

Setting up Outlook for Mac using Exchange

Overview

This guide will demonstrate how to set up Microsoft Outlook for Mac.

How do I Set up Outlook for Mac?

Downloading Outlook for Mac

1. Log in to your UGAMail account by going to ugamail.uga.edu
2. Once logged in, click on the gear icon in the top right of your screen
3. Click "Office365 Settings"
4. Click Software on the left side of your screen
5. Scroll down below the main Office 365 ProPlus download area.
6. If you are using a Mac, you will see an area titled "Get Outlook for Mac"

Get Outlook for Mac

Install the latest version of Outlook for Mac. [Learn how to remove Outlook for Mac 2011 for the best experience](#)



Outlook

Install

7. Click "Install". this will download the install file for Outlook for Mac
8. Once you have fully downloaded the install file, run the file.
9. You will be asked to "Sign in to Activate"
10. Click "Sign In"

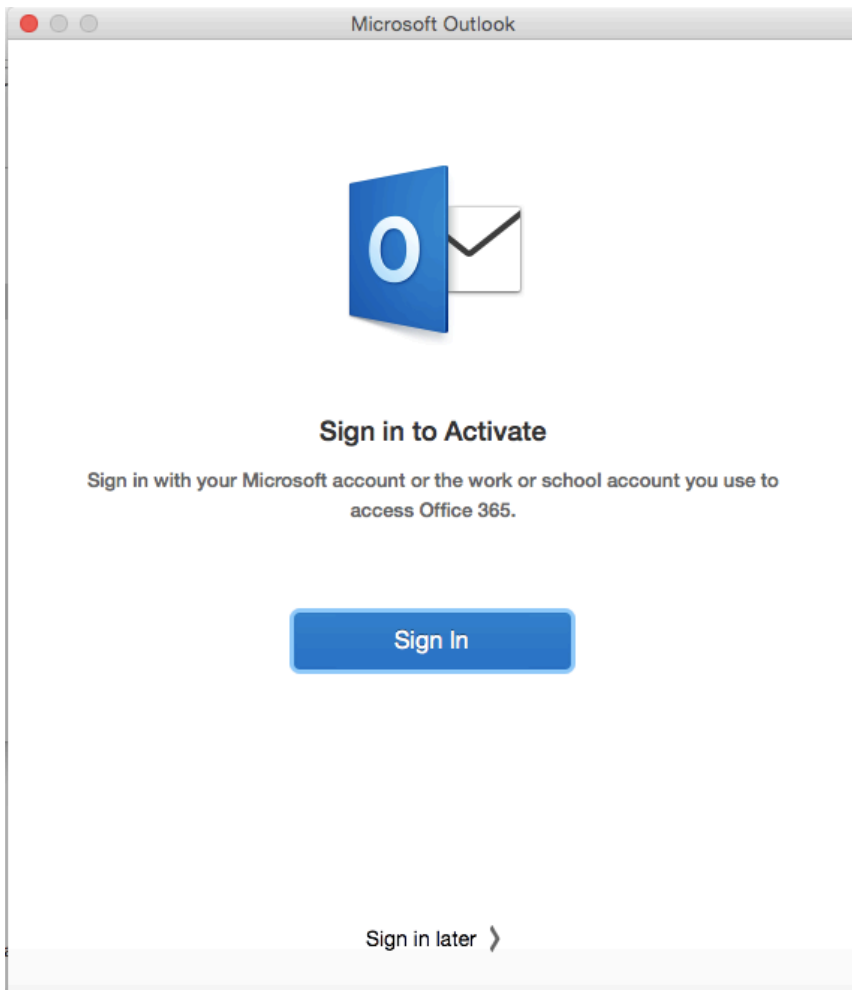


Quick Links

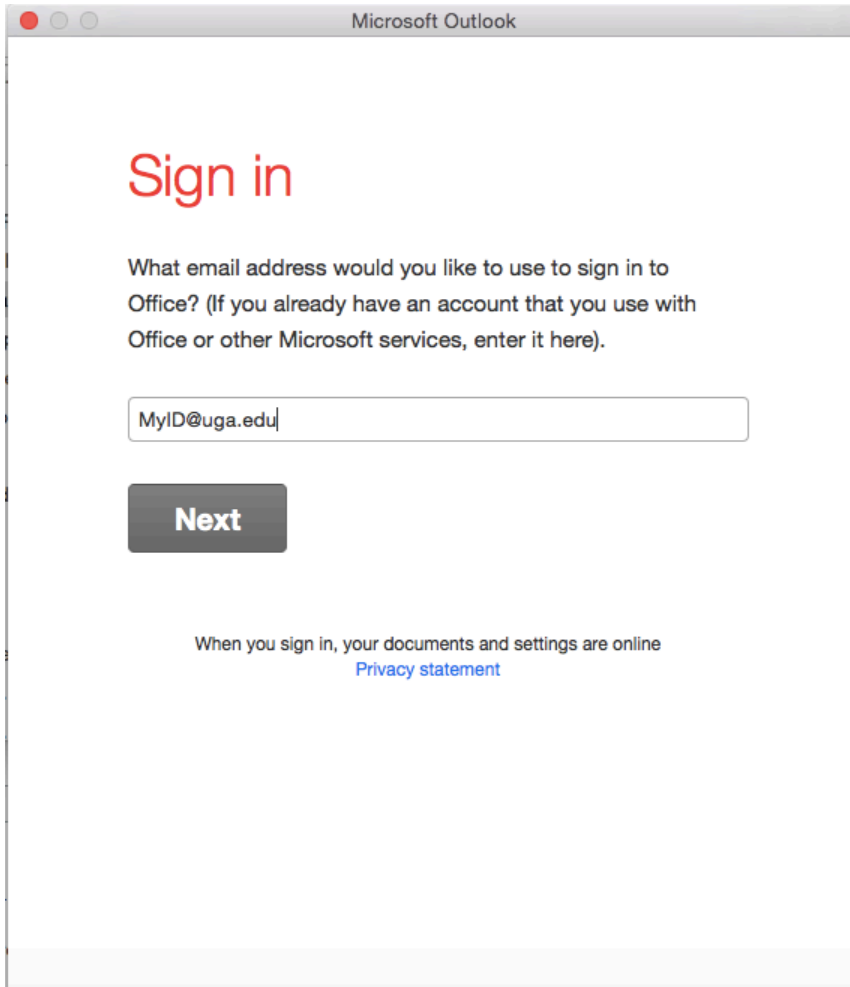
- [UGAMail Homepage](#)

