Outlook setup on Mac

In this guide, you will find instructions about adding your University of Tartu Microsoft 365 account to Outlook on a macOS device (Macbook, iMac etc.)

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When using cloud service, applying two-factor authentication is mandatory: Activating two-factor authentication.

Guides

1. Open the Microsoft Outlook application



2. In the upper left corner of the screen, select Outlook Settings.



3. To add an account, select Accounts.



4. Select Add Email Account.

Welcome to Outlook	
Add Email Account	

5.	Enter your username and password in the format username@ut.ee.
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	Welcome to Outlook
	Enter your email address
	Add your Microsoft 365, Outlook.com, Google, iCloud, Yahoo, IMAP, or POP accounts.
	Email address username@ut.ee
	Continue

6. (Click Done.	Your Microsoft 365	account has b	peen successfully	added
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1. Open the Microsoft Outlook application.



2. In the top left tab, select Outlook Settings.

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Reading	Composing	Signatures	Rules	Junk
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4. From the bottom-left side of the screen, click the + button and select Add an account.

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Add an Account				
Open Shared Mailbox				

5. Enter your e-mail address in the format username@ut.ee and click the Continue but

	Add Account
	Add an Account
Stay connected on your favourite Apple devices.	Add your Microsoft 365, Outlook.com, Google, iCloud, Yahoo, IMAP, or POP accounts. 1 Email address username@ut.ee 2 Continue
	Create new account