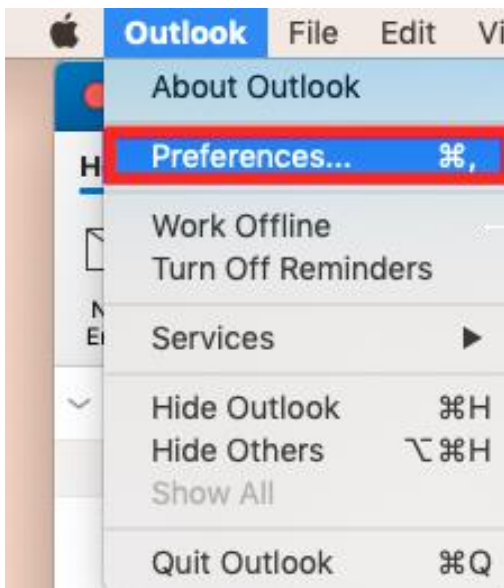
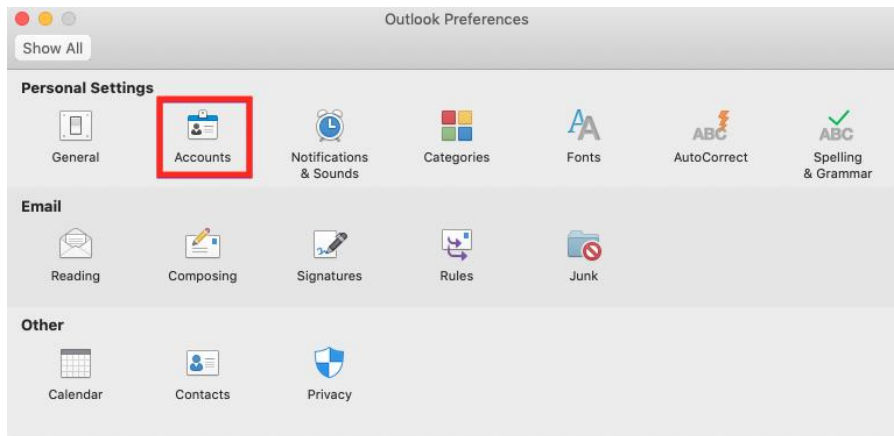


Guide To Adding Office 365 to Outlook Mac With Duo

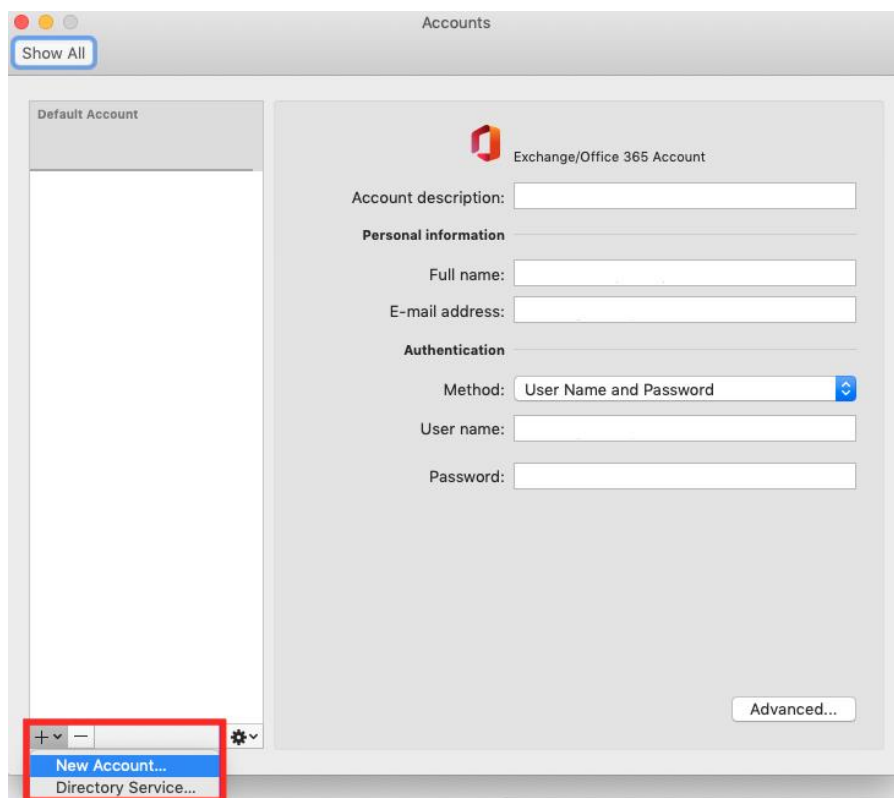
1. Open **Outlook**. (Don't have the app? Here's how to [download it](#)).
2. From the menu bar, select **Outlook > Preferences**.



