Outlook 2016 for Mac
(First-time configuration from home)

1. Open the **Outlook 2016**

2. **Click on the Arrow:**

3. **Click on Get started:**
4. Choose Theme and click on Continue

5. Click Start Using Outlook
6. Click **Add Account**

7. Click **Exchange or Office 365**
8. Open Outlook client
   1. Click on the Outlook menu, then Preferences
   2. Click on Accounts
   3. Click on CCSU email account
      a. Update Username to: Your full CCSU email
      b. Update Server to: outlook.office365.com
      c. Click on Add Account

9. Account Description and Name will default to CCSU. (You can update these fields if you want or leave as is). Close the Account screen.
10. Enter your **CCSU email address** and your **BlueNet password**. Click **OK**

![Account Information](image)

11. Check **Always use my response for this server**, click **Allow**
(You might get this message twice, if you do, repeat the steps)

![Outlook redirection](image)

Success!