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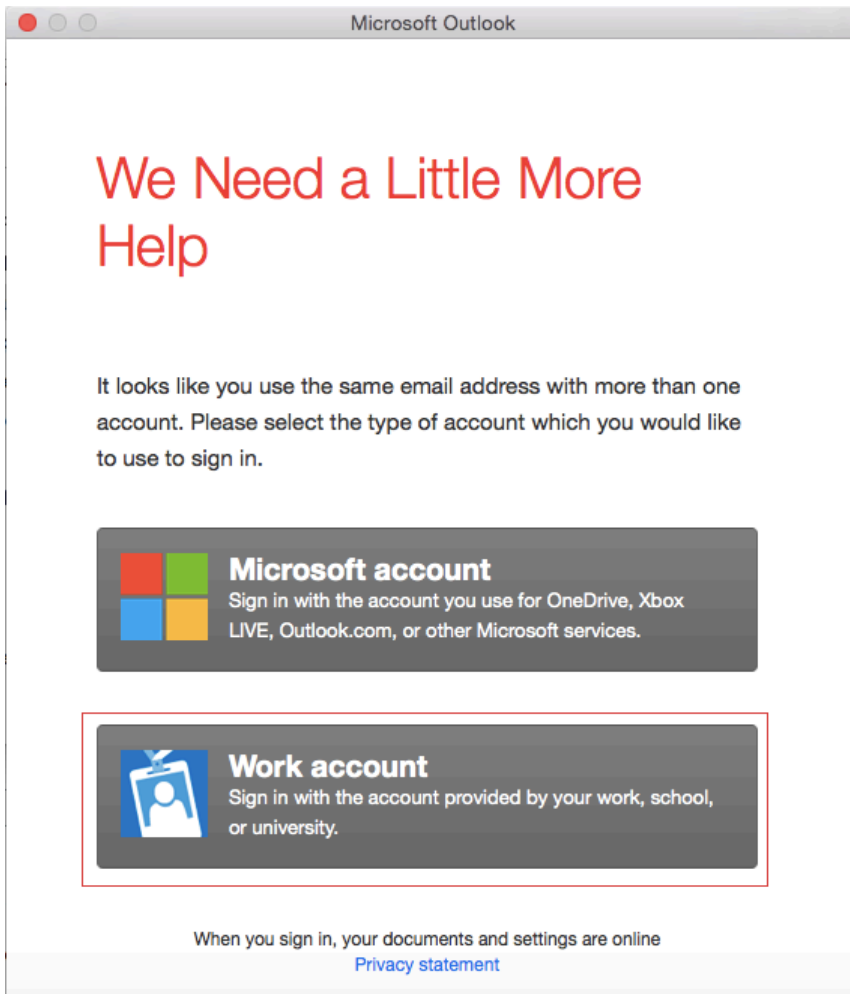
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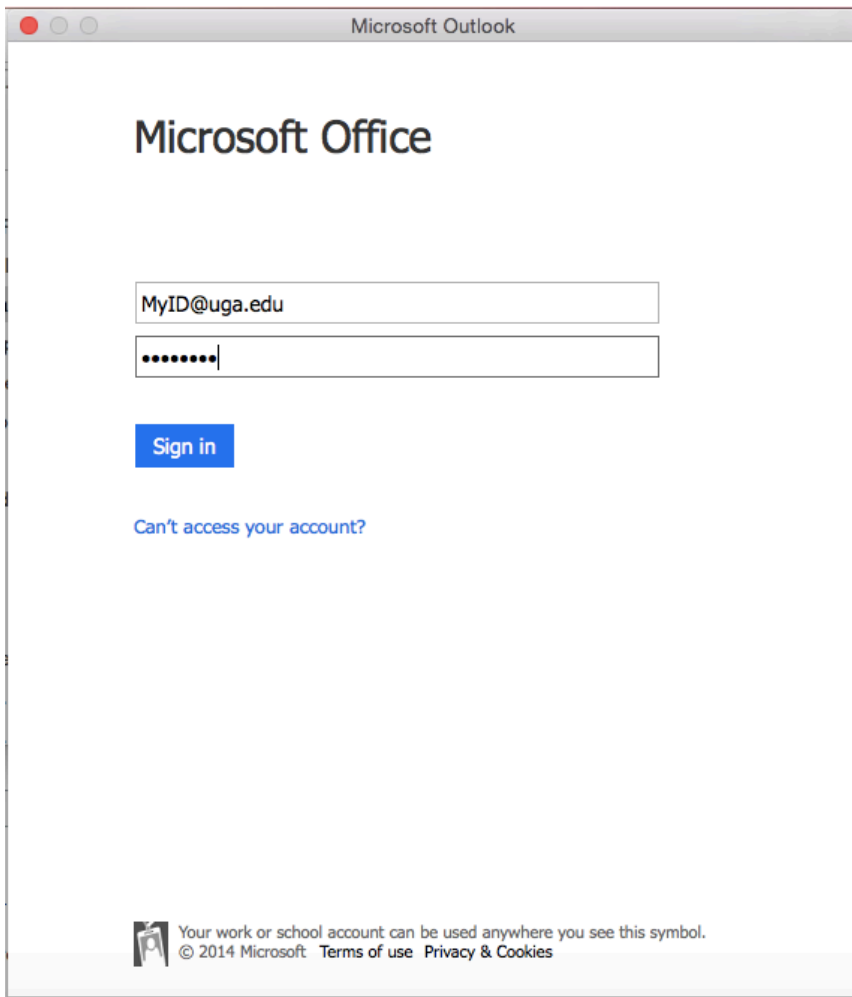
11. Sign in using your UGAMail account (i.e. MyID@uga.edu)



