

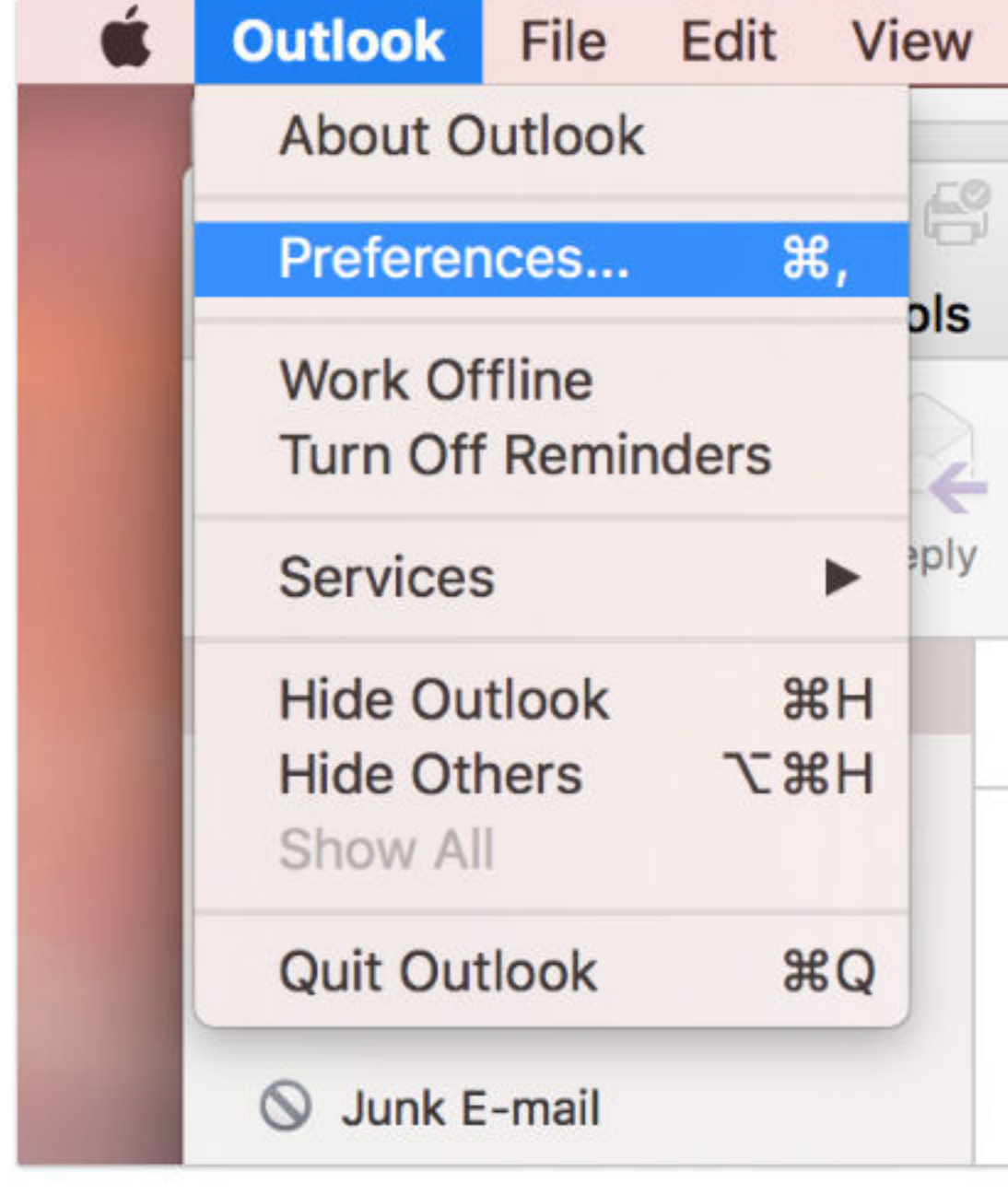
# macOS: Outlook 2016 for Mac (Exchange - Generic)

This article will assist you with setting up Outlook 2016 for Mac with your Hosted Exchange mailbox.

