Set up Outlook 2016 on Mac

This guide is based on a Mac running OSX 10.12.3 (Sierra) and Outlook 2016 version 15.31 (170216). There may occur slight differences in how things look, if your Mac runs a different system and Outlook version – the principles will be the same, though.

Requirements and recommendations

During the setup, your computer needs to be connected to the AU – this may be through a cable, using Eduroam or through VPN. 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 synchronisation 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.

Then Exchange or Office 365
Fill in your primary email address, auAUID@uni.au.dk (e.g. au123456@uni.au.dk) and password. Click Add Account.

Setup finishes and Outlook opens.