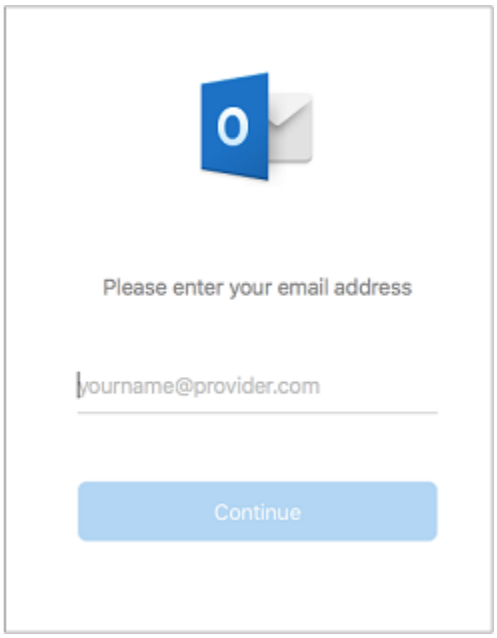
Add an email account to Outlook for Mac

Outlook for Mac · https://cleversupport.ca/docs/outlook-for-mac/add-an-email-account-to-outlook-for-mac/

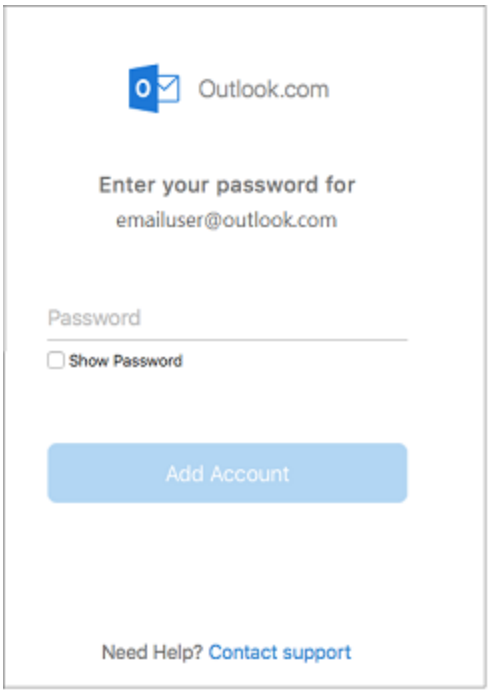
Add a new account quickly

Most email accounts, including Microsoft 365, Exchange server accounts, Outlook.com, Hotmail.com, Live.com and Google accounts can be set up in a few quick steps.

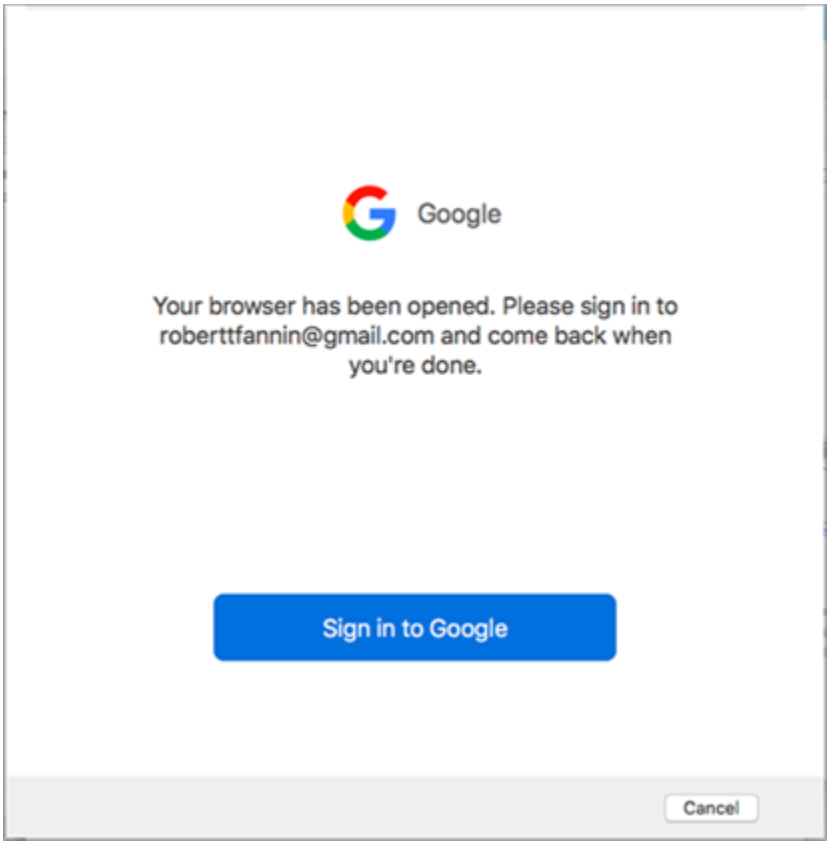
1. Select **Outlook** > **Preferences** > **Account**.
2. Click the plus (**+**) sign > **New Account**.
3. Type your email address > **Continue**.



4. Type your password > **Add Account**. (Your screen might look different from this one depending on the account you're adding.)



5. If adding a Yahoo, or other IMAP or POP account, you might be taken to those sites and asked to allow Outlook to access your mail, contacts, and calendars. Click **Allow** to continue.
6. If you are adding Gmail, you will get a prompt within Outlook to sign-in to your Google account. This is for users who are on **Build 16.15.18070902** and higher.



7. Select **Done** to start using Outlook 2016 for Mac.

