

# Spartan 365 Email (spartanmail): Outlook for Mac OS - using Microsoft Exchange

MSU's agreement with Microsoft provides active students, faculty, and staff access to the Microsoft Office suite, which includes Outlook 2016 for OS X users. While any ActiveSync compatible email client software can be used with Spartan Mail, our primary support is for Outlook 2016. This article details how to configure Outlook 2016 for use with a Spartan Mail account using an Exchange connection, which is the recommended option.

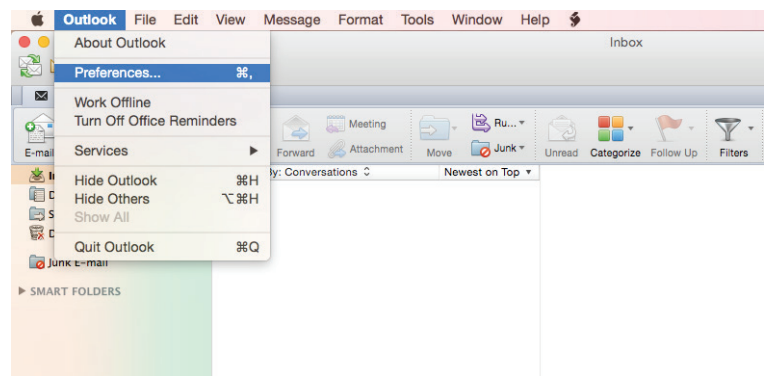
## Installation of Office 365:

- To obtain the Office Pro Plus software, log into the MSU Office 365 Email site at <http://portal.office.com> and click on the "Install Software" option in the upper right hand portion of the screen.

## First-Run Setup Wizard

If this is the first time Outlook has been used on the current computer, the First-Run Setup Wizard will be presented. Click **Add Account** to begin the process.

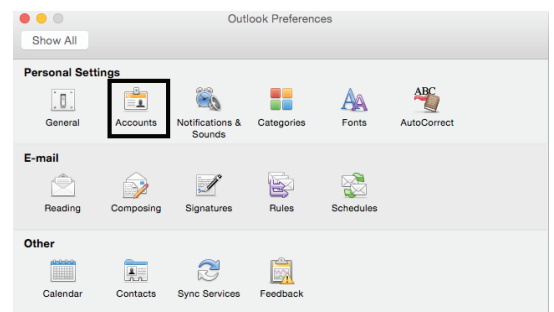
If Outlook 2016 has already been configured for use with other email accounts, or if the option was chosen to skip the First-Run Setup Wizard, move to Step 1 below to begin the process of adding an account.



## Step 1.1: Adding a New Account

If the First-Run Setup Wizard was previously bypassed, or there are other accounts already configured, follow the following procedure to add an account.

With Outlook running, open the **Outlook** drop-down menu from the top of the screen, located next to the Apple logo, then select **Preferences....** This will open the **Outlook Preferences** window.

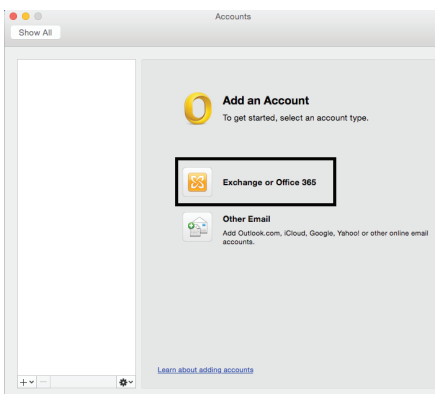


## Step 1.2: Adding a New Account

From within the **Outlook Preferences** window, select **Accounts** from the **Personal Settings** row. This will open the **Accounts** window.

## Step 1.3: Adding a New Account

From within the **Accounts** window, select the Exchange or Office 365 option. This will begin the account creation process.



## Step 2.1: Account Information

Enter the Exchange account information as follows (Example shown below):

- **E-mail address:** netid@msu.edu
- **Method:** User Name and Password
- **User name:** netid@msu.edu
- **Password:** Your NetID password
- **Configure automatically** should be unchecked
- **Server:** outlook.office365.com
- *Note: This field will not be available until you have unchecked the option for automatic configuration.*

Click the **Add Account** button to continue.

## Step 2.2: Manual Configuration

In some cases the auto-discover process may fail to obtain the necessary server information. If this occurs, the window will add a line requesting the server be entered manually as shown below.

Server: outlook.office365.com

## Step 3: Verification

Once the settings are obtained via the discovery process, Outlook will return to the **Accounts** window and show the MSU Office 365 Student Email account within the list in the column on the left.

The **Account description:** will default to 'Msu', however it may be changed as desired. The account is now ready for use.

The screenshot shows the 'Accounts' window in Outlook. On the left, a list of accounts is shown under 'Default Account', with 'Msu' (sparty@msu.edu) selected. The main area displays the configuration for this account:

- Account description:** Msu
- Personal information:**
  - Full name: Sparty
  - E-mail address: sparty@msu.edu
- Authentication:**
  - Method: User Name and Password
  - User name: sparty@msu.edu
  - Password: [masked]

At the bottom, there is a link for 'Learn about Exchange account settings' and an 'Advanced...' button.