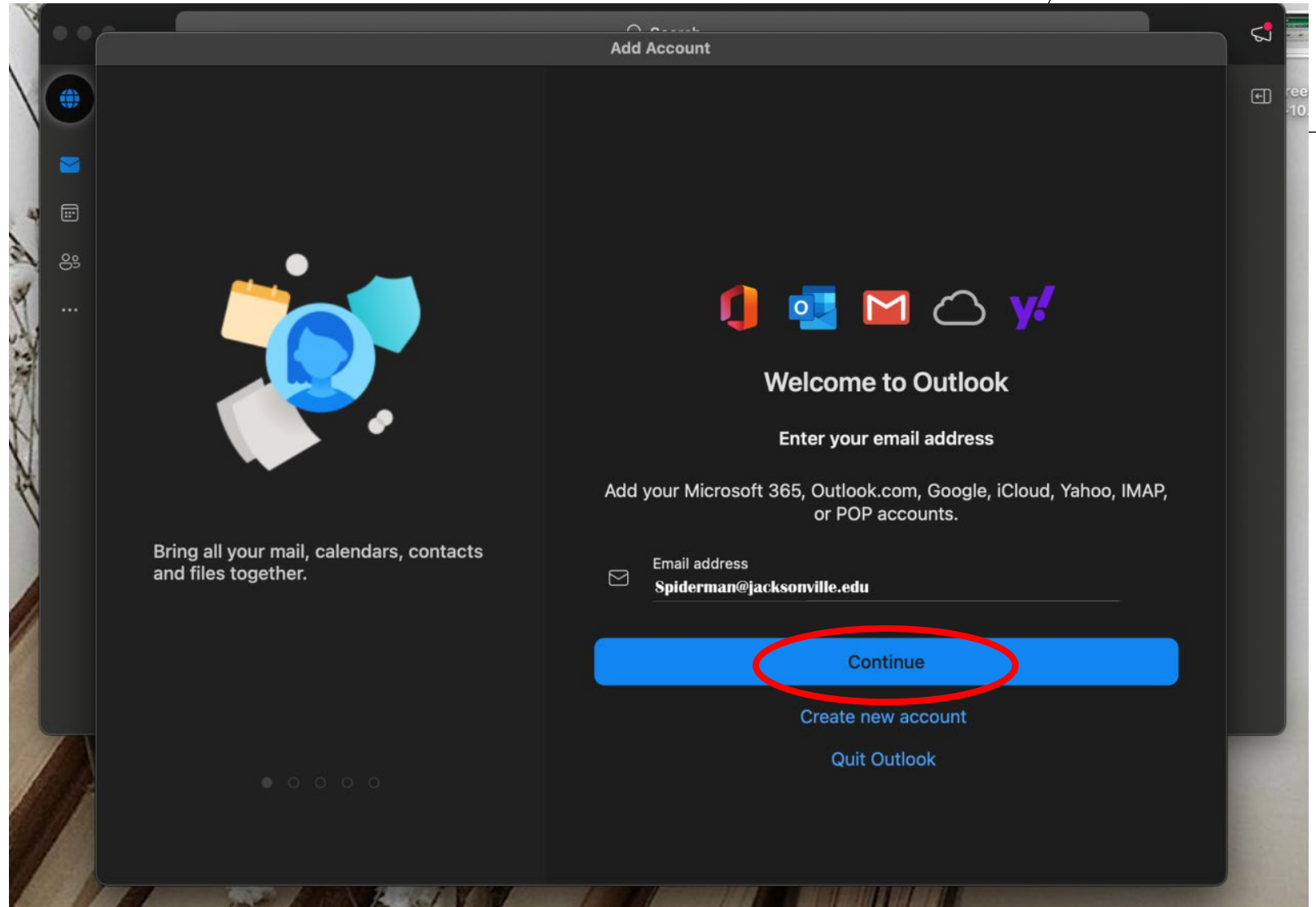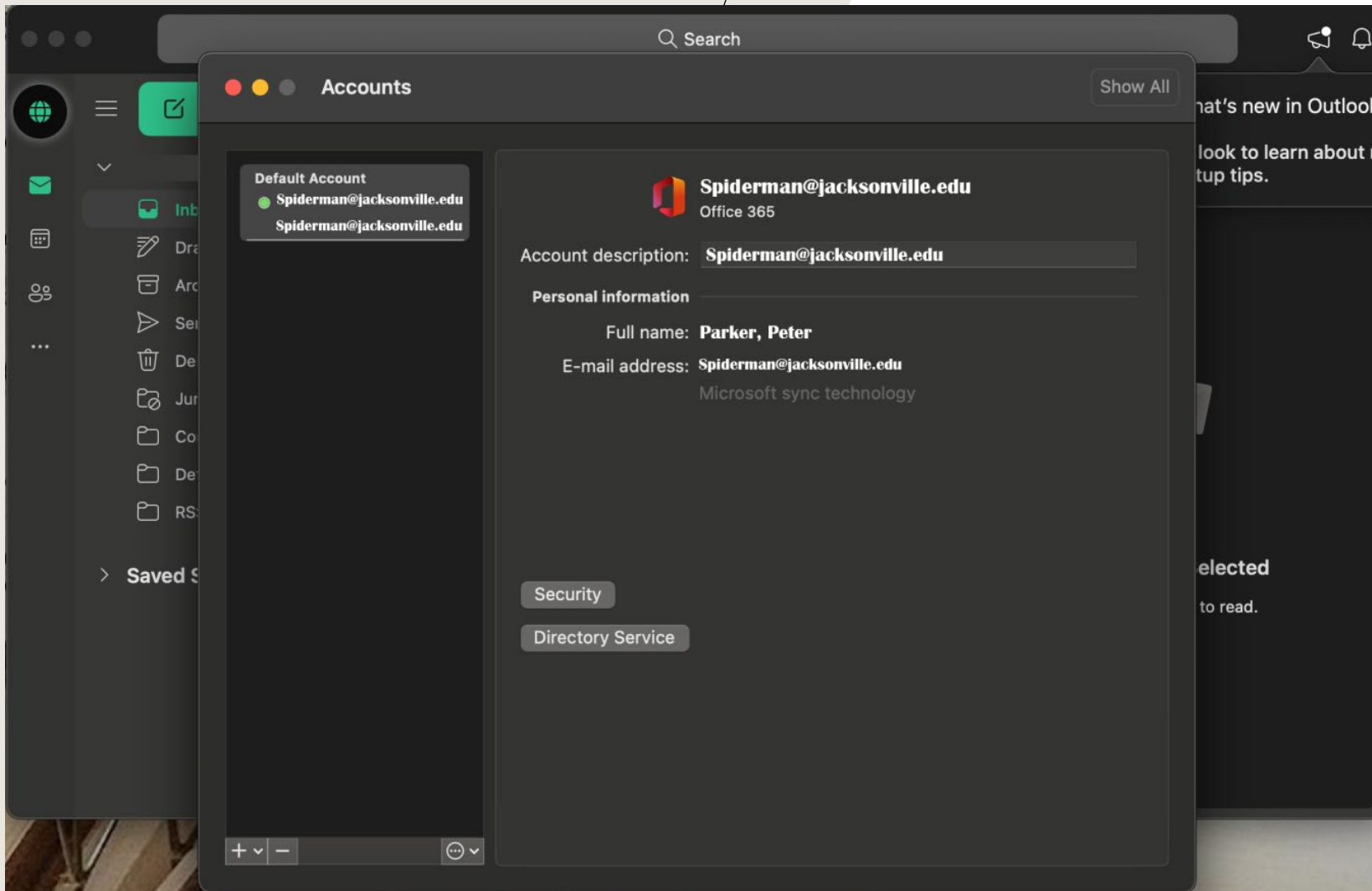# HOW TO:

CONFIGURE OUTLOOK APP ON MAC

These instructions where written using Mac OS 12.7 (Monterey) and Office 2021 for Mac. To start the configuration, please start Outlook.

This icon will be listed in the Applications list or in the Launchpad(you can also find it using the magnifying glass to search for the app)

Once the program opens it will prompt you to sign into an account. Sign in using your JU credentials.

Press "continue"

Once you sign in, it will prompt you for several customization prompt that can be skipped. It will then prompt this screen to confirm the account.

The account will be a Microsoft account, not an outlook account.

Now, your outlook is synced on your Mac within the application.