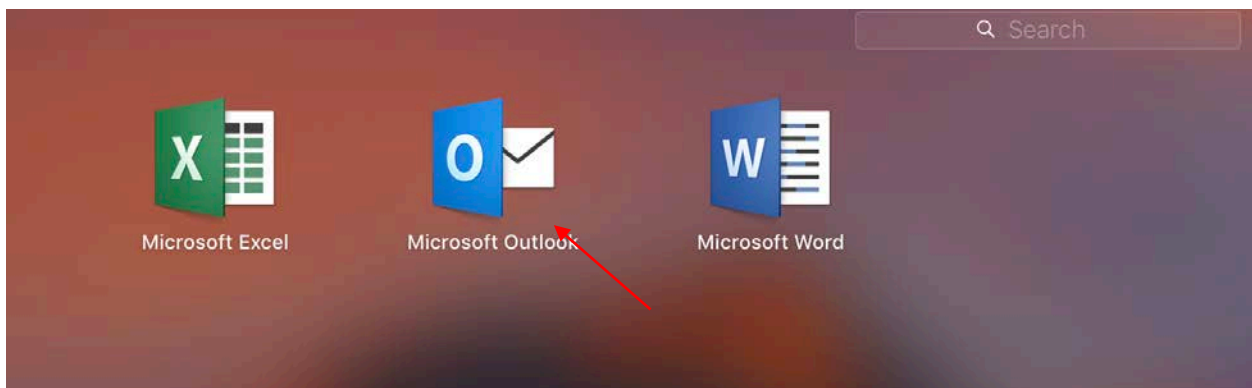


# Microsoft Outlook Setup on macOS

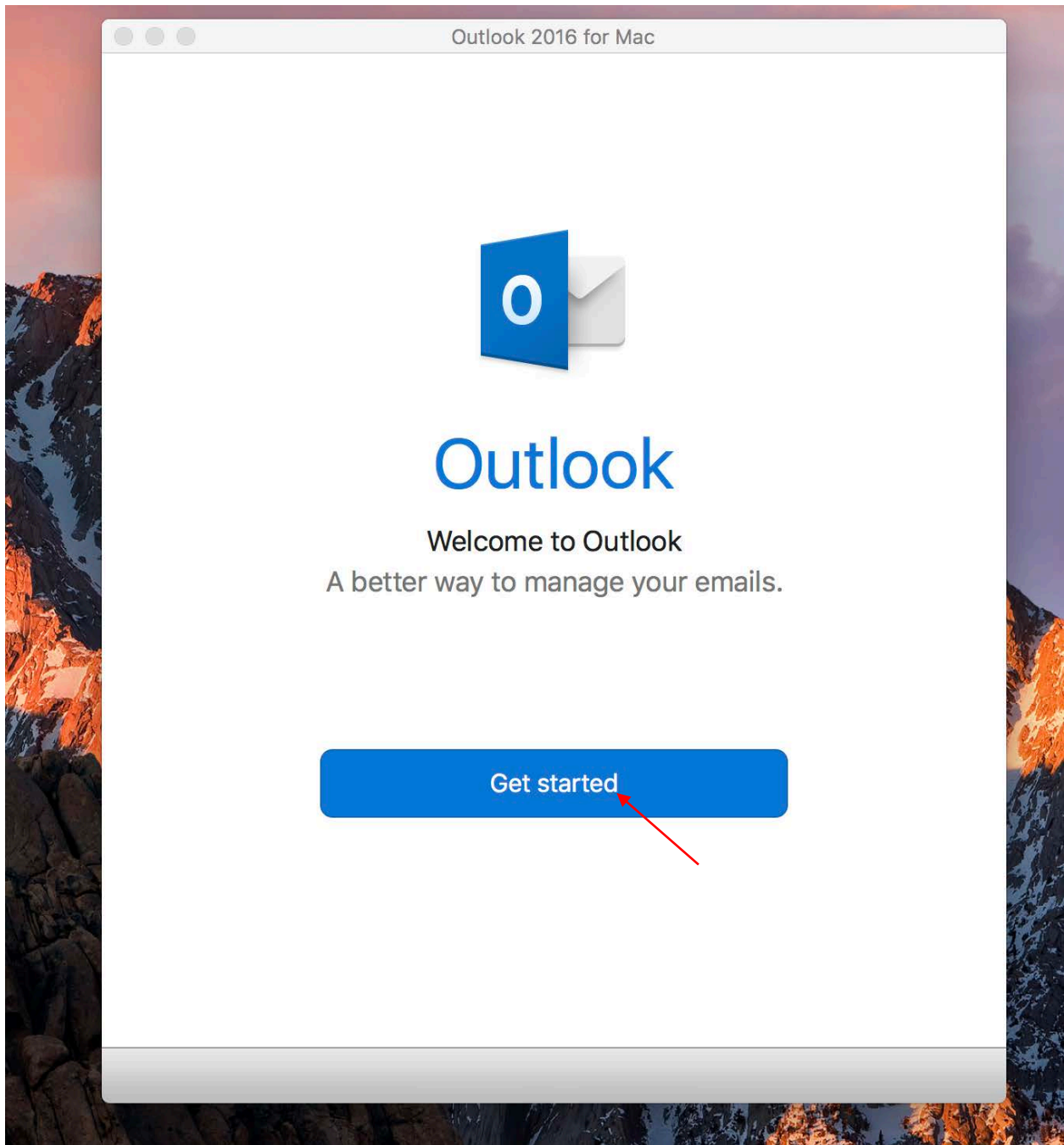
To set up your Office 365 E-mail account in Outlook please follow this guide.



