
3-3-3. Outlook (Mac)

To check your email for your @s address (s+last 7 digits of your student ID number@s.tsukuba.ac.jp) or @u address (s+last 7 digits of your student ID number@u.tsukuba.ac.jp) using Outlook for Mac, follow the steps below.

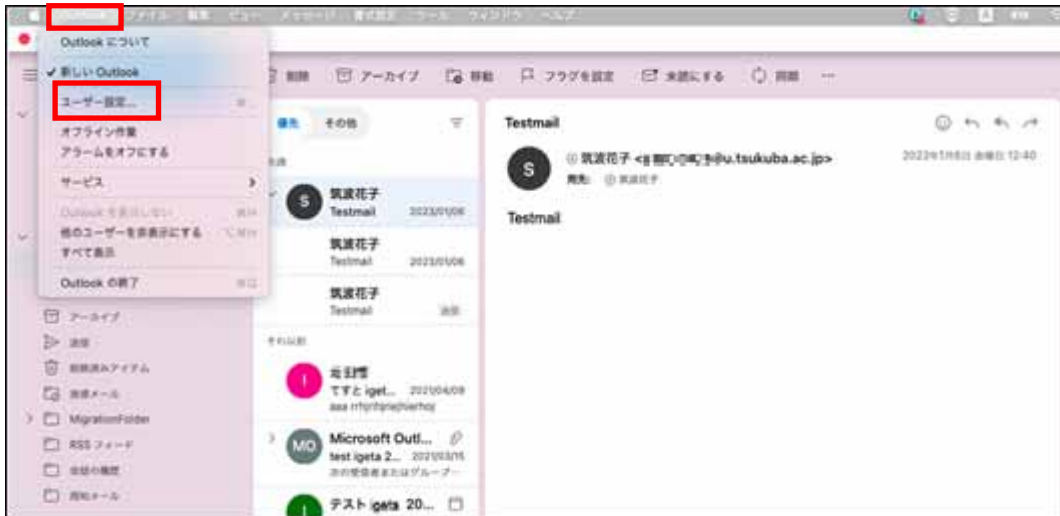
1. Click the [Outlook] icon.



2. When starting up for the first time, the [アカウントの追加] screen appears.



3. If you are already using Outlook with a different account, after starting up Outlook, click [Outlook] in the upper left corner of the desktop screen and then select [ユーザ設定].



4. The [Outlook 環境設定] screen appears. Click [アカウント].



5. Click the [+] icon in the lower left corner and then click [新しいアカウント].



6. Enter your email address (@s address or @u address) in the red box and then click [続行].

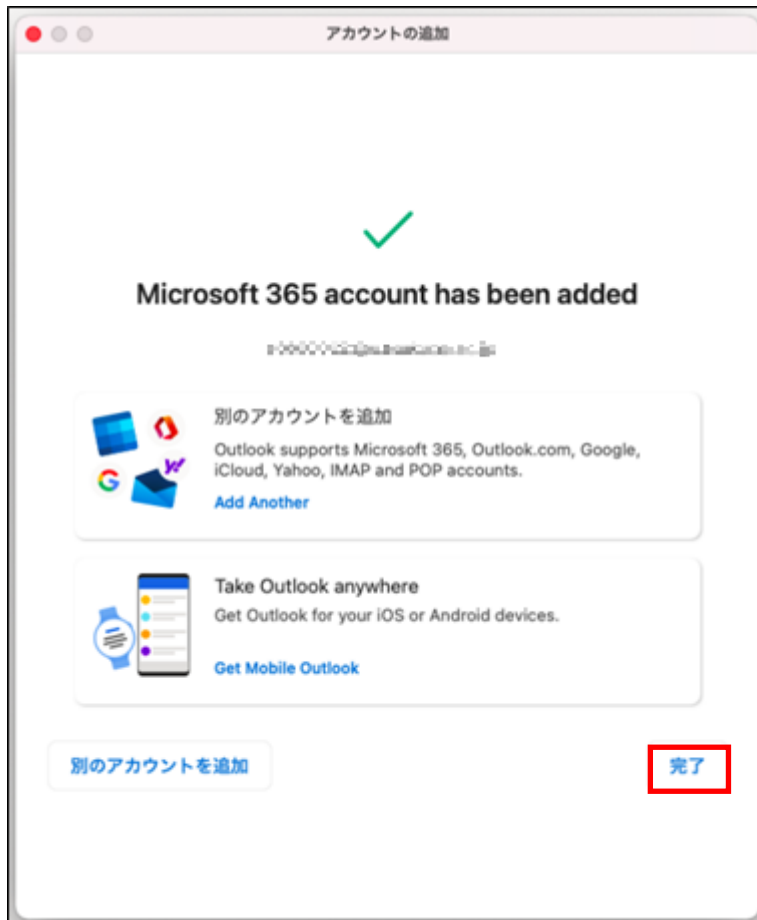


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7. In [パスワード], enter the password for your M365 account, and then click [サインイン].

