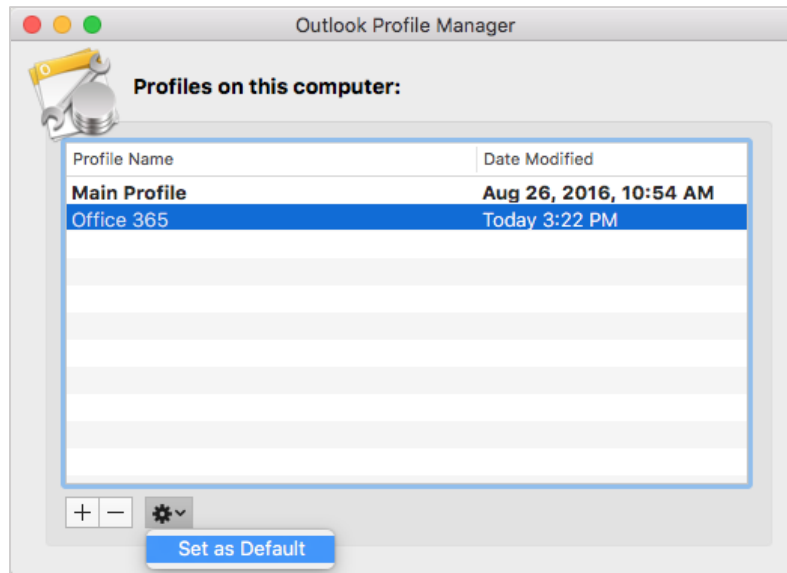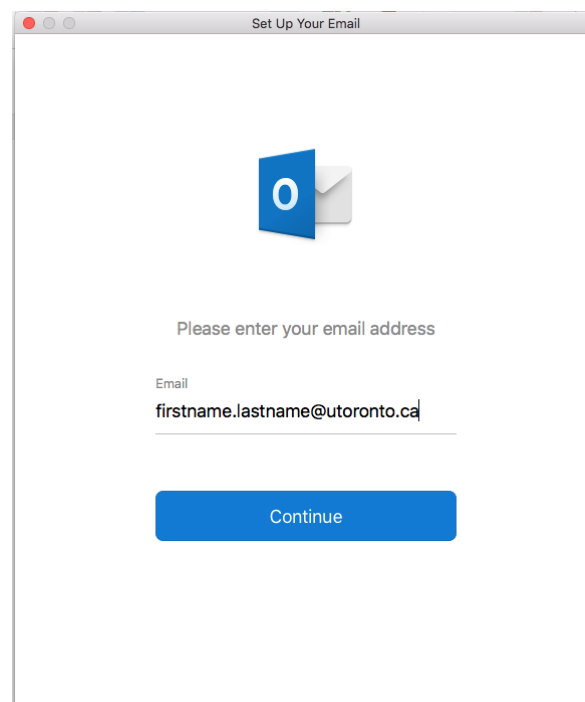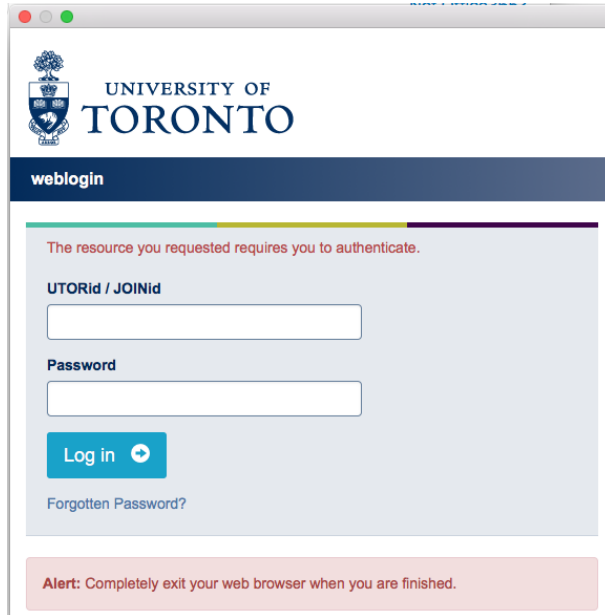# SETUP O365 ON OUTLOOK 2016 FOR MAC OS

1. Make sure Outlook is closed (if you have it open). Open the **Applications** folder and look for Outlook 2016. Control-click the application and select **Show Package Contents**. Open **Content**s, then the **SharedSupport** folder. Launch the **Outlook Profile Manager**. Click the **+** icon to add a new profile – give it a name like "Office365", and click the gear icon and select **Set as Default**.
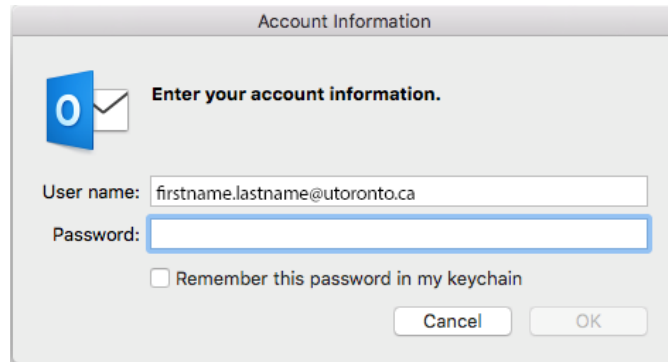

2. Close **Outlook Profile Manager** and launch **Outlook 2016**. In the **Set Up Your Email** screen, enter your @utoronto.ca email address and click **Continue**.
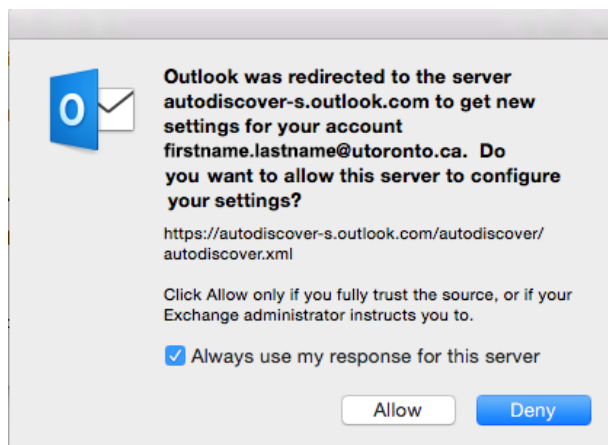
3. At the **Weblogin** screen, enter your UTORid credentials and click **Log In**.

4. You may be prompted to enter your credentials in again in an **Account Information** window. Use firstname.lastname@utoronto.ca as your username and your UTORid password. If you wish to save it to your keychain (remember your account credentials), click on the checkbox below.

5. You will see a message about being redirected to the Exchange server. Check "**Always use my response for this server**" and click **Allow**.

6. If successful, you should see a message stating your email address was added successfully. Click **Done** when finished.