Connecting to VSOE Exchange with Outlook 2016 for Mac

1. Open Outlook 2016 and go to Outlook > Preferences.

2. Under Personal Settings, click on Accounts.

3. Under Add an Account, click on Exchange or Office 365.

4. Enter the following information and Add Account.
youreusername@vsoe.usc.edu
Method: User Name and Password
vsoe\yourusername
password
Check Configure automatically
5. After adding the account, you will see the default account on the left. The green dot indicates Email is currently connected.