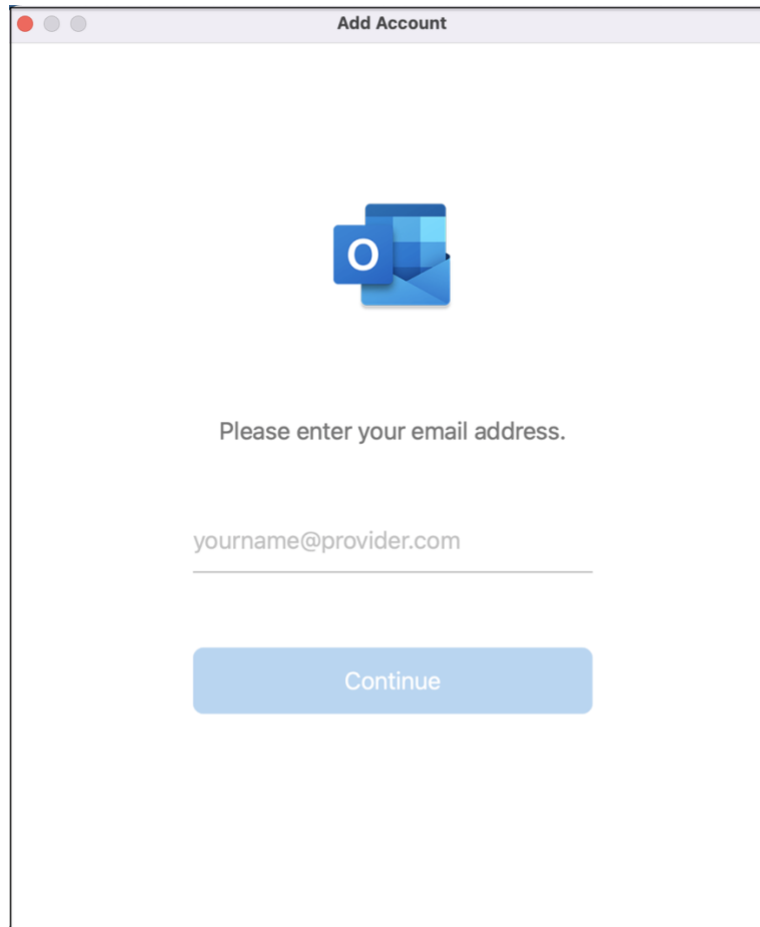# Email Setup with Outlook (Mac)

