Setting up Outlook on a Mac Desktop or Laptop for users recently migrated to Office 365 only

1: Start or restart Outlook.
2: Open Tools menu at top of Outlook window.
3: Select Accounts…
4: Enter your new @wustl.edu for E-Mail address and User name.
5: Enter your WUSTL Key password for Password.
6: Click the Advanced… button.
7: Enter outlook.office365.com for Server (under both Microsoft Exchange and Directory service).
8: Click OK.
9: Close the Accounts window.
10: Success! You may begin using your email account.

Reminder: There will be a technician in your work space on your assigned migration day, should you need assistance or have questions. If you are having difficulty configuring Outlook, you can still access your email at http://email.wustl.edu

Click the ‘Login to Office 365’ button. Login with your new email and WUSTL key password. No configuration is necessary to access your mail through the browser!