Setup Student Email in Outlook 2016 for Mac

1. On the setup page, click Add Account

2. Click the Exchange or Office 365 account type
3. Enter your **TCU email address**. For the **username**, enter your **TCU email address** again. Enter your **password** and click **Add Account**.

![Enter your Exchange account information](image)

**Note:** If the device can’t find your server settings (via AutoDiscover) then manually configure your device by entering the following information.

- **Server:** outlook.office365.com
- **Domain:** TCU
- **Username:** *your TCU email address*
- **Password:** *your TCU password*