Configure Exchange email on Outlook 2016 for Mac

1. Open Microsoft Outlook under Applications
2. Enter your email address in the field provided

3. Click Continue
4. Enter your username and password where required.
   a. Your username should be typed as onepurdue\username (i.e. onepurdue\jdoe)

5. Click Add Account.
   a. OPTIONAL: You may have to enter exchange.purdue.edu into the server field if it does not connect.
6. Click Done when finished.