

Configure Outlook - Mac



Deerfield Academy Information Technology Services

- 1) Click on the **Go** menu at the top of your screen and select **Applications**
- 2) Double-click the **Microsoft Outlook** icon
- 3) Click the **Get Started** button
- 4) Click **Done** at the privacy notice
- 5) Click the **Start Using Outlook** button
- 6) Enter your Deerfield email address (for example, jsmith@deerfield.edu) then click **Continue**
- 7) Enter your Deerfield password, click **Sign In**
- 8) Approve the sign in request (if you use the app) or enter in the text to verify
- 9) The next screen will say your account has been setup. Close this window to start using Outlook
- 10) To add Outlook to your dock right-click the Outlook icon and select **Options → Keep in Dock**