UPHS How-To: Setup Office 365 on a MAC

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PREREQUISITES

- While other browsers may work, we only support the following browsers.
  - Mac running the most recent OS.
  - Microsoft Outlook 2016 for MAC
  - @PennMedicine.upenn.edu email account.

INSTRUCTIONS

2. If this is the first time you’ve launched, you will be prompted to Add an email account. If it is not, Click Accounts icon at the top left of your Outlook Window.
3. If required, click Add Email Account.
4. On the Add Account screen you will be prompted to add your email. Please remember that as a new Office 365 user, you will need to use the email address you were provided – USERNAME@pennmedicine.upenn.edu. Click Continue.
5. On the next page, you will be prompted for your password. Enter your password and click ok.
6. Click Done.
7. You are ready to start using your new email account.
****If there are any issues with installation please contact the Service Desk at 215.662.7474 to create a ticket.****