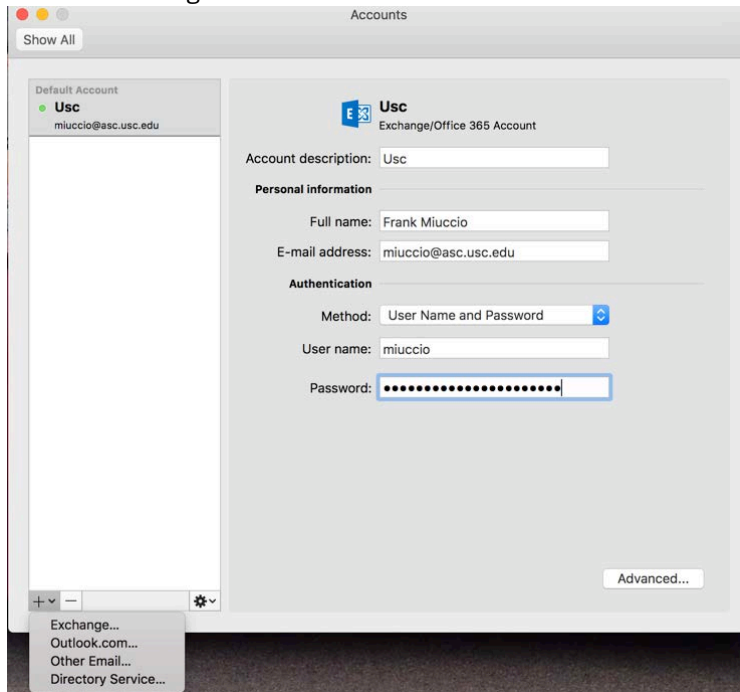
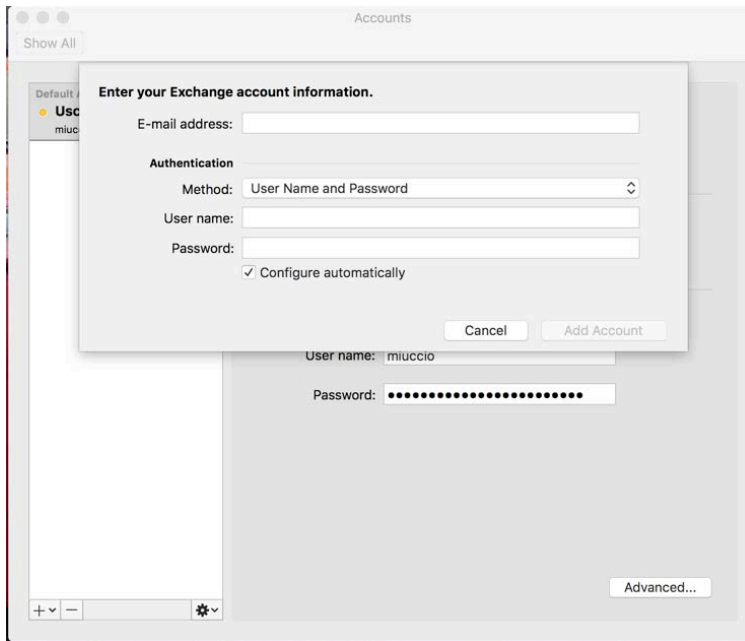


ADDING OFFICE365 EMAIL ON YOUR MAC OUTLOOK 2016 CLIENT

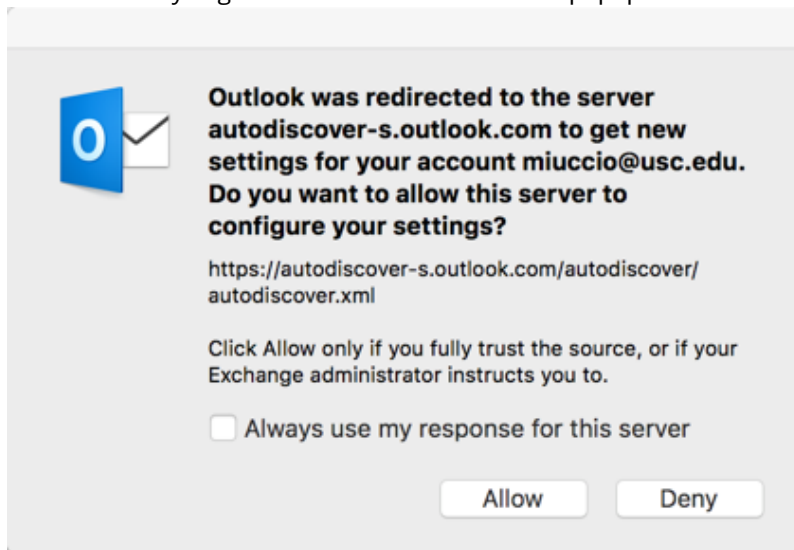
- If you are not on Microsoft Office 2016 please send an email to asctech@usc.edu notifying them of this. We will need to upgrade you before you proceed.
- Open Outlook for Mac2016
- From the Tools menu, select Accounts
- Click on the “+” icon located on the bottom left-hand corner of the Accounts screen and select Exchange



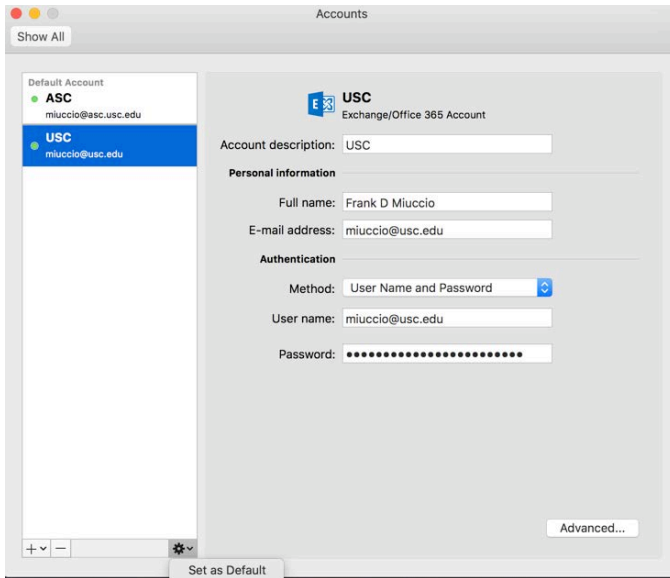
- On the screen that appears, in the e-mail address field, enter your full email address ie: ttrojan@usc.edu.
- Under Authentication section:
 - Method: User Name and Password
 - User Name: enter your full address ie: ttrojan@usc.edu.
 - Password: enter your USC NetID password ie: WorkDay
 - Click on Configure automatically



- Click Add Account
- If you get the Outlook was redirected popup click on Allow



- Your Office365 email account will show up on the left side menu under the name you selected for the Account Description.
- Selecting your default email account:
 - Select your Office365 email account
 - Click on the gear icon located on bottom right side
 - Select Set as Default



- Set your signature
 - Click on Outlook menu option then Preferences
 - Click on Signatures under Email section
 - Select your Office365 account
 - If you have a signature already from the Annenberg Exchange email account you could select that signature for New messages and/or replies/forwards.
 - If you never had a signature and want to create one do the following
 - Click on “+” icon
 - Double click on the Signature name and rename it from Untitled to name you want
 - On right side in Signature area put in the signature you want
 - Select the signature you want for New messages and/or replies/forwards.

