Configure Outlook on your Mac

Once you download Office 365 Office to your Mac, follow these instructions to configure Outlook.

**Step 1. Launch the Outlook app.**
From the Applications folder, double-click the Outlook app. The Welcome to Outlook screen opens. Click the right arrow to go to the next step.

**Step 2. Click the Get Started button.**

**Step 3. Choose the Colorful theme.**
Click the Continue button.
**Step 4.** Click the *Start Using Outlook* button.

**Step 5.** Set up your Inbox.

To determine whether to Add Account or Import, open your Exchange email in a browser (Piratemail).

[http://piratemail.ecu.edu](http://piratemail.ecu.edu)

- If you see all your email folders from Piratemail, choose **Add Account** and continue to Step 6.
- If you **DO NOT** see all your folders in the Piratemail version of your ECU email, and data was transferred, choose **Import** and follow the instructions. Confirm your settings from the screen shot in Step 8.
Step 6. Add an Account.

Click Exchange or Office 365.

Step 7. Enter your Exchange account information.
- Type your email address.
- Type intra\pirateID (the “intra” is required).
- Type your passphrase.
- Click the Add Account button.
Step 8. Click Advanced.

- Server: firstmate.ecu.edu
- Use SSL to connect checkbox is checked.