1. Launch Outlook 2016 for Mac

**NOTE:** If you do not have any accounts setup on Outlook 2016 for Mac, skip to **Step 5**

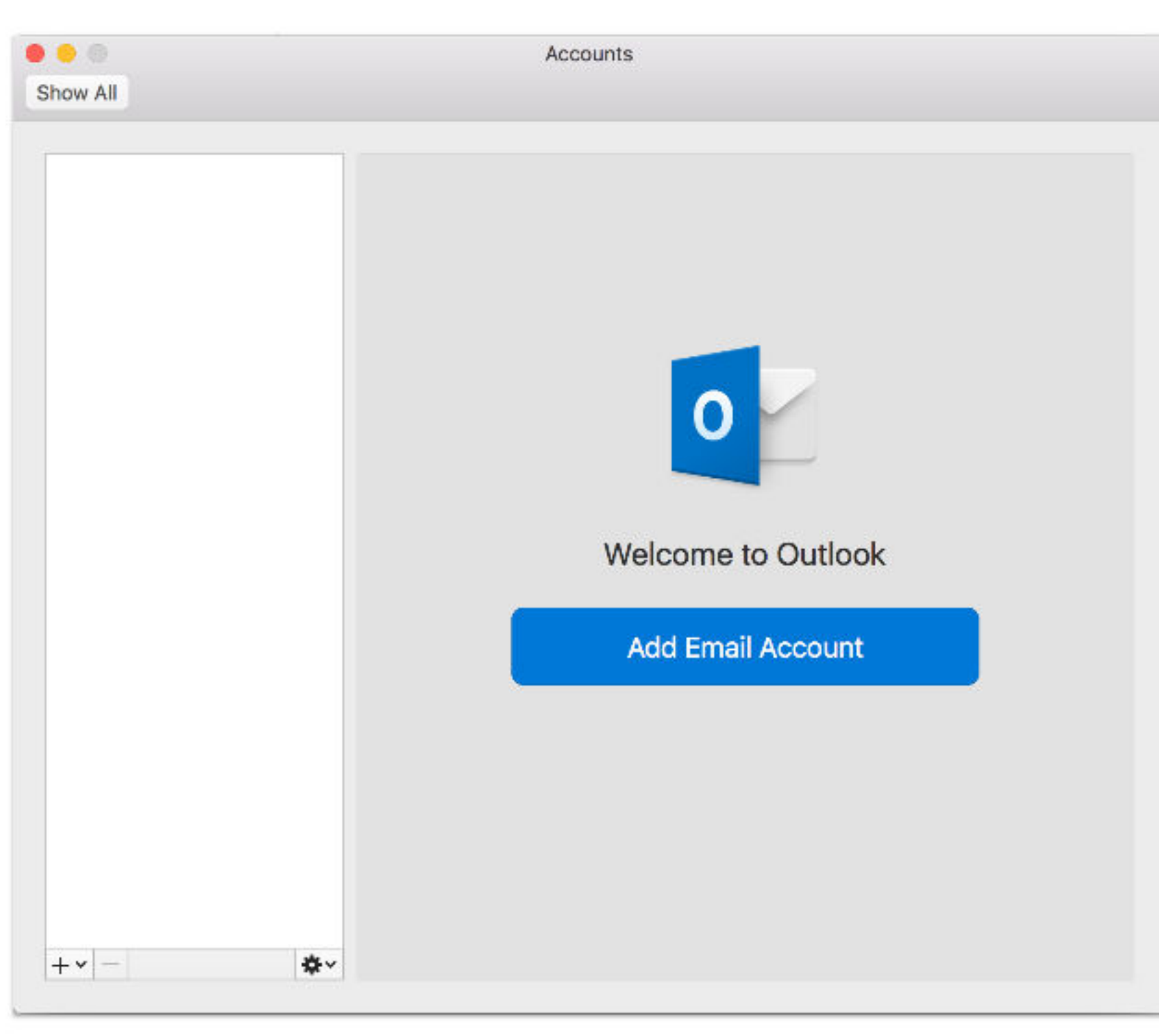
2. Select **Preferences** from the Outlook menu.



