How to Set up Outlook for Mac

*Mac Edition*

Open Outlook and go to: Outlook | Preferences…

Graphical user interface, application

Description automatically generated

Select ‘Accounts’

Graphical user interface, application, Teams

Description automatically generated

Select ‘+’ sign to add a new account

Graphical user interface, application

Description automatically generated

Enter your email address

Graphical user interface, text, application

Description automatically generated

Select ‘Choose the Provider’

Graphical user interface, application

Description automatically generated

Select ‘Exchange’

Graphical user interface, application

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Enter the following:

* DOMAIN\username or Email -> *your full email address*
* Password -> *your email password*
* Server (optional) -> *email.frontpoint-it.com*

Graphical user interface, text, application

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