1. Open the **Outlook (New)** app.

2. Enter your **@schools email address** when presented with this screen.

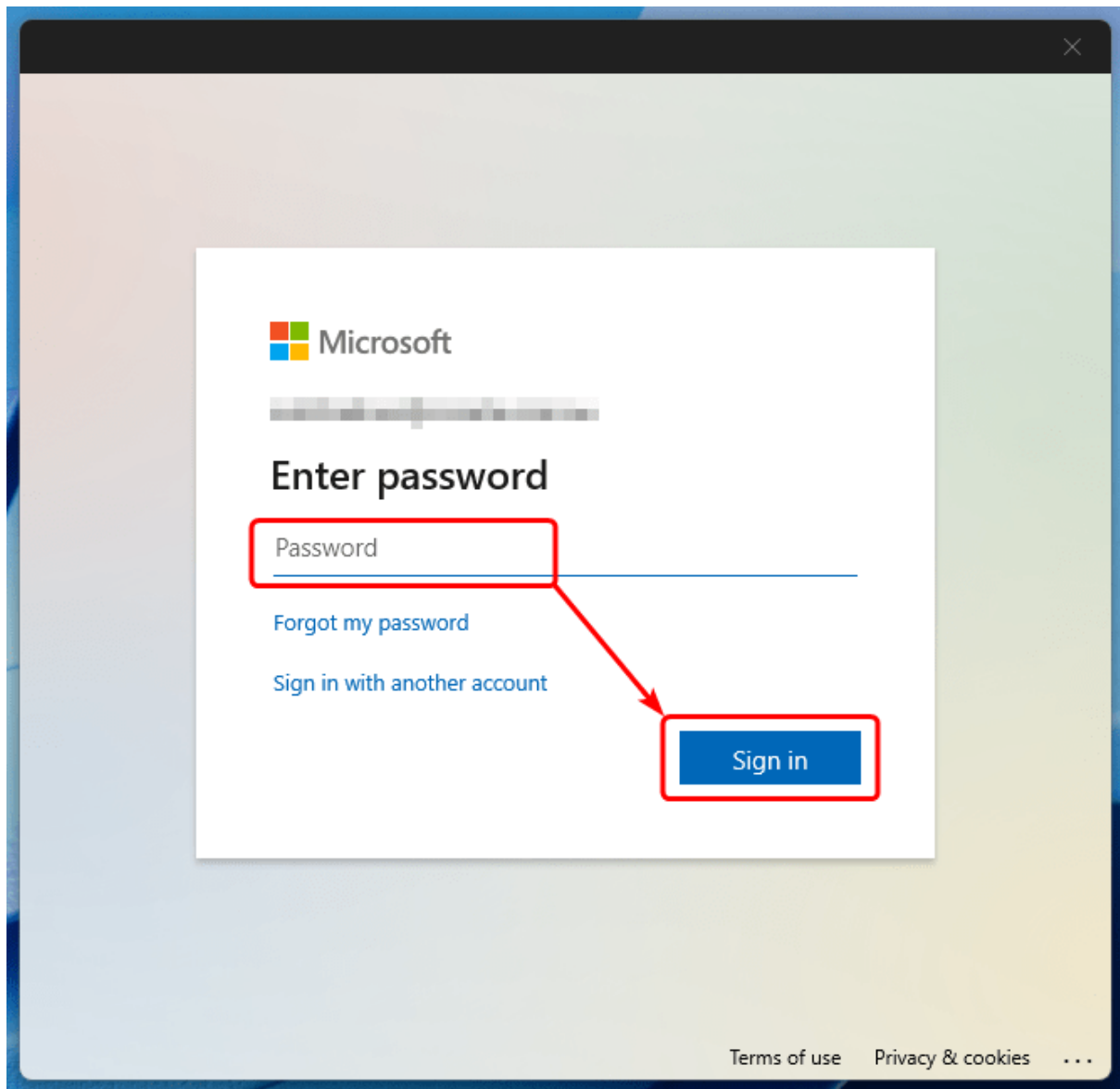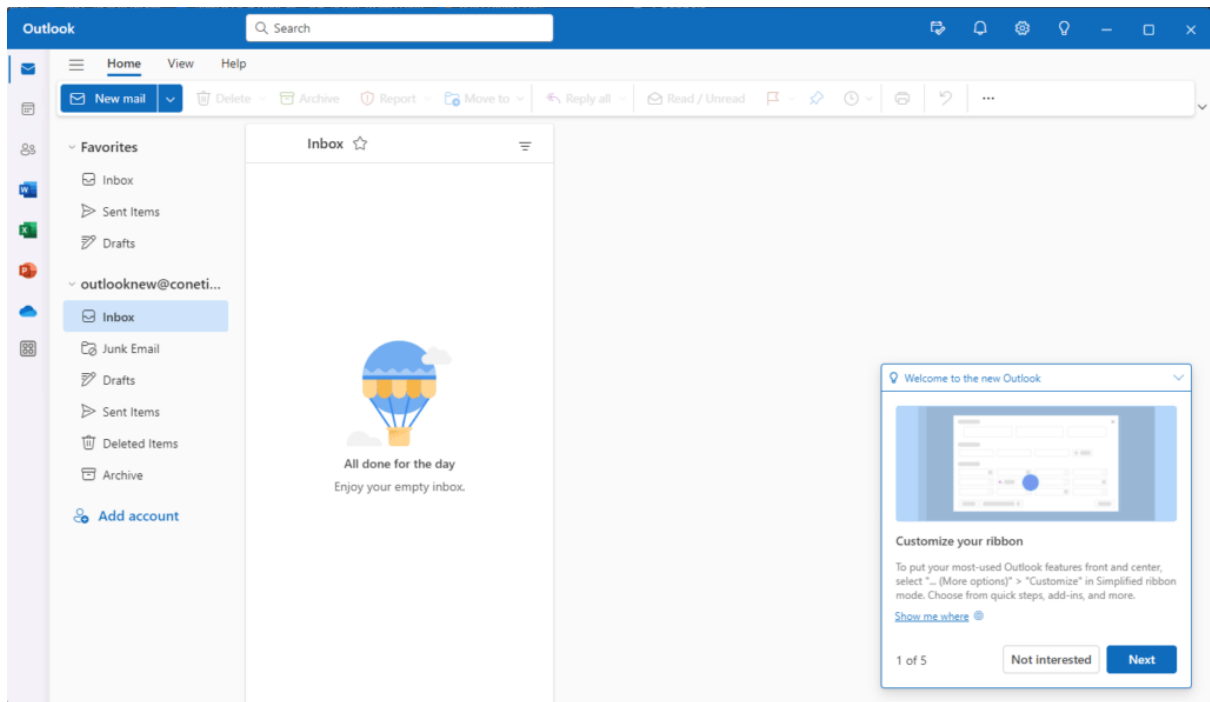3. Click **Continue**.

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

   Enter your password, then click **Sign In**;

5. Once complete, you will be taken to your inbox.

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