

How to Configure a MAC for Outlook

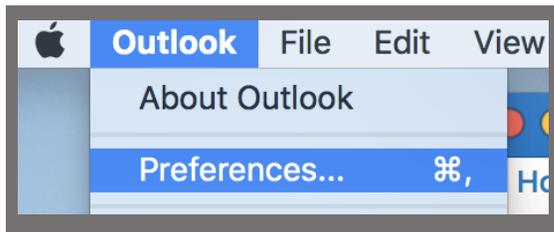
Information Technology

VANDERBILT  UNIVERSITY

MEDICAL CENTER

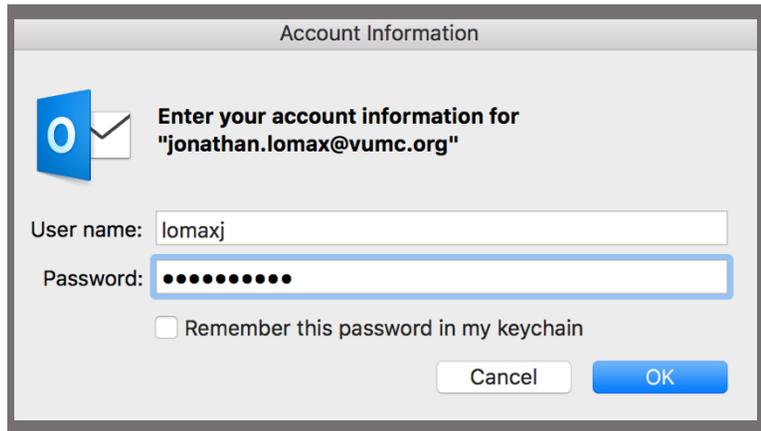
Outlook 2016 Configuration (MAC)

1. Open Outlook
2. Click on **OUTLOOK**, at the top left, and select **PREFERENCES**



3. Under **PERSONAL SETTINGS**, click on **ACCOUNTS**
4. Click on **ADD EMAIL ACCOUNT**
5. Enter your **EMAIL ADDRESS** and click **CONTINUE**
6. If Outlook was recently installed, you will receive a certificate pop-up. Click on **CONTINUE**. If you didn't receive the pop-up, continue to step 7.

7. Enter your **VUnetID/PASSWORD** and then click **OK**



Account Information

Enter your account information for "jonathan.lomax@vumc.org"

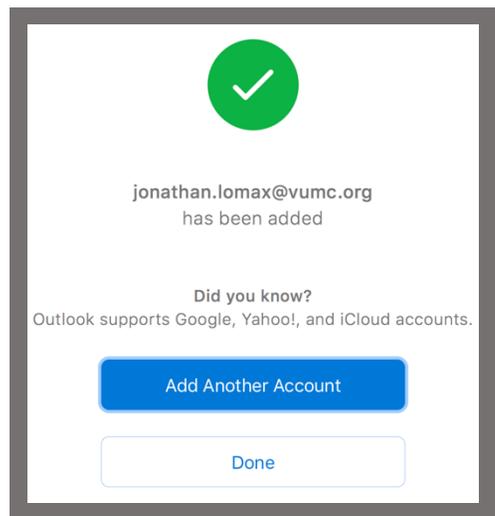
User name: lomaxj

Password: ●●●●●●●●●●

Remember this password in my keychain

Cancel OK

8. Click **DONE**, after the email account has been added



jonathan.lomax@vumc.org
has been added

Did you know?
Outlook supports Google, Yahoo!, and iCloud accounts.

Add Another Account

Done