How to Install Outlook

1. Navigate to <u>https://www.microsoft.com/en-us/download/details.aspx?id=45492</u>

Click **Download** in the middle of the page.

Microsoft Outlook fo	r Mac for Office	e 365.		
Important! Selecting a lang	uage below will dynamica	lly change the complete page cont	ent to that language.	
Select Language:	English	8	Download	

2. Double click to open the downloaded file.



3. Click through the installer to complete the installation.

4. The install is finished when you see the phrase, **The installation was successful!** and you will be able to find the application listed in **Finder**. Select **Close**.

	윻 Install Microsoft Outlook for Mac	B
 Introduction License Destination Select Installation Type Installation Summary 	The installation was completed successfully.	
	Go Back Close	

1. Look for and open **Outlook** in **Finder** in the **Applications** section.



2. Go to the **Tools** menu at the top and click **Accounts**.



3. Click Add Email Account.



3. When prompted, enter your account email address and password, then select **Sign in**.

4. It may take several minutes for Outlook to download your email and other data. When the process is finished, you will see **Office 365 account has been added.**

