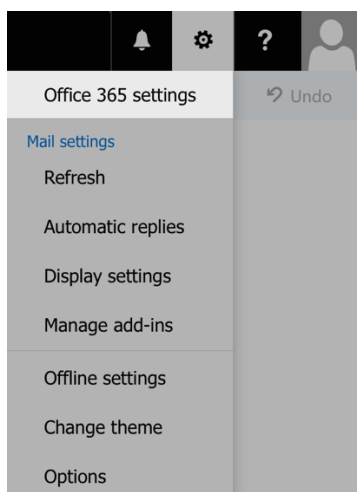
## Outlook 2016 for Mac – Setting Up Your Staff Office 365 Account

We recommend using Outlook 2016 to access your Office 365 account. If you do not currently have Outlook 2016 on your machine, you can get the full Microsoft Office suite from one of these locations:

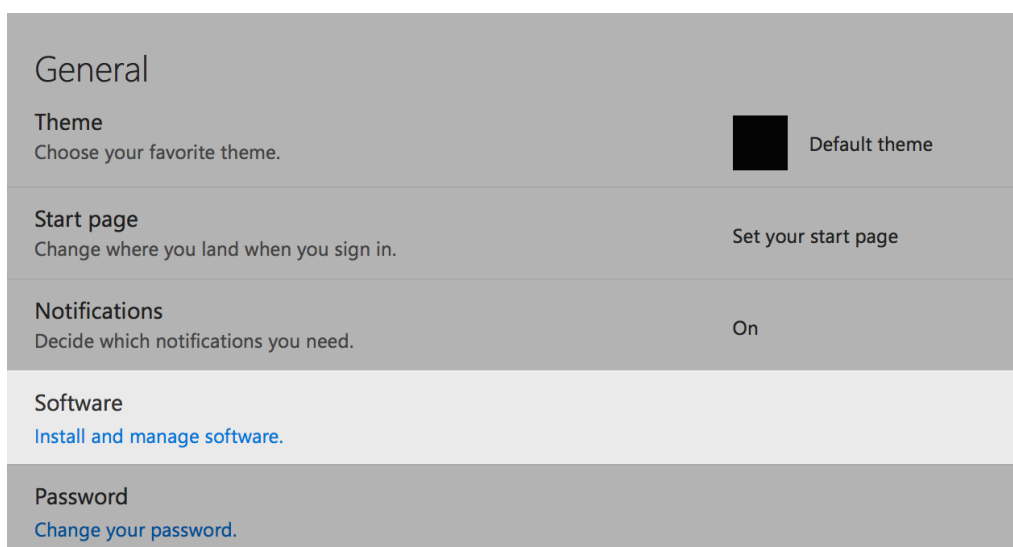
A). On a UWE managed Mac, you can install Office 2016 from Self Service (in your *Applications* folder). The software is located in the *Productivity* category. Note: you can only download software from Self Service while on the UWE network.

B). If you are off campus, or using a personal Mac, you can download Office 2016 by logging into the Office 365 web portal. To do this:

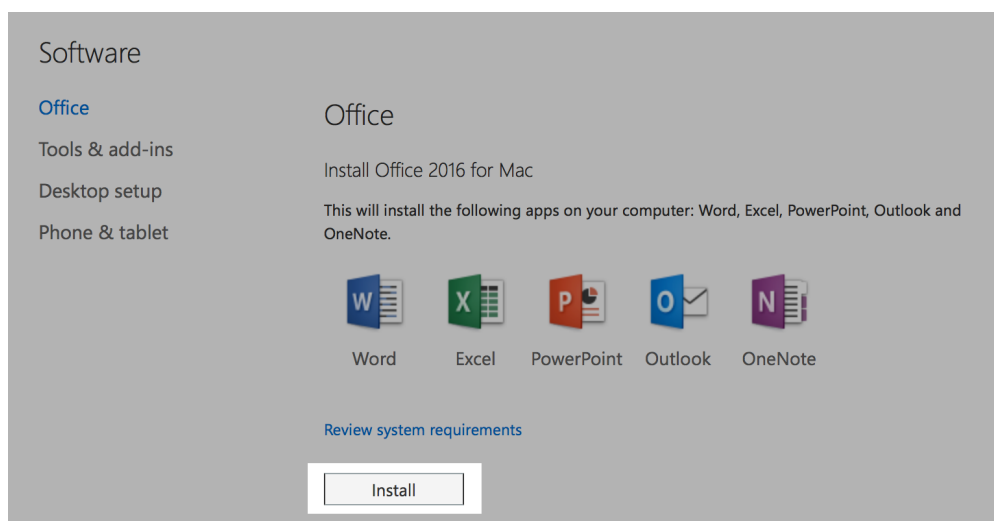
- 1). Go to <https://outlook.office365.com/owa/uwe.ac.uk> and sign in with your UWE email address and password.
- 2). Click on the settings cog in the right hand corner, and choose *Office 365 Settings*.



- 3). Click *Install and manage software*.



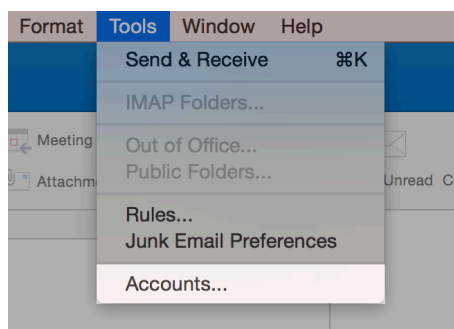
4). The site will detect that you are using a Mac, and it will list the Office 2016 for Mac applications. Click *Install*.



