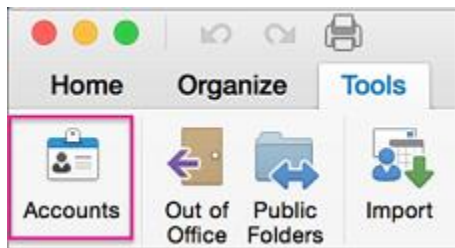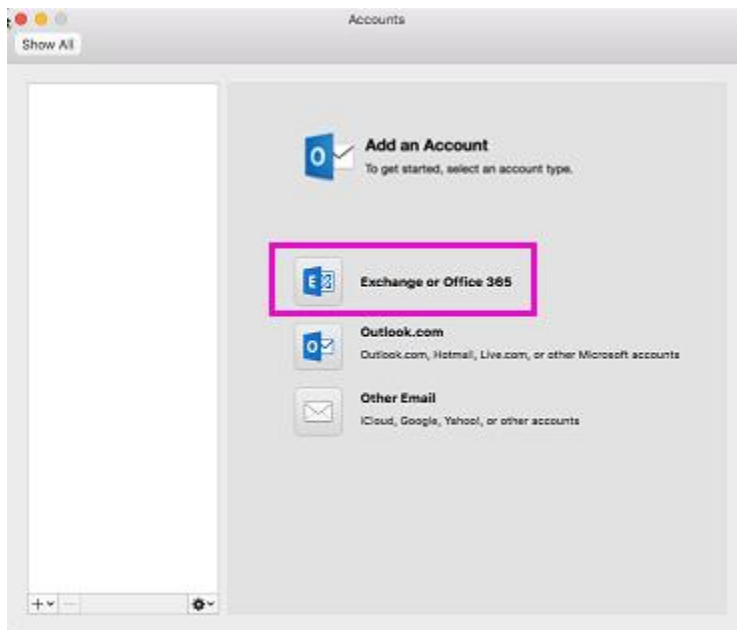# To add an Office 365 account to Outlook 2016 for Mac

Add your new Office 365 account

1. In Outlook, select **Tools** > **Accounts**.

2. In the **Accounts** box, select **Exchange or Office 365**. (If you don't see this screen, it's possible you already have one or more accounts in Outlook 2016 for Mac. Just click the **+** at the bottom of the screen to add another account.)

3. Enter your email address.

4. Choose **User Name and Password** authentication method.

To authenticate with	Do this
User name and password	Click **User Name and Password**, and enter your credentials. (This is the most common method for authenticating Exchange accounts.)

5. Enter your user email address and password for Exchange, and click **Add Account**. Outlook will detect your Exchange server automatically.

   The **Configure automatically** check box should already be selected. click **Add Account**.

6. You might see a redirection message. If so, check **Always use my response for this server** > **Allow**.

Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account AllieB@macoutlook01.onmicrosoft.com. Do you want to allow this server to configure your settings?

https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

☑ Always use my response for this server

Allow   Deny

7. For Office 365 accounts, modern authentication is now supported. This enables additional layers of security such as multi-factor authentication. You'll be asked to sign in to your Office 365 account via your organization's sign-in page. You'll only be prompted for the sign-in once.

8. when the you've finished adding the account, it appears in the left pane of the **Accounts** box and Outlook begins downloading your messages and other items. A green indicator next to the account name means the account is connected.