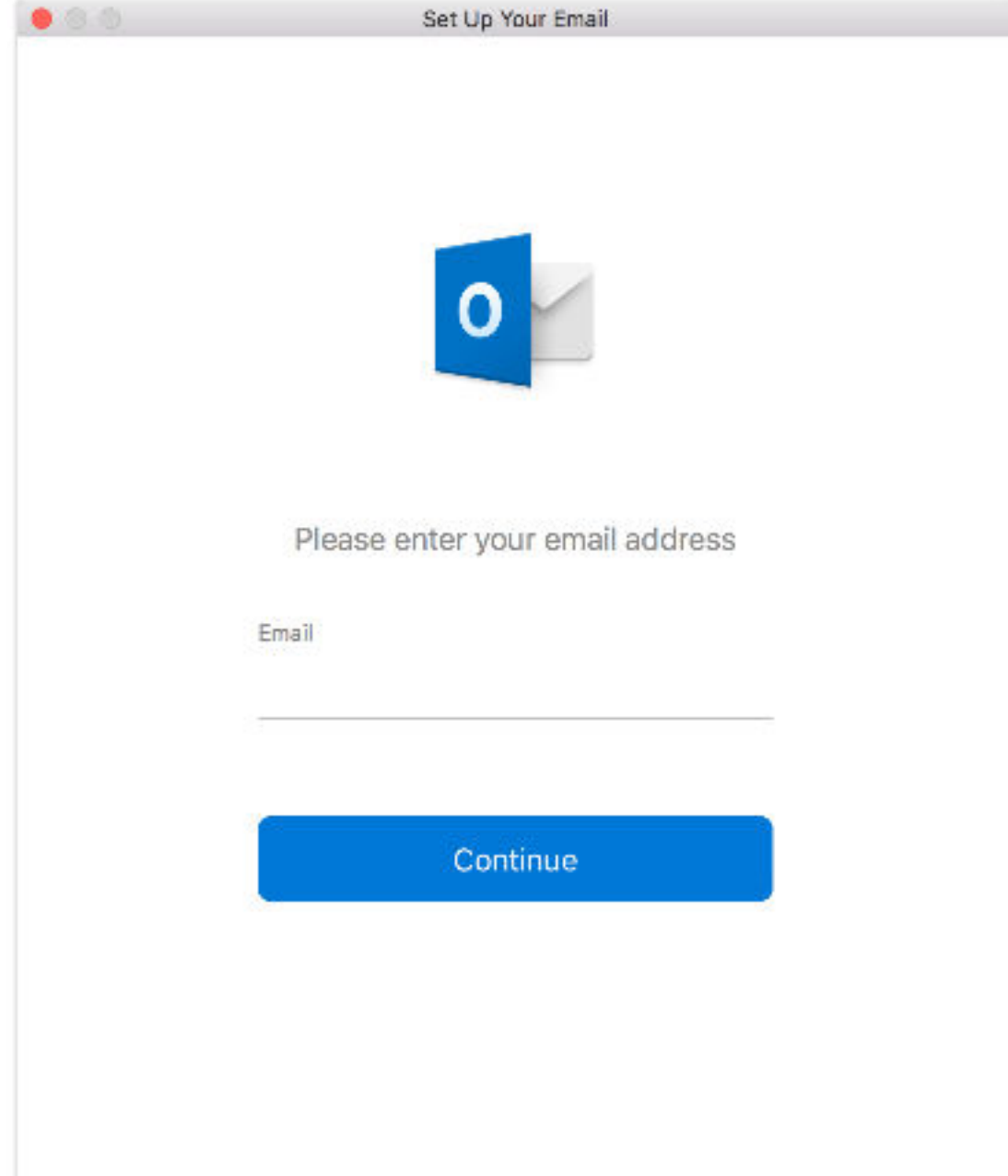
3. Select **Accounts**



4. Select **Add Email Account**



5. Enter your email address.



6. Enter the following details:

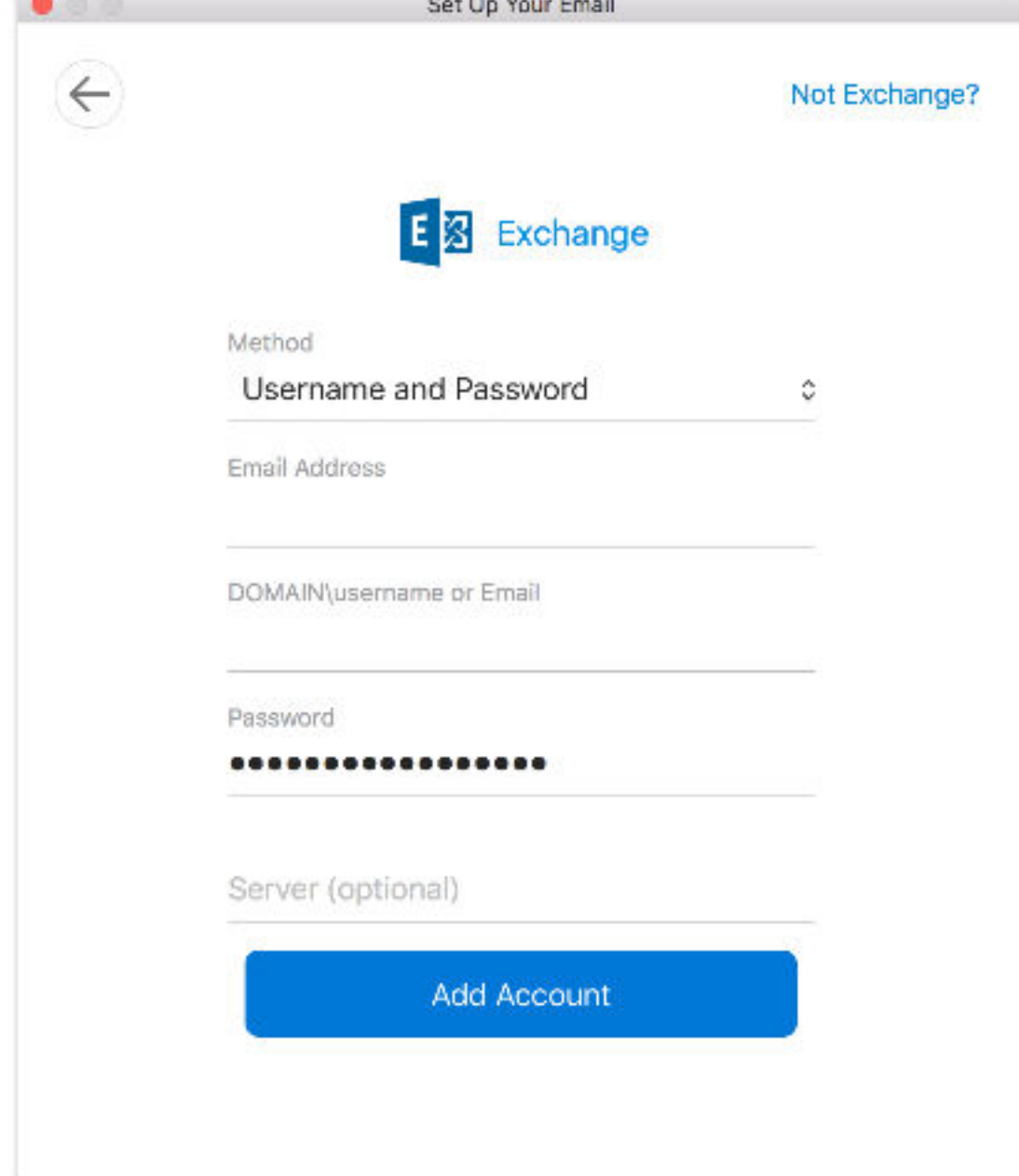