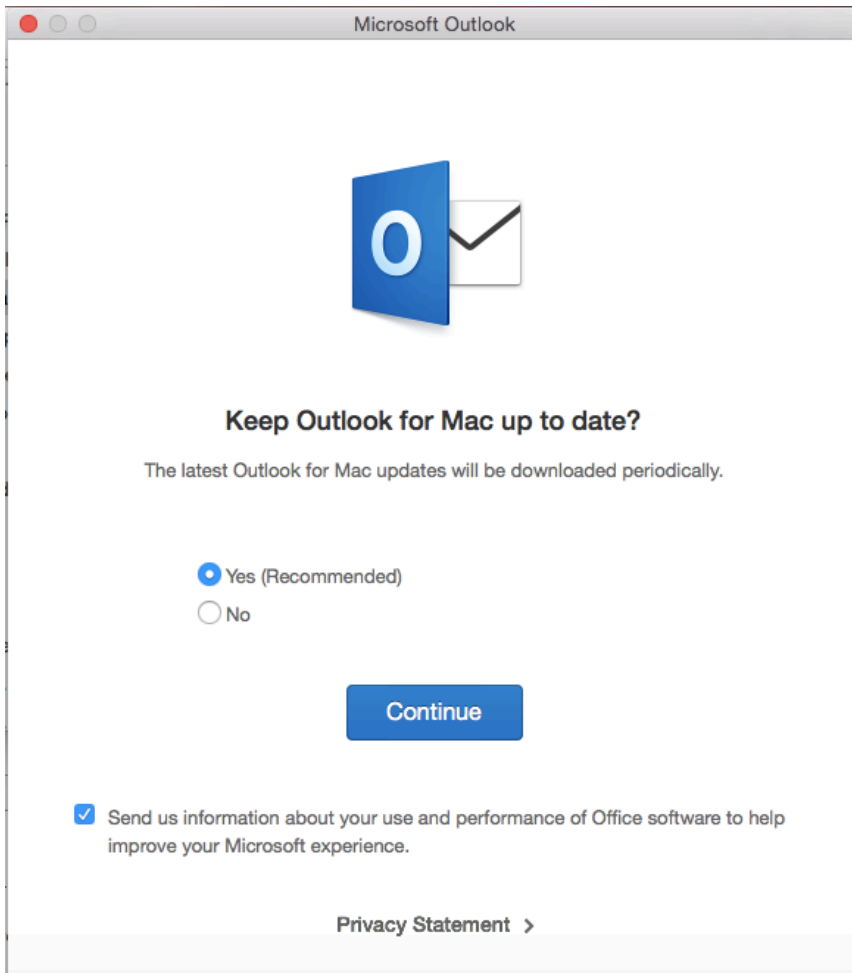
12. You may be asked to choose if this is a "Microsoft Account" or a "Work Account". Select "**Work Account**"



