

Outlook – Day 1 Mailbox Set-Up (Mac)

To send and receive Microsoft Cloud email using your desktop Outlook client, you must:

- If you have not already done so, add your new Microsoft Cloud email account to your Outlook desktop client using the instructions in Add New Account to Outlook.
- Set the new Microsoft Cloud email account as the default account in your Outlook desktop client using the instructions.

1. Open your Outlook desktop client.
2. Click on **Tools** menu item.
3. Select **Accounts...** in the menu.
4. Select your cloud account and click the three-dots icon.
5. Click the **Set as Default**.

