## Email Setup with Outlook (Mac)

- 1. Open the **Outlook (New)** app.
- 2. Enter your **@schools email address** when presented with this screen.



- 3. Click Continue.
- 4. A new window will appear asking for you to enter your account's password.

Enter your password, then click Sign In;

	×
	Microsoft
	Enter password
	Password
	Forgot my password
	Sign in with another account
	Sign in
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5. Once complete, you will be taken to your inbox.



You have now successfully added your email account into Outlook (New).