13. Enter your full UGAMail address and password

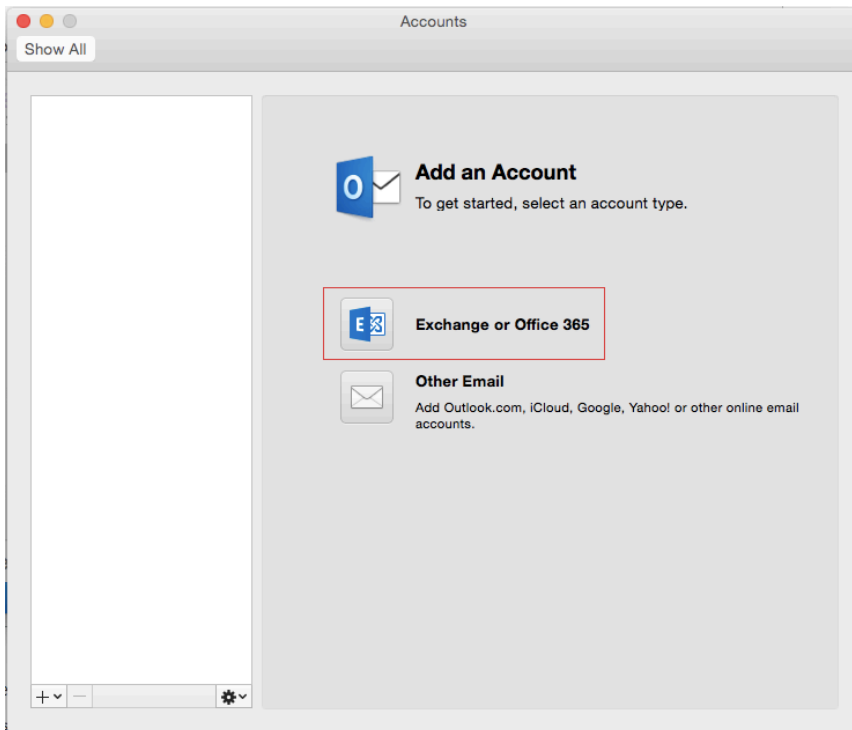


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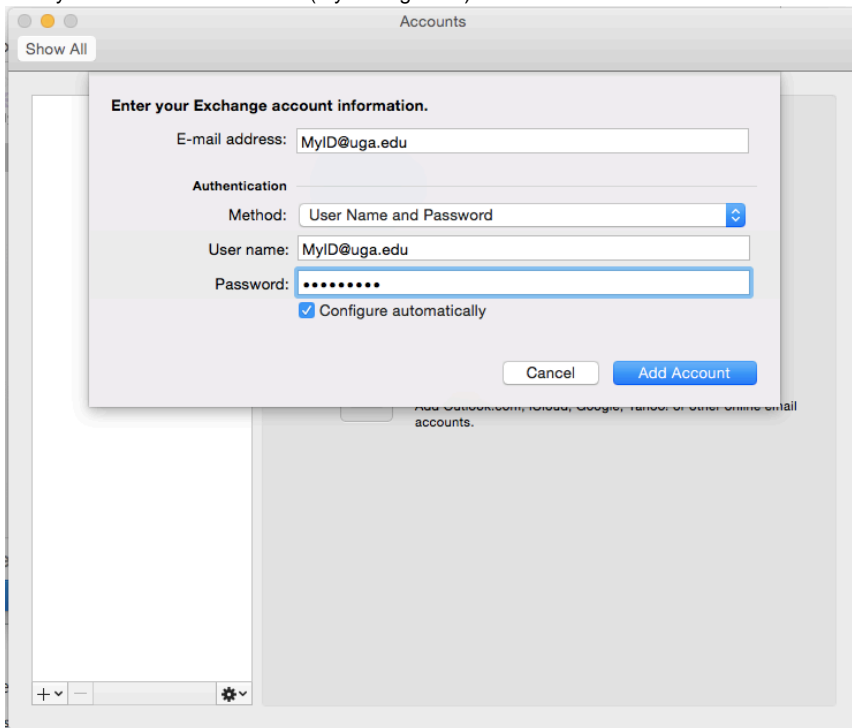


Setting up UGAMail if you already have Outlook for Mac

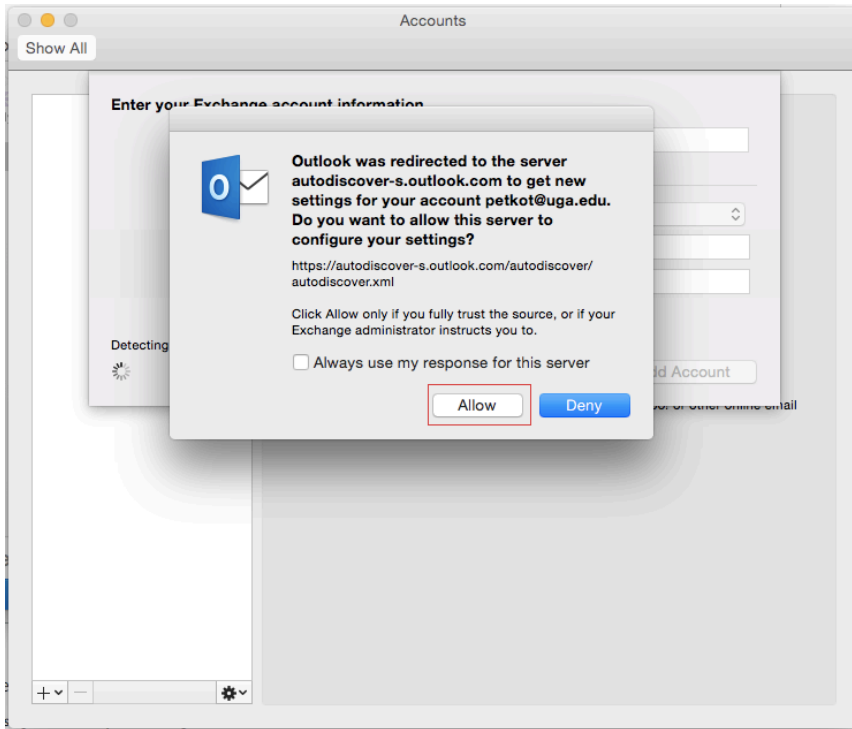
1. Open Outlook for Mac
2. Click "Outlook" in the top left of your screen
3. Click on "Preferences"
4. Open "Accounts"
5. In the bottom left of the screen, click the "+" in order to add a new account
6. Select "Exchange or Office365"



7. Enter your full UGAMail address (MyID@uga.edu) in both the e-mail and username field



8. Outlook will ask if you would like to allow the server to automatically configure your settings. Click "Allow"



9. Outlook should now be configured with your UGAMail account
 - a. **Note:** It may take several minutes to load your inbox.