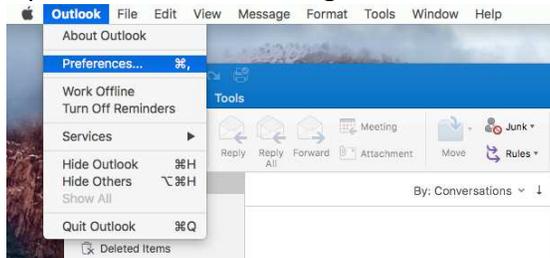
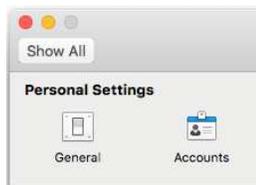


## Connecting to VSOE Exchange with Outlook 2016 for Mac

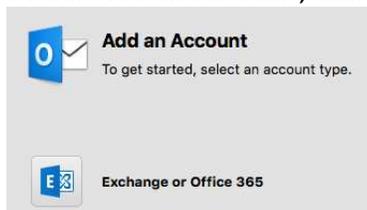
1. Open Outlook 2016 and go to Outlook > Preferences.



2. Under Personal Settings, click on Accounts.

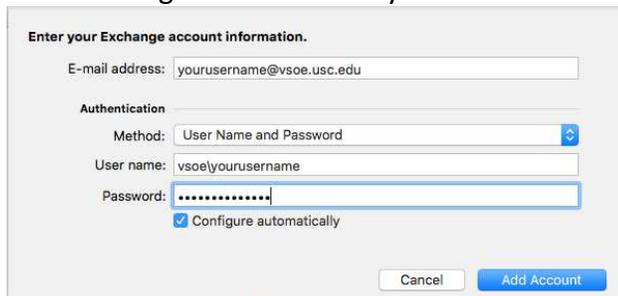


3. Under Add an Account, click on Exchange or Office 365.



4. Enter the following information and Add Account.

youreusername@vsoe.usc.edu  
 Method: User Name and Password  
 vsoe\yourusername  
 password  
 Check Configure automatically


 A screenshot of the 'Enter your Exchange account information' dialog box. The 'E-mail address' field contains 'yourusername@vsoe.usc.edu'. The 'Authentication' section shows 'Method' set to 'User Name and Password', 'User name' set to 'vsoe\yourusername', and 'Password' field filled with dots. The 'Configure automatically' checkbox is checked. 'Cancel' and 'Add Account' buttons are at the bottom.

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5. After adding the account, you will see the default account on the left. The green dot indicates Email is currently connected.