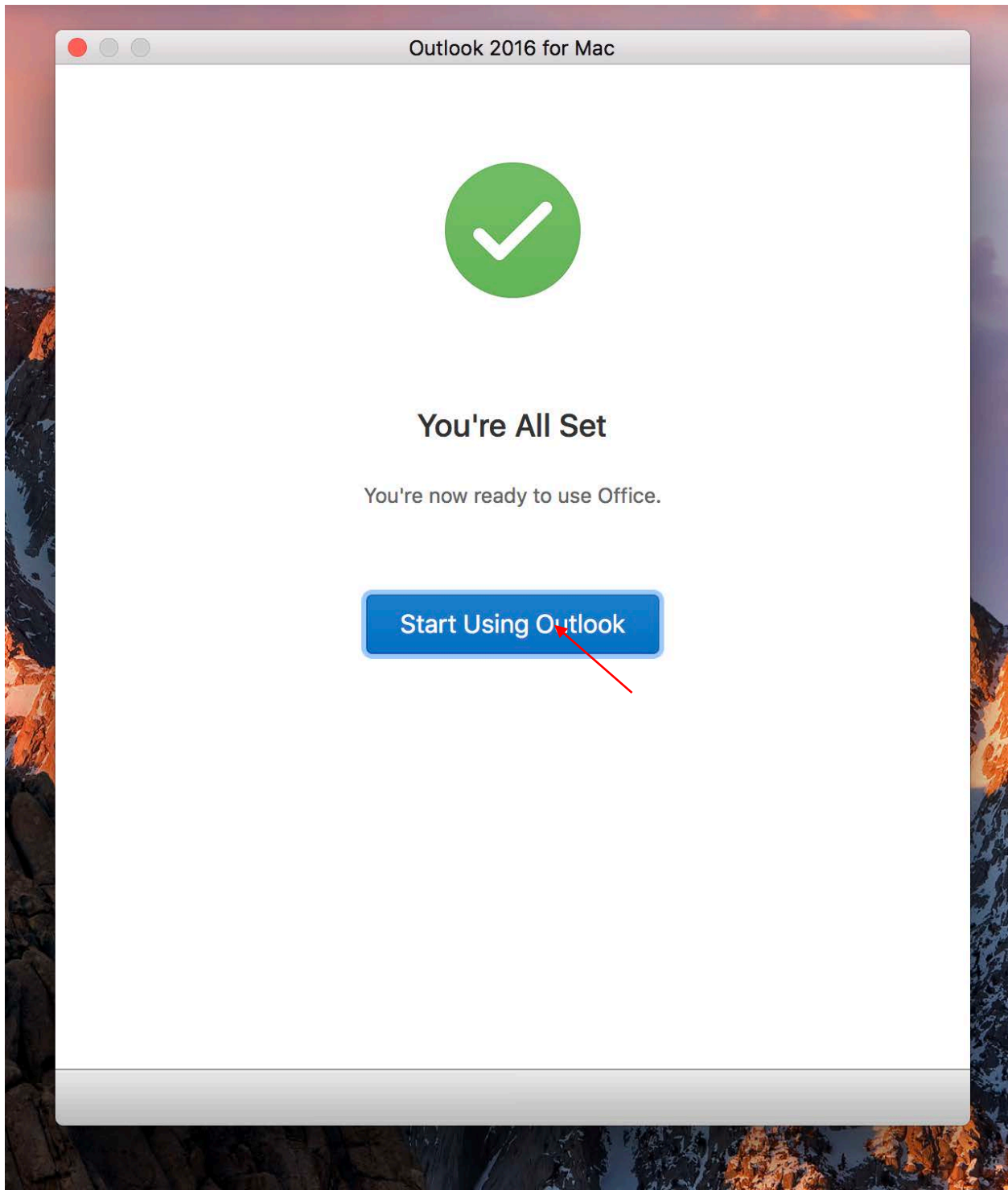
Click on "Launchpad".



