

OUTLOOK FOR macOS (OFFICE 365)

This guide is compatible for the latest macOS version for Macbook and iMac devices.



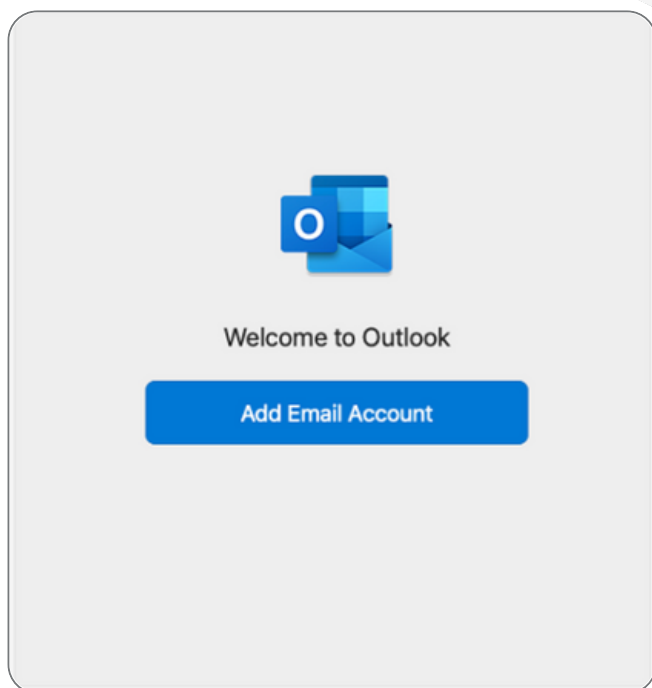
1. Download the Outlook for macOS app from the App Store

Click the App Store button on your Mac device to go directly to the app page.



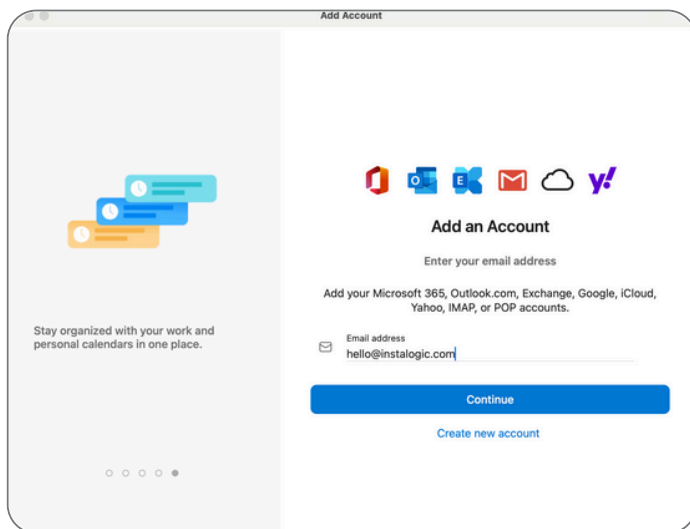
2. Once downloaded, open the app

Select '**Add Email Account**' to add an email account.



3. Enter your email address and click 'Continue'

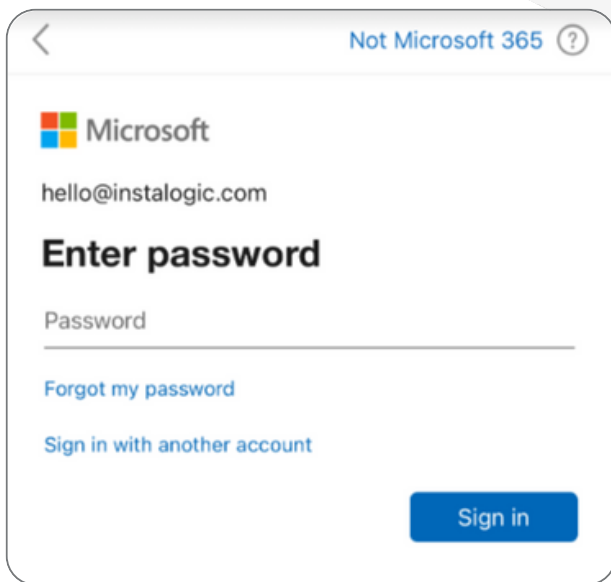
If you do not have a Microsoft account, select '**Create New Account**' and follow the prompts to create a new account.



