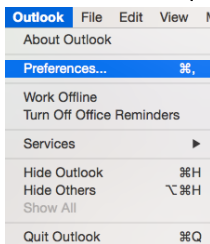
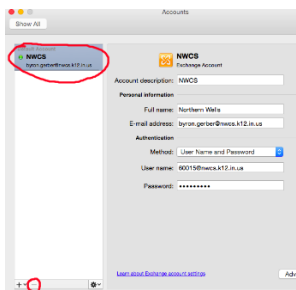


How to setup your mac for Outlook 365

1. Open Outlook.
2. Select Outlook (top left), Select preferences.



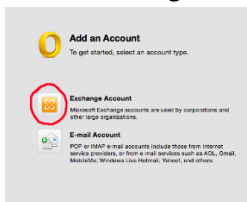
3. Select Accounts.
4. Select your account and the minus button at the bottom left of the dialog box.



5. Select Delete (it may take a few minutes, be patient).



6. Select Exchange Account



7. Enter your Exchange Account information
 - a. Email address: Firstname.Lastname@nwcs.k12.in.us (ie. byron.gerber@nwcs.k12.in.us)
 - b. Method: User Name and Password
 - c. User name: schoolnumber@nwcs.k12.in.us (ie. 60015@nwcs.k12.in.us)
 - d. Password: the one you use to login to your computer
 - e. Configure automatically: Uncheck this box
 - f. Server: outlook.office365.com
 - g. Select Add Account

Enter your Exchange account information.

a E-mail address:

Authentication

b Method:

c User name:

d Password:

e Configure automatically

f Server:

8. Rename Account Description: NWCS
9. Close dialog box, mail should start showing up, you can see the progress in the bottom toolbar.