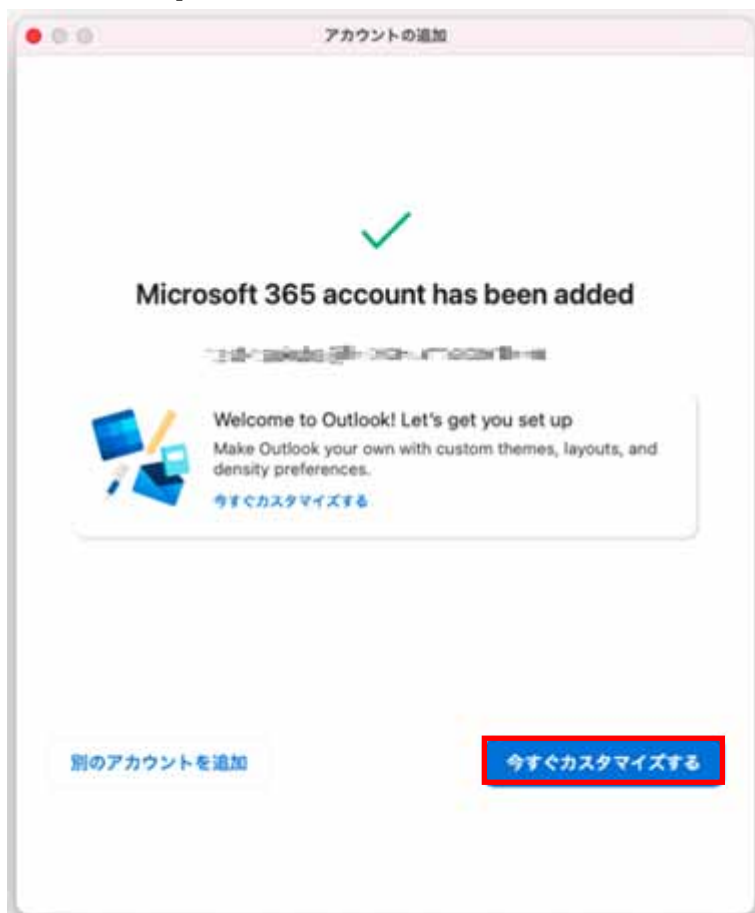


8. Multi-factor authentication will be performed because authentication is required according to the multi-factor authentication configuration.

9. The account addition completion screen appears. Click [完了].

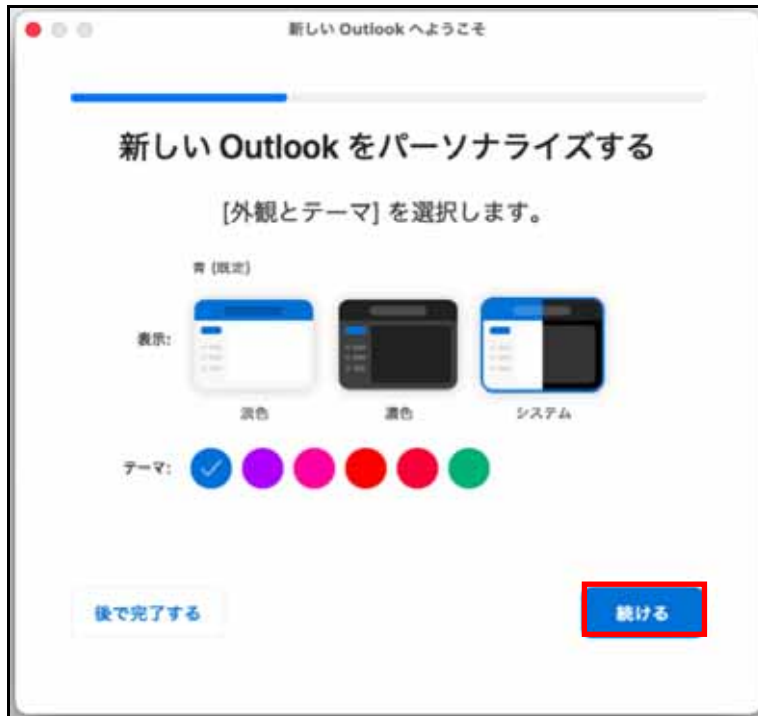


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10. If you are adding an account for the first time, the completion screen below appears. Click [今すぐカスタマイズする].

