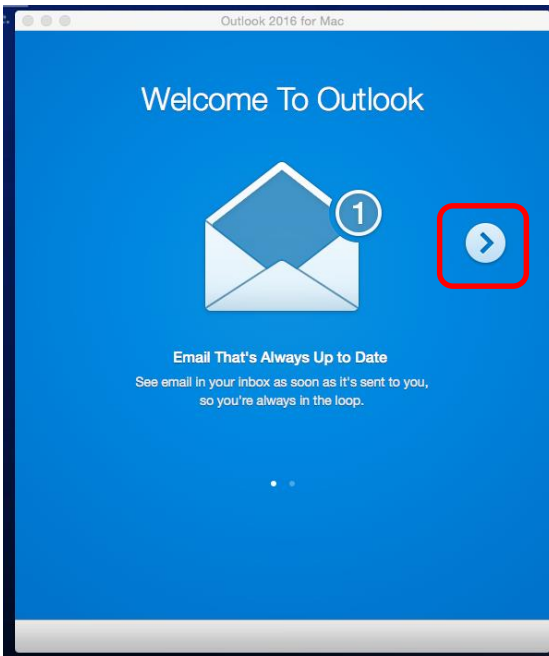


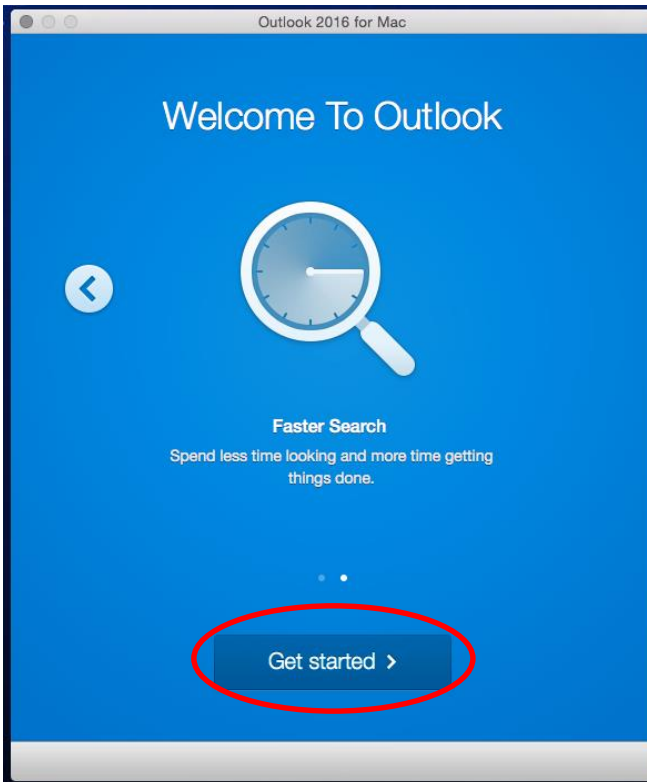
Outlook 2016 for Mac (First-time configuration from home)

