Setup Outlook for Mac for Exchange Email

1. Open Outlook. If this is the first time opening Outlook the below wizard will be displayed.
   a. Tick “Make Outlook the default application for email, calendar, and contacts”
   b. Click “Add Account”

2. Click “Exchange or Office 365”
3. Enter your Exchange account information
   a. Enter your Purdue email address
   b. Leave the “Method” as User Name and Password
   c. Enter onepurdue\username for the User name
   d. Enter your Purdue password
   e. Ensure “Configure automatically” is ticked
   f. Click “Add Account”
4. You may now close the Outlook Accounts windows.

If Outlook has been opened in the past you may not be prompted with the above Welcome screen. You will need to open the Outlook preferences to setup your Exchange email.

1. Open Outlook
2. Click Outlook in the menu bar and select Preferences…
3. Click “Accounts”

4. You may now begin with Step #2 in the above instructions.
Add an Account
To get started, select an account type.

Exchange or Office 365

Other Email
Add Outlook.com, iCloud, Google, Yahoo or other online email accounts.