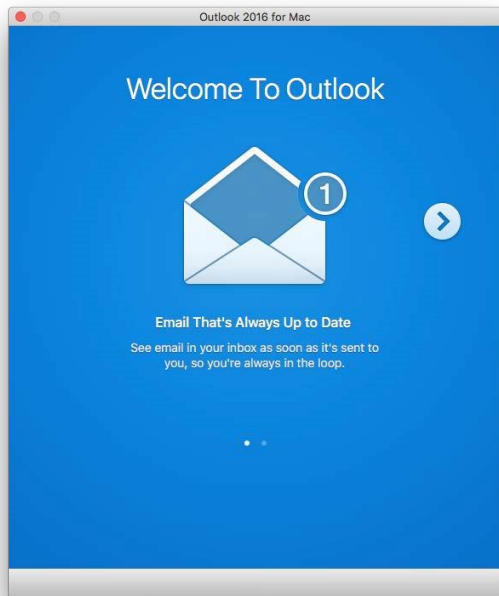


Outlook 2016 (Mac)

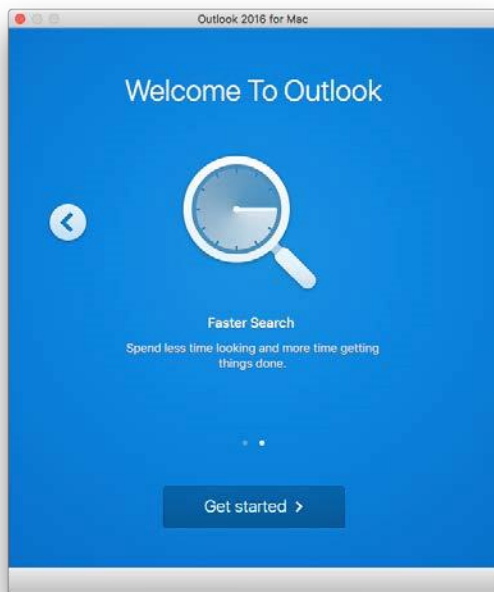
The first time you start Outlook 2016 on your Mac, you need to go through a number of configuration steps in order to configure the application for the access to your mailbox. These steps are explained below.

Please note that depending on the specific setup of your system, your dialogue boxes may differ slightly from the screenshots shown below:



The first time you start Outlook, a "Welcome" dialogue will be displayed.

Figure 21



Click "Get started".

Figure 22

Outlook configuration

Here you can select the colours of Outlook 2016.

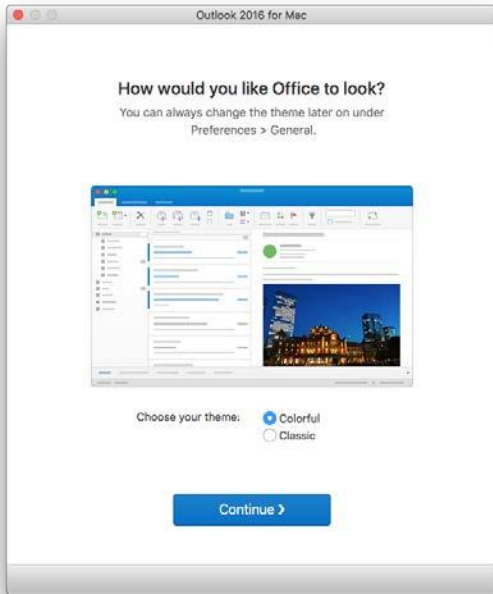


Figure 23

Click "Start Using Outlook".