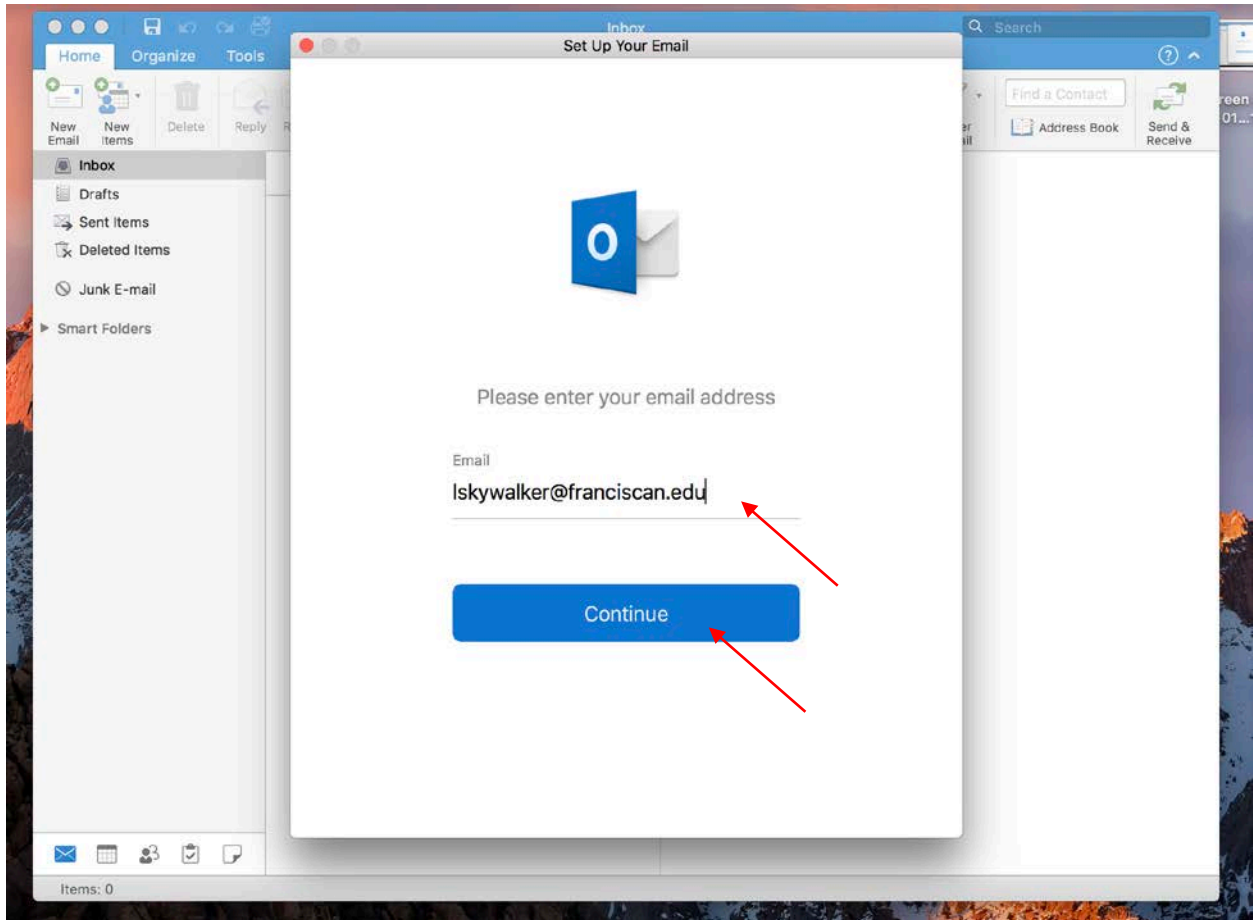
Look for "Microsoft Outlook" and click on it.