1. Open the **Outlook 2016**

2. Click on the **Arrow**:

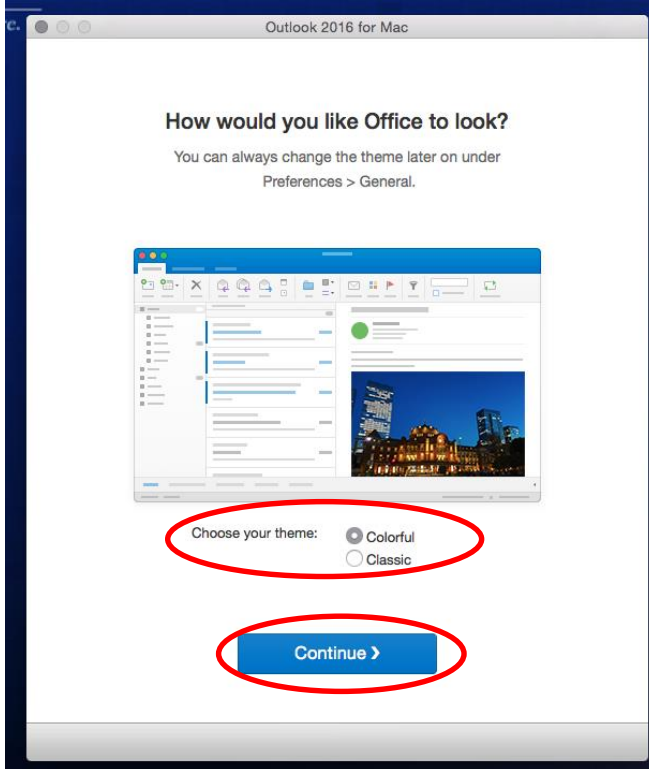


3. Click on **Get started**:

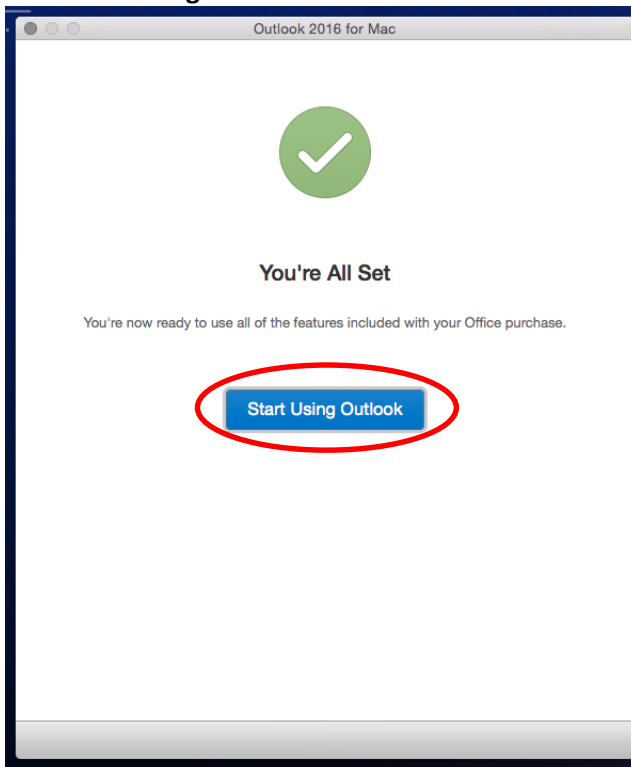


Outlook 2016 for Mac (First-time configuration from home)