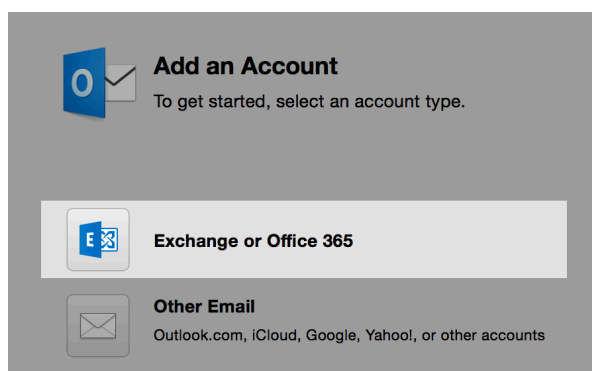
5). The Office 2016 for Mac installer will be saved to your *Downloads* folder. Open the installer and follow the on screen steps to complete the installation.

To add your Office 365 account:

- 1). Open Outlook 2016 from your *Applications* folder. Skip through the welcome screens if it's the first time you've ever opened the application.
- 2). From the *Tools* menu, click *Accounts...*



- 3). On the *Add an Account* screen, select *Exchange or Office 365*.



4). Enter the following account details:

E-mail address: Your UWE email address (e.g. demo2.user@uwe.ac.uk)

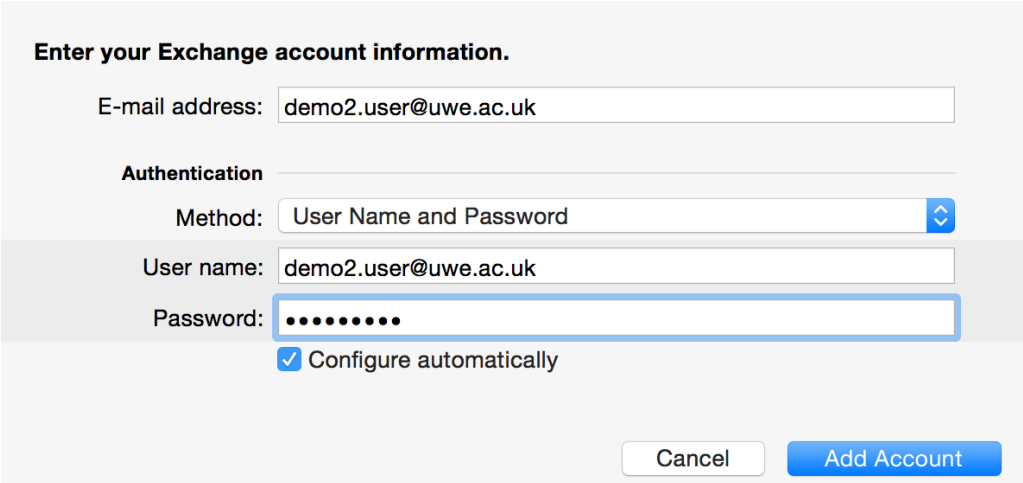
Authentication method: User Name and Password

User name: Your UWE email address (e.g. demo2.user@uwe.ac.uk)

Password: Your UWE password

Configure automatically: Ticked

Click *Add Account*.



**Enter your Exchange account information.**

E-mail address: demo2.user@uwe.ac.uk

**Authentication**

Method: User Name and Password

User name: demo2.user@uwe.ac.uk

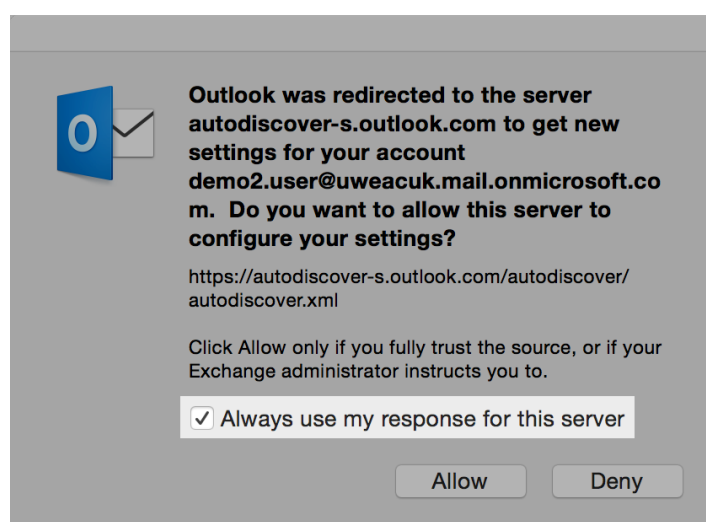
Password: ●●●●●●

Configure automatically

Cancel Add Account

If you didn't tick *Configure automatically*, you will need to provide the server address - outlook.office365.com

5). You will be prompted to allow the account settings to be automatically configured. Tick *Always use my response for this server*, and then click *Allow*.



6). Close the *Accounts* window, and you should see your newly added Office 365 account. Note: it may take a couple of minutes for your emails to be downloaded.