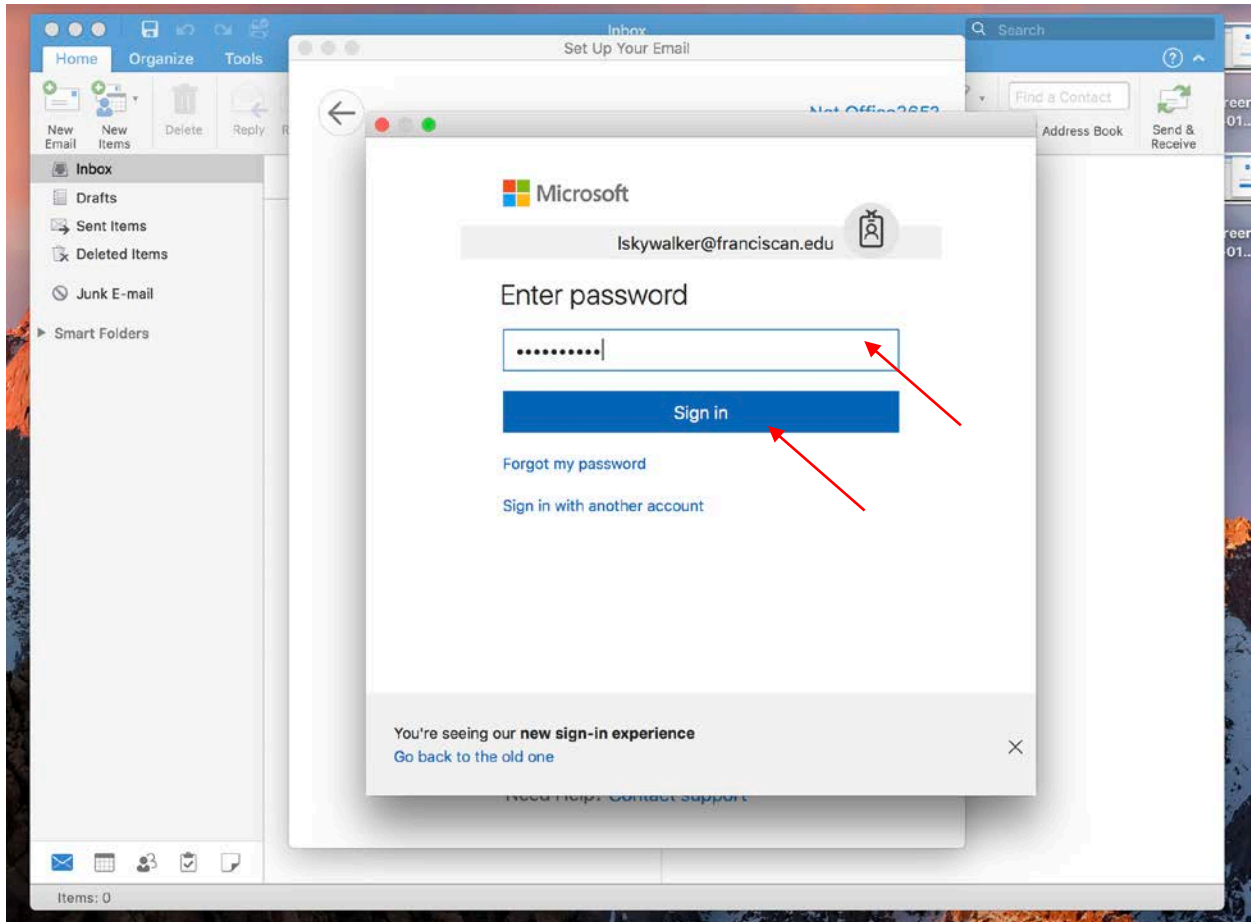
Click on "Get started".