4. Choose **Theme** and click on **Continue**

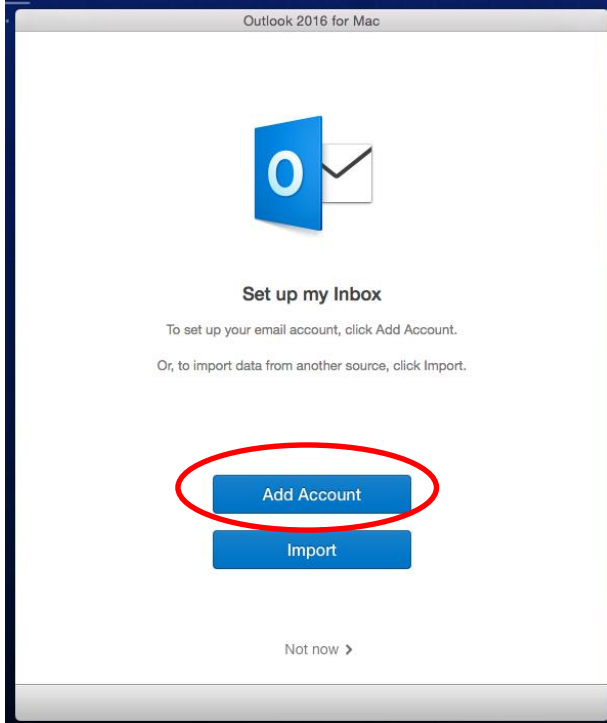


5. Click **Start Using Outlook**

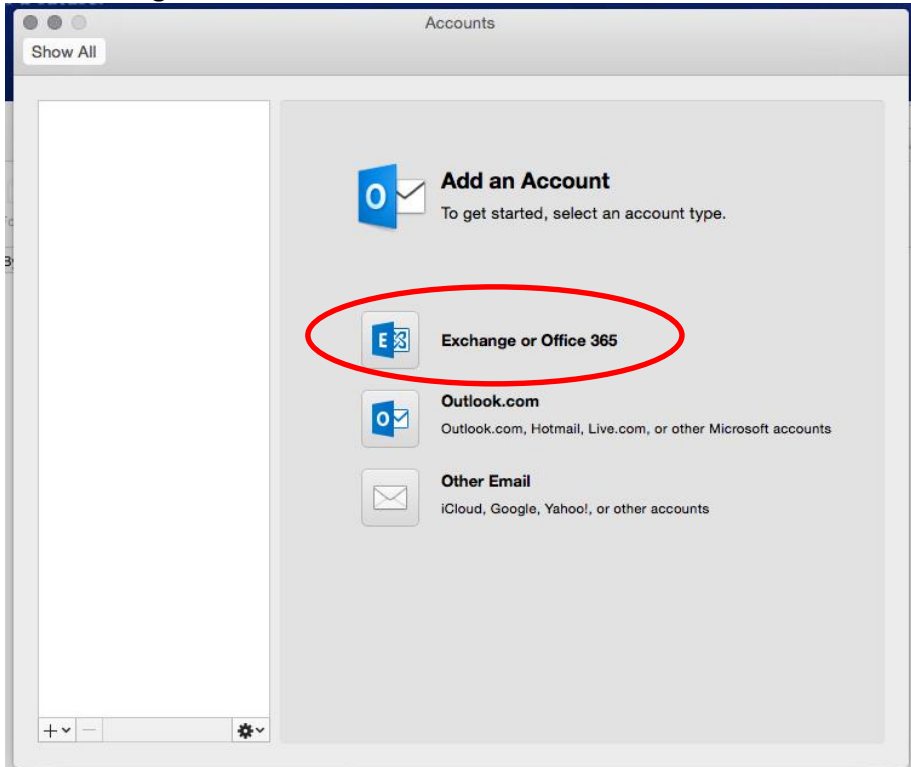


Outlook 2016 for Mac (First-time configuration from home)

6. Click **Add Account**

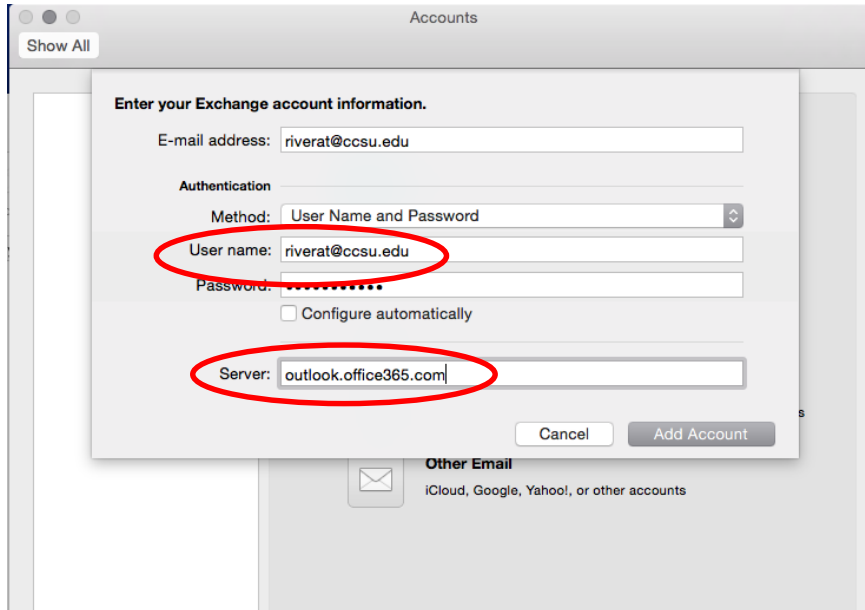


7. Click **Exchange or Office 365**

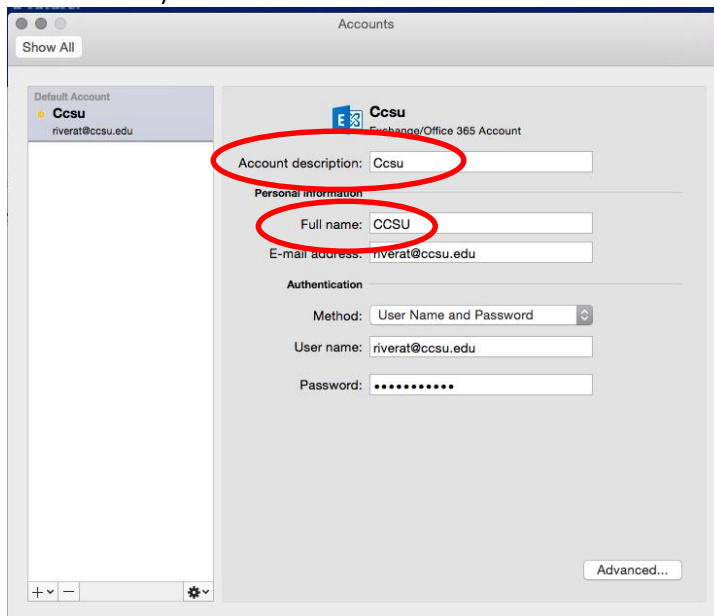


Outlook 2016 for Mac (First-time configuration from home)

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 **CCCSU**. (You can update these fields if you want or leave as is). Close the **Account screen**.



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

10. Enter your **CCSU email address** and your **BlueNet password**. Click **OK**

Account Information

Enter your account information for "Ccsu"

User name: riverat@ccsu.edu

Password:

Remember this password in my keychain

Cancel OK

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

Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account RiveraT@myccsu.mail.onmicrosoft.com. Do you want to allow this server to configure your settings?

<https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml>

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server

Allow Deny

Success!