The screenshot shows a window titled "Add Account". On the left, there is a sidebar with a graphic of overlapping calendar icons and the text "Stay organized with your work and personal calendars in one place." Below this is a progress indicator with five dots, the fourth of which is filled. The main area on the right is titled "Add an Account" and features icons for Microsoft 365, Outlook, Exchange, Google, iCloud, Yahoo, and POP. Below these icons, it says "Enter your email address" and "Add your Microsoft 365, Outlook.com, Exchange, Google, iCloud, Yahoo, IMAP, or POP accounts." There is an email address field with the text "hello@instalogic.com" and a blue "Continue" button. Below the button is a link that says "Create new account".

4. Enter your account password and click ‘Sign-In’

If multi-factor authentication is enabled for your account, follow the steps provided to complete the verification process. This may require the **Microsoft Authenticator** app to verify your identity.



< Not Microsoft 365 ?

 Microsoft

hello@instalogic.com

Enter password

Password

[Forgot my password](#)

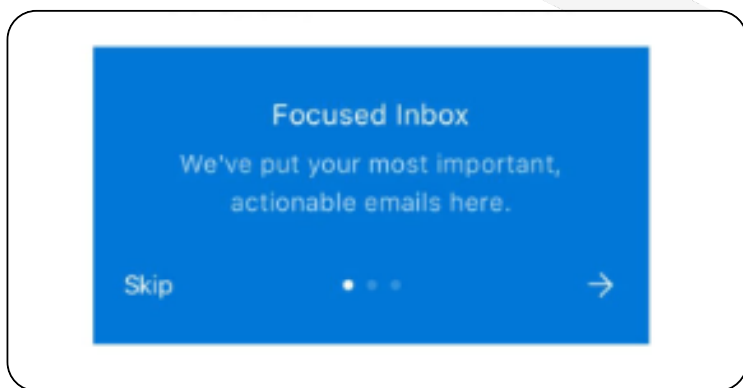
[Sign in with another account](#)

Sign in

After sign-in, if prompted to add another account, select ‘**Maybe Later**’ to skip, or click ‘**Add Account**’ to add a second account.

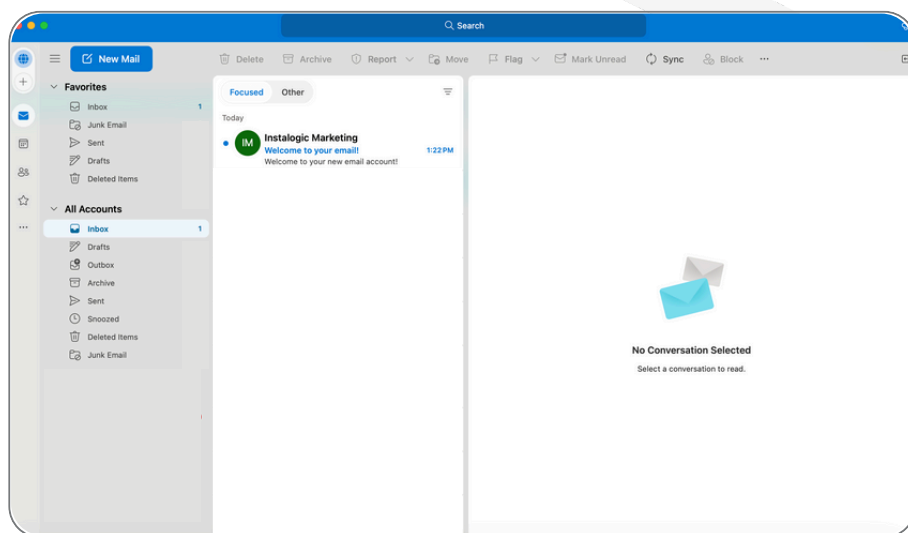
You can always add another account at a later time through the app settings.

5. If prompted, go through the app tutorial by clicking the bottom right arrow, or tap 'Skip' to skip it



6. Once you see your Inbox, you are all set!

Please allow a few moments for your mail to fully download.



For any questions or further assistance, email us support@installogic.com