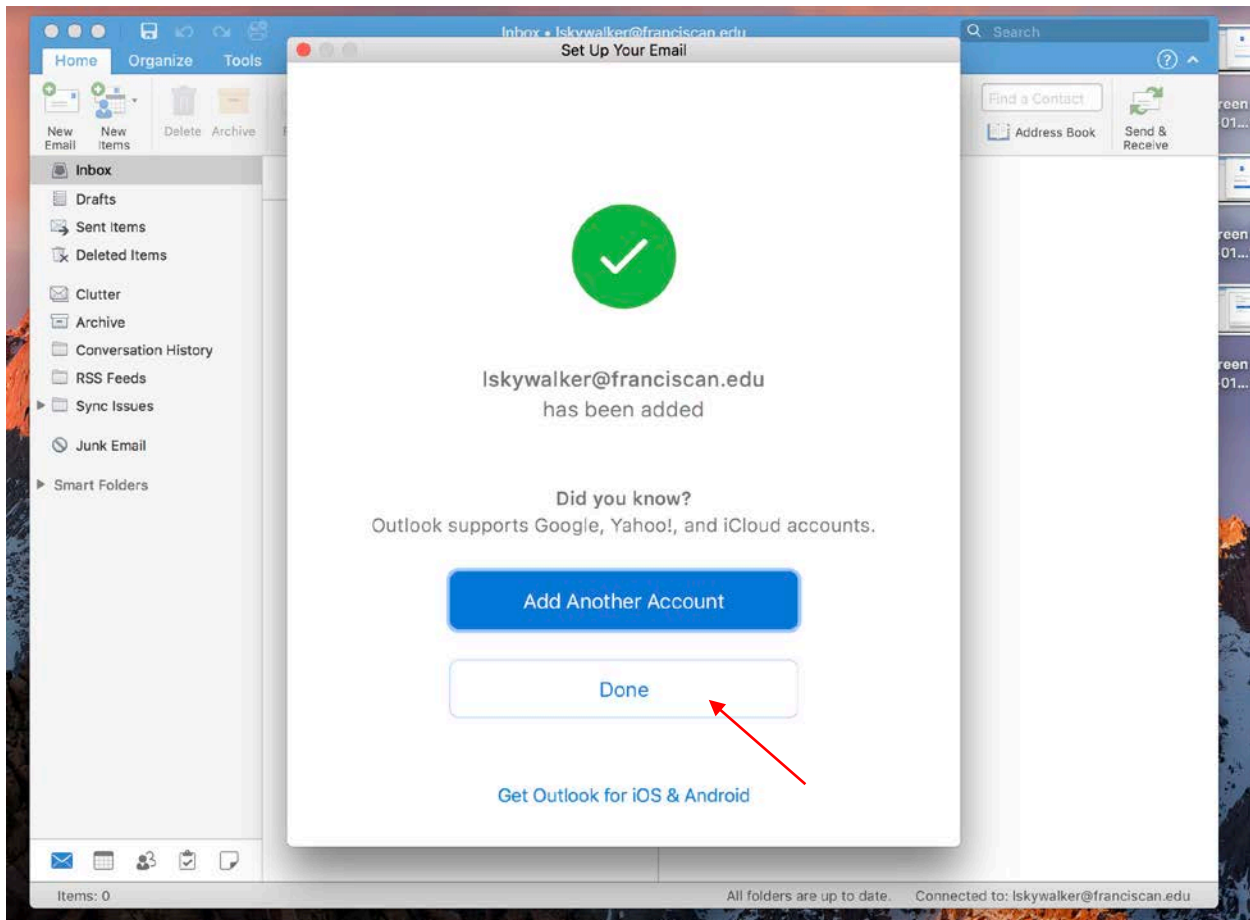
Click on "Start Using Outlook".



In the "Email" field enter your Franciscan E-mail address and click "Continue"



In the "Enter password" field enter your password (It is your AccessFus password) and click on "Sign in"



Click on “Done”

Outlook will open and start syncing your E-mails from the server.

It may take a few minutes to several hours for all E-mails to get synced, depending on how many E-mails you have in your mailbox.

If you need any assistance during this process, please contact the ITS Helpdesk at 740-283-4357 or [itshelpdesk@franciscan.edu](mailto:itshelpdesk@franciscan.edu)