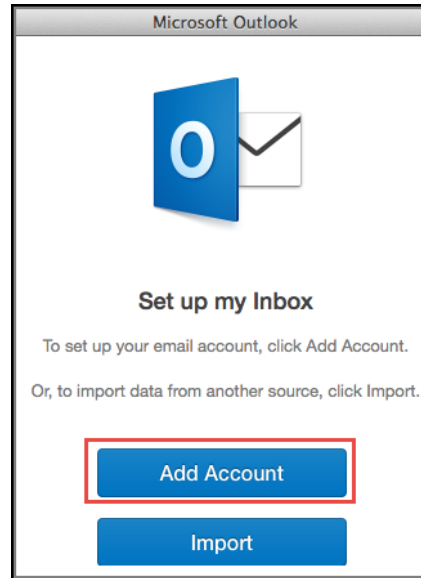
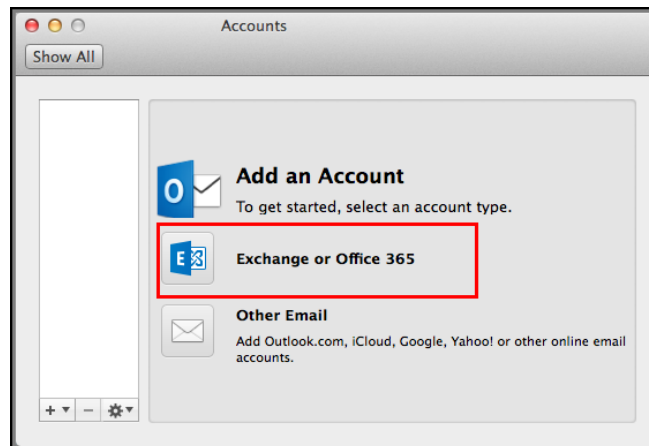


Setup Student Email in Outlook 2016 for Mac

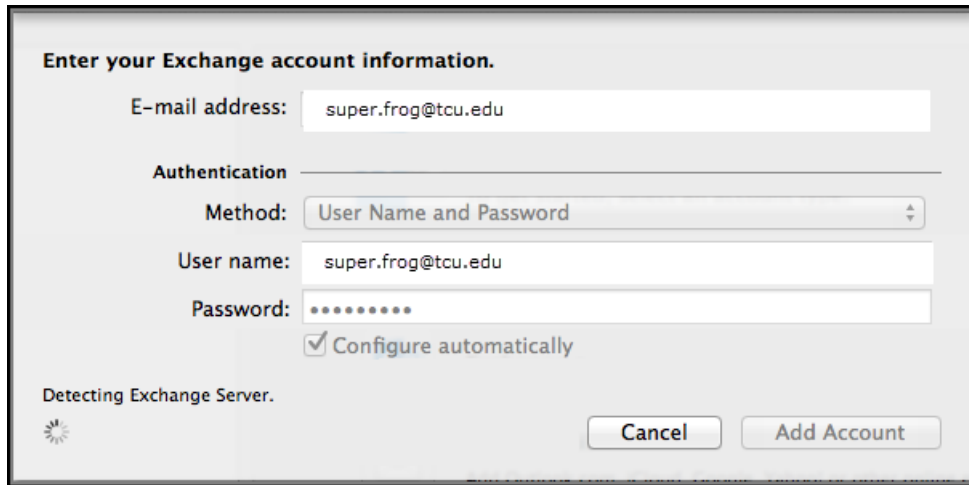
1. On the setup page, click **Add Account**



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**.



The screenshot shows a dialog box titled "Enter your Exchange account information." It contains the following fields and options:

- E-mail address:** A text field containing "super.frog@tcu.edu".
- Authentication Method:** A dropdown menu set to "User Name and Password".
- User name:** A text field containing "super.frog@tcu.edu".
- Password:** A text field with masked characters (dots).
- Configure automatically**
- Detecting Exchange Server.** (with a loading spinner icon)
- Buttons:** "Cancel" and "Add Account".

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***