3. Select **Accounts**.

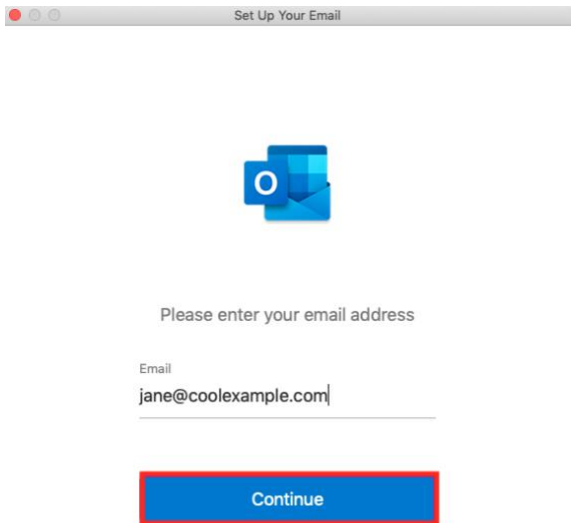


4. Select + (plus) > **New account**.




Note: You might need to choose your account type as **Work/School** to continue.

5. Enter your email address and select **Continue**.



Set Up Your Email

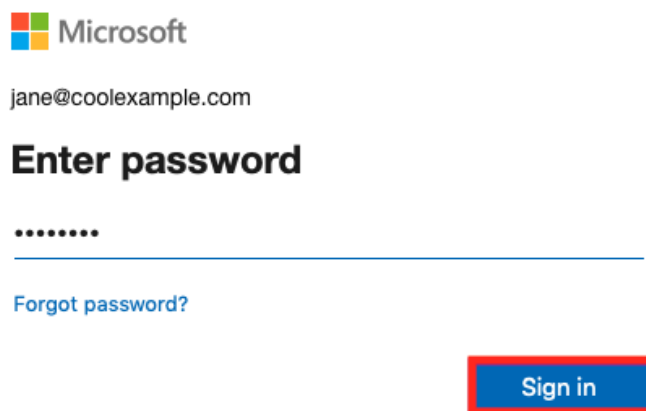



Please enter your email address

Email
jane@coolexample.com

Continue

6. Enter your email password and select **Sign in**.



 Microsoft

jane@coolexample.com

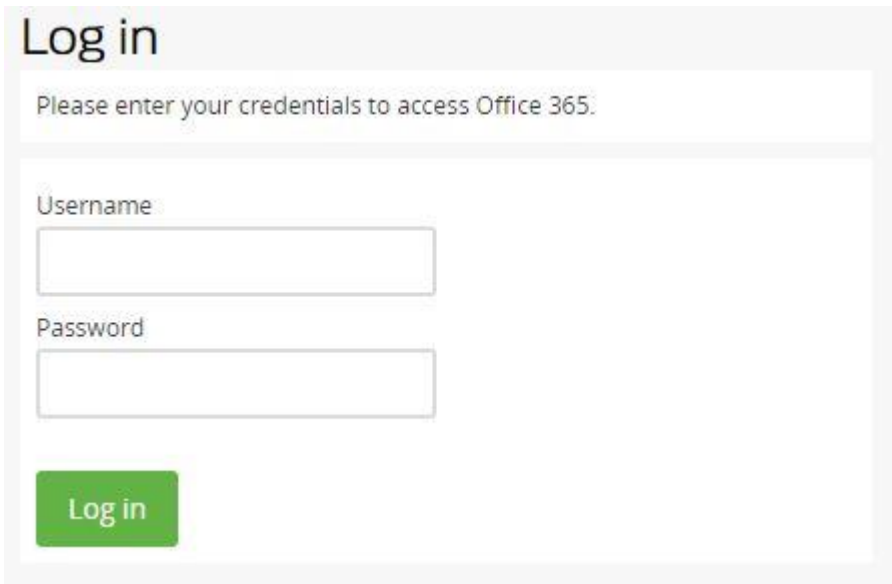
Enter password

.....

[Forgot password?](#)

Sign in

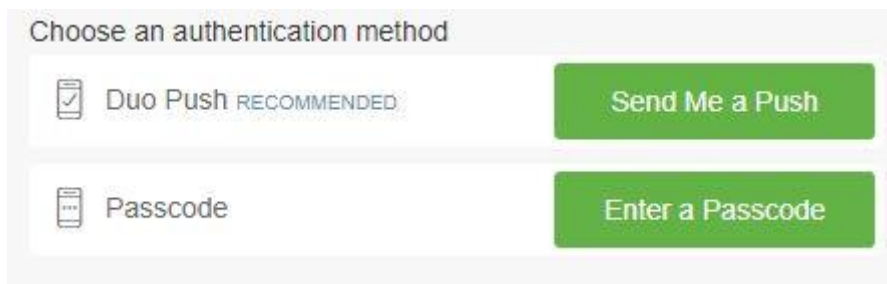
7. You will then be taken to your DUO login page where you will need to enter the same email credentials.



The screenshot shows a login interface with the following elements:

- Log in** (Section Header)
- Please enter your credentials to access Office 365.
- Username** (Label) with an input field below it.
- Password** (Label) with an input field below it.
- Log in** (Green Button)

8. Once logged into duo you can **send a push** to your device which you can then accept.



The screenshot shows a selection screen for authentication methods with the following elements:

- Choose an authentication method** (Section Header)
- Duo Push** RECOMMENDED (with a green button labeled **Send Me a Push**)
- Passcode** (with a green button labeled **Enter a Passcode**)

9. Once that is done it will take you back to the **Microsoft** setup screen.

10. Select **Done**.



jane@coolexample.com
has been added

Did you know?
Outlook supports Google, Yahoo Mail, and iCloud accounts.

Add Another Account

Done

[Get Outlook for iOS & Android](#)