**Method:** Username and Password

**Email address:** Your email address

**DOMAIN\username or Email:** Your email address

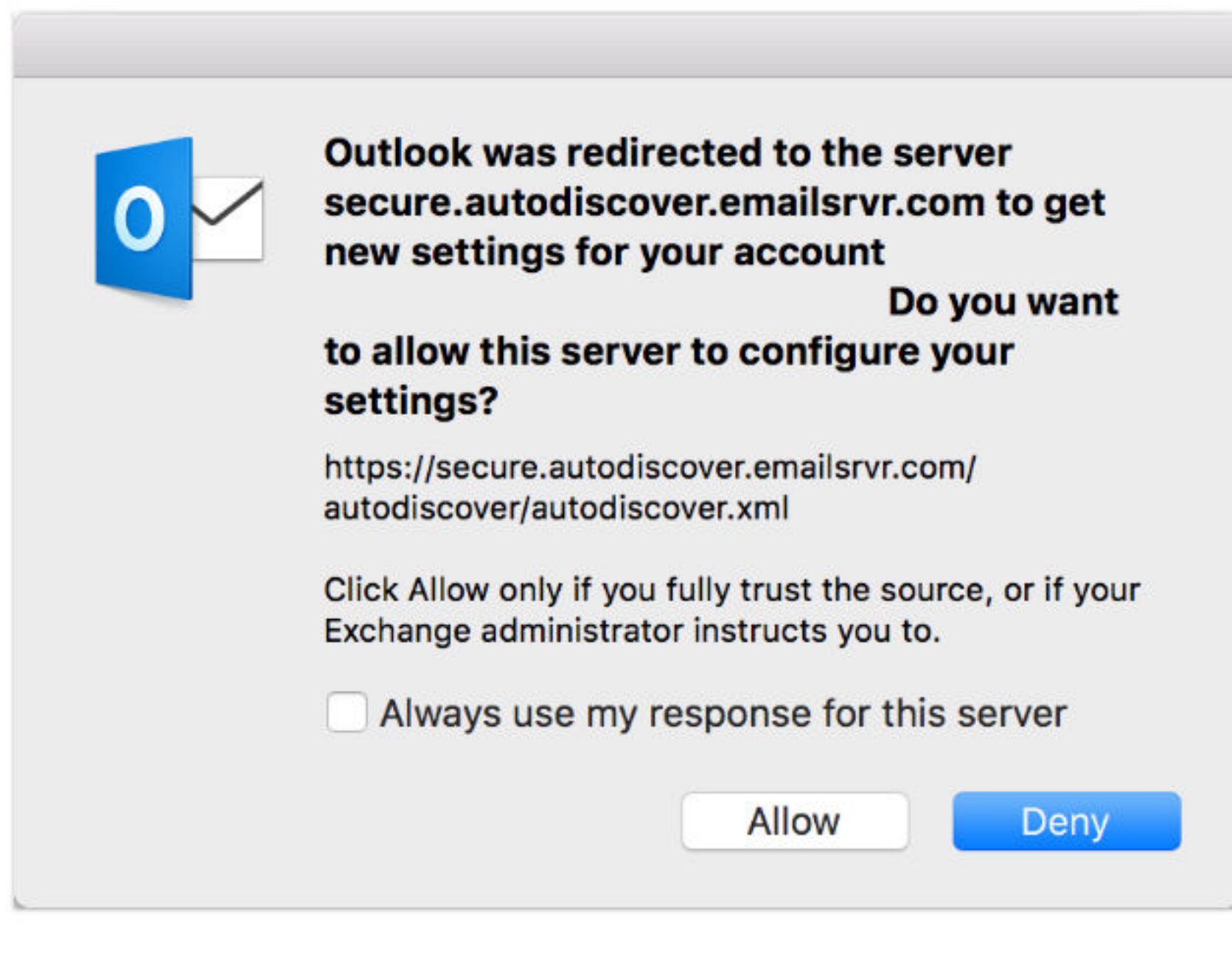
**Password:** Your mailbox password

**Server (optional):** Leave blank

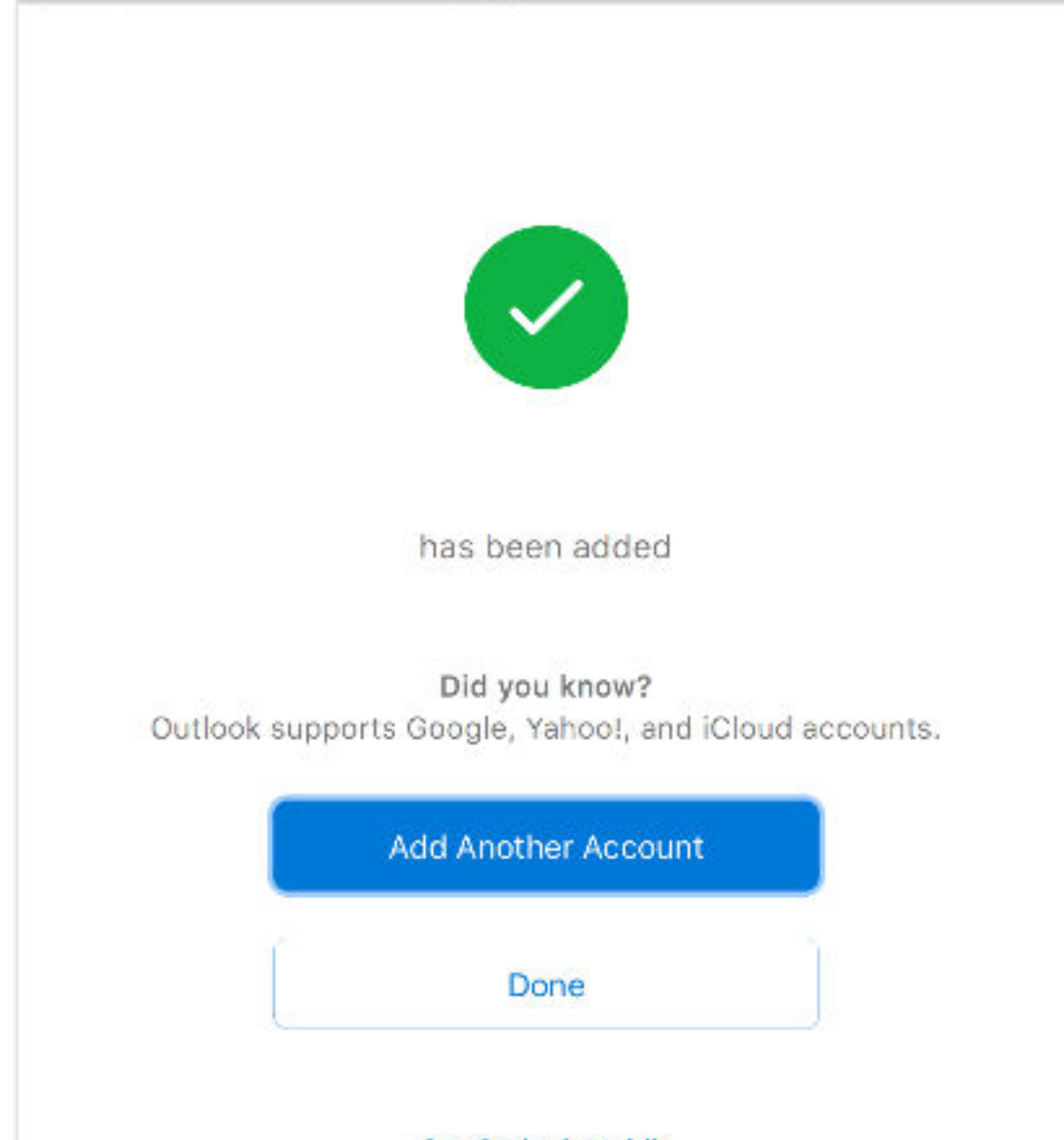


7. Click **Add Account**.

If prompted with the below dialog, check **Always use my response for this server** and click **Allow**. It may pop up more than once.



8. Click **Done**



9. **You're done!** You should see the main Outlook window and your email should begin downloading shortly. Please allow 15 minutes for email to download before troubleshooting.