Set up Outlook 2016 on Mac

This guide is based on a Mac running OSX 10.12.6 (Sierra) and Outlook 2016 version 15.37 (170815), logging in with your UNI username.
There may occur slight differences in how things look, if your Mac runs a different system and Outlook version, or if you log on to a local account – the principles will be the same, though.

Requirements and recommendations

If possible, we recommend using a cabled connection to the AU network, as this provides the fastest transfer of data from the mail (you may choose to turn off the WiFi during this operation).
It may also be an advantage to be sure to have enough time to make the full synchronization with the mail server, before the computer is turned off.
How long time this will take, depends on the size of your mailbox and calendar – and the speed of the network connection.

Setup
If Outlook is the first Office 2016 program you open, you will need to go through some steps, before you get to the actual setup – these are not shown here.

Choose Add Account.

Enter your primary email address, click Continue.
The setup assistant may be quite opportunistic about setting up an Office 365 account, DO NOT try to set up your AU account as an Office 365 account.

Click Cancel (otherwise, Outlook will assume it is an Office 365 Account – which it is NOT).
Fill in your primary email address, UNI\auAUD (e.g. UNI\au123456) and password. Click Add Account.

Setup finishes and Outlook opens.