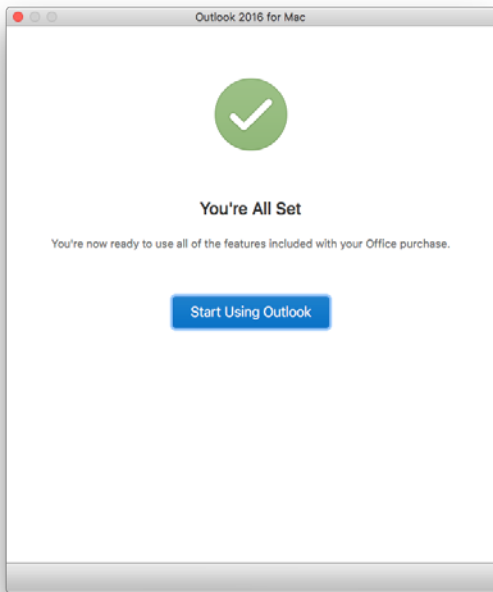
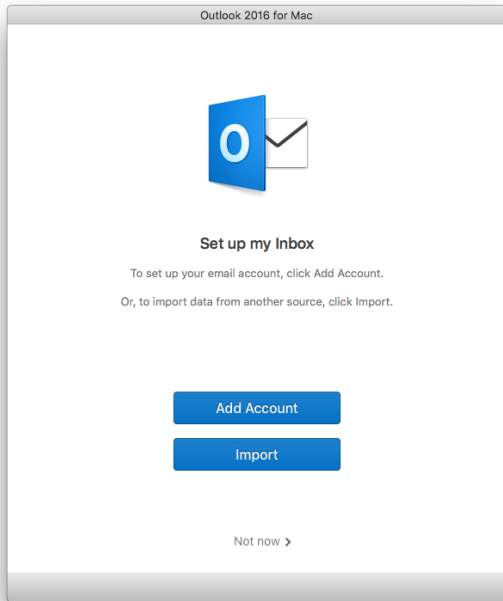


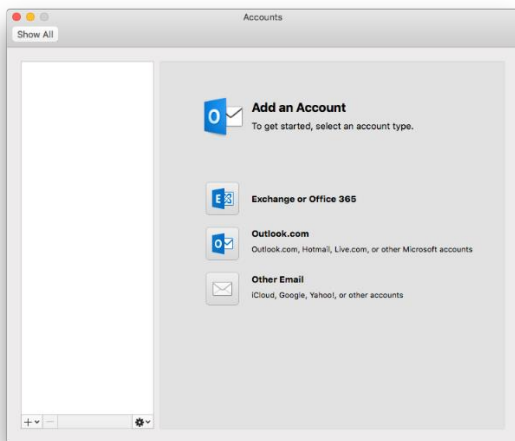
Figure 24

Outlook configuration



Select "Add Account".

Figure 25



Select "Exchange or Office 365".

Figure 26

The screenshot shows a dialog box titled 'Enter your Exchange account information.' It contains the following fields and options:

- E-mail address: carolm@ethz.ch
- Authentication Method: User Name and Password (dropdown menu)
- User name: d\carolm
- Password: [masked with dots]
- Configure automatically
- Buttons: Cancel and Add Account

Here, enter all required details for the mailbox to be configured.

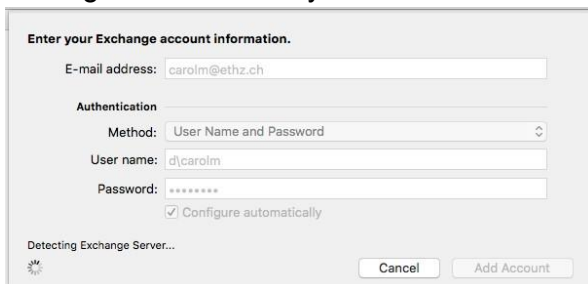
For "E-Mail address", we recommend using the format "<ETH username>@ethz.ch". It does not matter if this is not your main e-mail address. When configuring the mailbox, this address is merely used for the connection to the mail server. Following the successful configuration, your main address will always be used for sending your e-mails from the device.

Outlook configuration

For "User name", please enter your mailbox login in the form "d\<ETH username>".

Do not forget to select the option

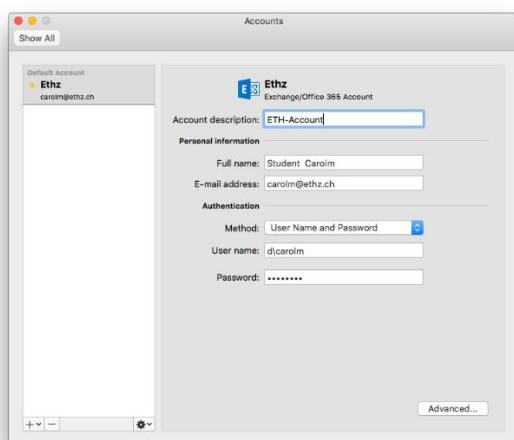
"Configure automatically". Then click "Add Account".



The application will now try to contact the mail server and your mailbox.

Depending on the connection, this can take a few minutes.

Figure 27



If everything goes well, this dialogue box should be displayed with your mailbox details.

You can now exit the configuration. Your mailbox will be displayed in Outlook 2016.

Figure 28