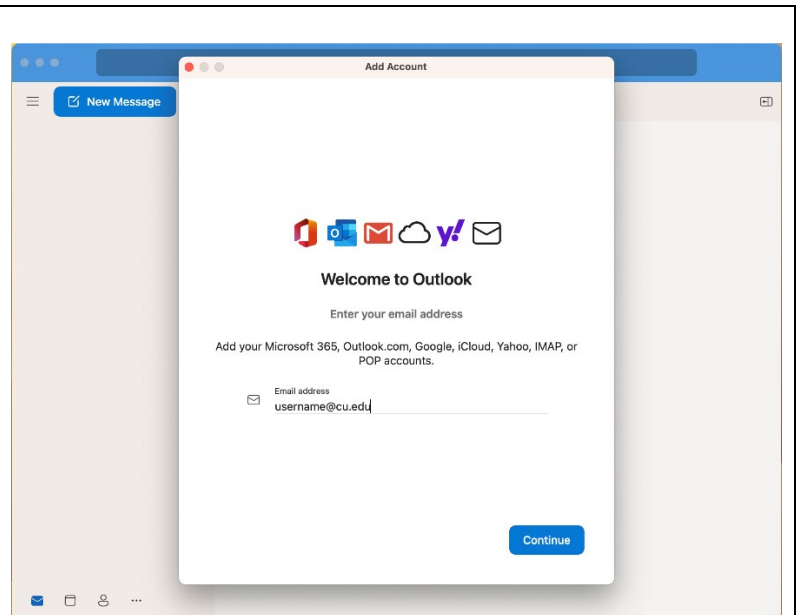


How to Configure Microsoft Office 365 Outlook on macOS

PURPOSE:

- Configure Microsoft Office 365 Outlook for a macOS

Open **Outlook**. Enter your username@cu.edu, (your last name and your first initial; e.g. smithj@cu.edu), then click **Continue**.



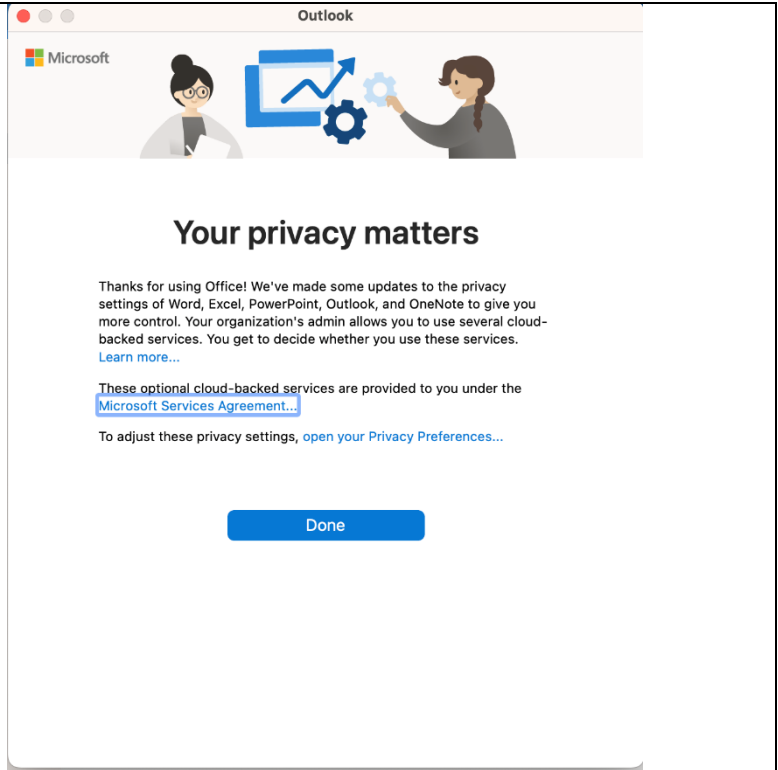
You will see the standard CU System login page, use your **username, without @cu.edu** and your current password.

The screenshot shows the CU System Administration login page. At the top left is the CU logo. To its right is the text "University of Colorado" and "Boulder | Colorado Springs | Denver | Anschutz Medical Campus". Below this is the heading "CU System Administration" and a blue button labeled "Security Policy Agreement". The text "You are logging into: Office 365" is displayed. There are two input fields: the first is labeled "username" and the second is a password field with masked characters. A green "Submit" button is below the password field. At the bottom, there is a note: "This login page only accepts a CU System ID username and password." and a link "Help with a locked account". The footer contains "© Regents of the University of Colorado".

You will be prompted to confirm your sign in with **Duo**.

The screenshot shows a Duo Push confirmation screen. It features the CU logo at the top left. The heading is "Check for a Duo Push" followed by the instruction "Verify it's you by approving the notification...". Below this, it says "Sent to 'CELL' (.....)". There is an illustration of a smartphone with a notification bubble and a circular progress indicator. A link "Other options" is provided. At the bottom, there are links for "Need help?" and "Secured by Duo".

Press **Done** on the privacy agreement, and you will be taken to your inbox.



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