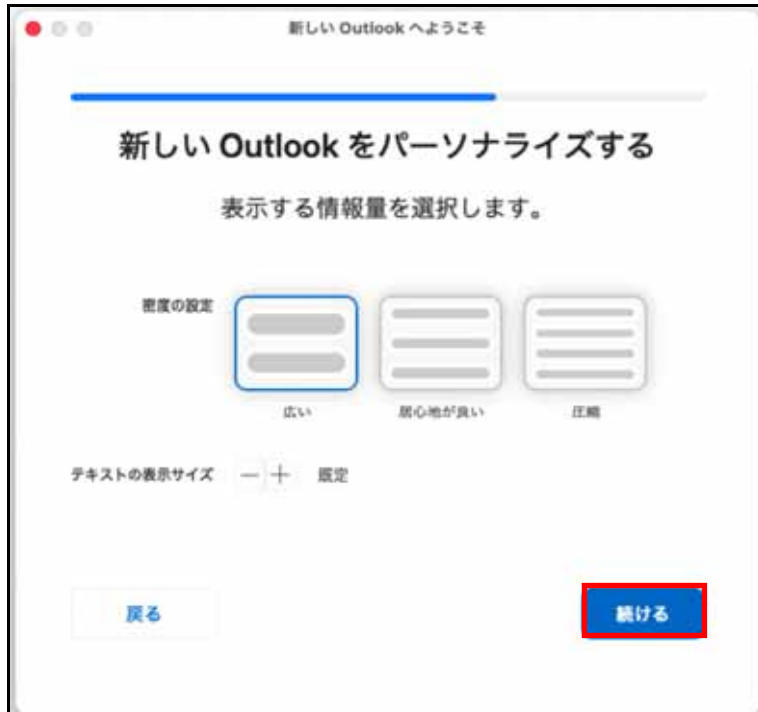


<If you want to customize the configuration>

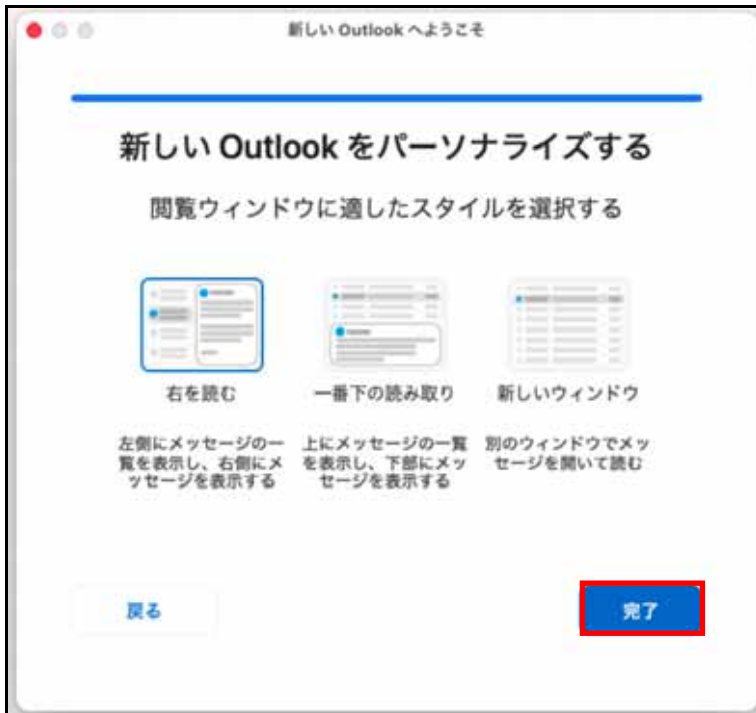
- Select [外観とテーマ] and then click [続ける].



- Select the amount of information to be displayed and then click [続ける].



- Select a viewing style and then click [完了].



<If you want to skip it>

- Click [後で完了する].

